



## Recycling & Reuse Business Development Grant: Recycling & Reuse of Target Materials Grant Application Guidance

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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\\_processing](https://massgov.formstack.com/forms/rbdg_processing)
- 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 recycling processors and manufacturers in Massachusetts that will create sustainable markets and add value to municipal and business recycling efforts.

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. The Master Plan relies on a comprehensive mix of strategies to reduce waste disposal, whether through source reduction, reuse, recycling, composting, or other options. One key element is fostering local recycling markets, particularly for targeted materials that lack strong markets and demand. Stronger local recycling markets support a robust, sustainable, and cost-effective recycling infrastructure. At the same time, these local markets will also foster economic development and job creation.

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 \$50,000 and the maximum grant award per applicant is \$400,000.
- A minimum financial match of 25% is required (e.g., the minimum applicant match amount for a \$100,000 grant request would be \$25,000. 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 processing should not exceed 30 months from the date of contract signing (purchase of equipment within 12 months, performance within next 18 months). (*Note: Grant contracts are typically completed and signed 6-9 months after the application deadline.*)

## Material Requirements

- Eligible materials for this application are:
  - **Container Glass from MRFs:** market outlets and uses for container glass sourced from MRFs.
  - **Materials Reuse:** operations that reuse furniture, building materials, and other bulky items OR operations that clean and return reusable service ware from food service operations.
  - **Construction & Demolition Materials:** operations that provide end markets for wood, gypsum wallboard or asphalt shingles.
  - **Textiles:** operations that reuse, recycle, or sort textiles such as clothing, footwear, bedding, towels, curtains, and fabric. (*Note: Recycling markets for textiles that are not acceptable for reuse will be prioritized.*)
  - **Food Materials:** food rescue and donation operations OR composting, anaerobic digestion, animal feed production, or processing operations for source separated food scraps that divert food material from both solid waste and wastewater collection systems.
  - **Mattresses:** dismantling and recycling or reuse of mattresses at a processing facility
- Only projects related to the list of eligible materials will be funded. Projects to increase recycling of other materials will not be considered.

## Activity Requirements

Eligible grant funded costs include equipment or other capital costs for:

- Processing activities, which include those reclaiming activities that aggregate, dismantle, densify, shred, bale, culletize or otherwise process eligible materials.
- Manufacturing activities, which include those activities that manufacture products with eligible materials.
- Reuse activities that use an eligible material again, either in its original state or with refurbishment, for its original purpose or for a non-traditional purpose.

**Ineligible** activities include:

- the exclusive use of internally generated scrap materials or materials already on site,
- the incineration of materials or the manufacturing of a product designed for burning for energy, excluding the burning of wood for energy,
- feasibility studies or design work,
- operation and maintenance costs associated with the proposed grant investment,
- collection or brokering activities; or
- staff or consultant time

## 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 stronger in-state reuse or recycling markets,
- 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 are required to meet their recycling and reuse goals for 3 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 moves the operation outside of Massachusetts within 3 years of receiving the grant,
- Grant payments will be made on a reimbursement basis based on completion of 3 tasks (Task 1 for equipment purchase and installation, Task 2 for performance-based payment and Task 3 for final reporting).

### 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 \$50,000 and the maximum grant award is \$400,000.
- **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 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 should be dated after the contract start date.
- **Final 10% of Grant Funds** –The final 10% of grant funds will be held until an approved final report, in a format approved by MassDEP, has been received by MassDEP. The report must be received and approved prior to the end date of the contract. All final requests for reimbursement must be received within 30 days of the contract end-date or all remaining grant funds will be forfeited.
- **Publications** – All documents and publications associated with a grant agreement must be submitted to MassDEP in electronic format in Microsoft Word/Excel or as a PDF file.