



## Massachusetts Department of Environmental Protection

Bureau of Air and Waste

# Recycling & Reuse Business Development Grant: Collection of Target Materials

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### Instructions

To apply for a Massachusetts Department of Environmental Protection (MassDEP) Recycling and Reuse Business Development Grant (RBDG), you must follow the instructions below.

### Grant Application Deadline

Friday, March 29, 2024 - 11.59 P.M Eastern Time  
(Application submitted after the deadline will not be considered)

### Application Check List:

- Complete and submit the online application at: [https://massgov.formstack.com/forms/rbdg\\_collection](https://massgov.formstack.com/forms/rbdg_collection).
- If you need assistance completing the form or have questions, contact **Sowayib Sikder** at [sowayib.sikder@mass.gov](mailto:sowayib.sikder@mass.gov)

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### Questions and Assistance

Sowayib Sikder | [sowayib.sikder@mass.gov](mailto:sowayib.sikder@mass.gov)

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## I. INTRODUCTION AND BACKGROUND

MassDEP seeks to provide grants to companies that are expanding collection of materials that were banned from disposal in 2022 (mattresses, textiles and food waste from businesses that generate more than ½ ton per week). These grants are intended to provide funding to support purchases of equipment to expand collection services for these materials.

The *2030 Massachusetts Solid Waste Master Plan* sets a goal to reduce the amount of waste disposed of in Massachusetts by 30% below the 2018 baseline, or 1.7 million tons by 2030. Successful implementation of the new 2022 waste bans is an important component of MassDEP's strategies to achieve this waste reduction milestone. Driving investment in an enhanced collection infrastructure will help to ensure that collection options for these materials are more extensive, convenient, and cost-effective.

MassDEP's authority to establish a Recycling Business Development Grant (RBDG) is granted under M.G.L. ch.25A § 11F(d), 310 CMR 19.303(2)b and the Declaration of Trust. Article 2.1 of the Declaration of Trust allows for "Trust" funds to be used for grants to businesses to enhance waste reduction and recycling programs.

## II. ELIGIBILITY REQUIREMENTS

RBDG applicants must meet all eligibility requirements to be considered for an award. Note that these requirements are specific to this grant application round and may vary from other RBDG applications. **Please review the requirements carefully as ineligible applications will not be evaluated.** The Commonwealth makes no guarantee that any grants will be awarded to any applicant. In addition, MassDEP may issue partial grant awards.

### Applicant Requirements

- Any organization funded by the RBDG must have a location in Massachusetts and any equipment funded by MassDEP must be used exclusively in Massachusetts. All grants made under the RBDG should provide a measureable economic benefit to Massachusetts.
- Applicant must be a company or corporation (for-profit or non-profit) properly licensed to do business in the Commonwealth, including being listed with the Secretary of State's office.
- Applicant must have been in substantial compliance with federal and state environmental laws for the past three years.
- The minimum grant award for 2023 grants is \$25,000 and the maximum grant award per applicant is \$100,000.
- A minimum financial match of 50% is required (e.g., the minimum applicant match amount for a \$100,000 grant request would be \$50,000. These must be direct contributions from the applicant, exclusive of other State or Federal grants or loans.) Larger match amounts will be viewed favorably for grant evaluation purposes.
- Project timeline for purchasing equipment should not exceed one year from the date of contract signing. (*Note: Grant contracts are typically completed and signed 6-9 months after the application deadline.*)

## Material Requirements

- Applications must be for equipment to collect **food scraps, mattresses or textiles** in Massachusetts. Equipment to collect **surplus food for donation** is eligible.
- Applications for collection of any other material are not eligible under this application.

## Activity Requirements

Eligible grant funded costs include:

- Purchase of a truck (may be new or used but leases are not eligible),
- Purchase of collection containers such as carts, dumpsters, or roll-off containers to expand collection routes and services (may be new or used but leases are not eligible),
- Purchase of equipment or software to increase route efficiency (leasing or subscriptions are not eligible)

**Ineligible** activities include:

- Any other cost other than equipment for collection purposes, including but not limited to equipment for any other purpose other than collection, operating costs such as staff costs, consultant services, subscriptions, leases, and tip fees to deliver materials for composting, anaerobic digestion, recycling, or other processing.

## III. PROPOSAL EVALUATION

The evaluation criteria shall include, but not be limited to:

- the applicant's capabilities and experience,
- the extent to which the project fosters increased collection infrastructure for an eligible material,
- the technical feasibility of the investment within the grant program timeframes,
- the applicant's financial match,
- applicant's past award history from MassDEP,
- applicant's past financial and business performance,
- whether the applicant is registered as a Certified Business with the Commonwealth's Supplier Diversity Program, commitments to purchase goods and services through the Commonwealth's Supplier Diversity Program,
- and the likelihood of success and continued sustainability of the investment after the grant.

The Department may require a site visit and/or interview with the top ranked applicants as part of the evaluation.

## IV. GRANT AGREEMENT

### Grant Reimbursement and Conditions

- As a condition of receiving the grant, grantees must commit to using any equipment funded in part by grant funds exclusively for the purpose of collecting the specified material in Massachusetts for a minimum of three years. Success will be measured primarily by whether the grantee meets its goals and milestones as specified in the application and grant agreement. **Therefore, applicants should propose goals that are realistic, accurate, and achievable.** MassDEP reserves the right to require the grantee to refund, in whole or in part, the grant funds if MassDEP determines that the grantee's success and level of effort is not satisfactory, or if the grantee does not comply with any grant condition or requirement,
- Grant payments will be made on a reimbursement basis with a single payment made after documented purchase and delivery of the equipment. Award recipients will be required to submit a summary report on the use of the equipment to MassDEP, one year after the purchase and delivery of the grant funded equipment.

### Other general terms and conditions

Specific terms and conditions will be outlined in the grant agreement. In addition, all awardees will be required to submit a [W-9 Form](#) and sign the [Commonwealth Terms and Conditions Form](#) (found on [ODR Forms](#) website) prior to funding, and are subject to the following terms and conditions:

- **Grant Amounts** – The minimum grant award is \$25,000 and the maximum grant award is \$100,000.
- **Recycling Loan Fund** – RBDG grant awards and Recycling Loan Fund loans, when combined, may not exceed the total cost of a project for which a RBDG grant has been issued. RBDG grant funds cannot be used to repay Recycling Loan Fund loans.
- **Site Visits** – MassDEP staff reserve the right to visit successful applicants during the grant period.
- **Reimbursement** – All funds for RBDG grants are distributed on a reimbursement and/or performance basis. Requests for reimbursement must include proof that funds were spent for the budgeted items and include a copy of the paid receipt for the purchased equipment under the grant project. **Purchases made before a grant contract (including all required forms) is signed by MassDEP and the grant recipient will NOT be reimbursed.** MassDEP will notify any business receiving a grant

award when it is acceptable to purchase grant funded equipment. **Awarded businesses should not purchase any grant funded equipment prior to receiving this email confirmation from MassDEP.** In this context, “purchase” includes paying for equipment or receiving delivery of equipment. Any vendor invoice for grant funded equipment must be dated after the contract start date.