

Recycling Dividends Program Worksheet - Spring 2025

Please refer to the Spring 2025 Recycling Dividends Program (RDP) Grant Guidelines for more details on specific categories and eligibility.

RDP Category	Category Options - Select One		Possible Points	Your Projected Points
Bulky Items	Bulky items, minimum fee \$5, collection of 3 or more of the following items: upholstered or wood furniture, toilets, sinks, carpet.		1	
	None of the above.		0	
CHARM	Charm items collected at least 12 times per year, certain exceptions apply. Please consult guidelines for full details. Required Charm Items: Mercury products, textiles. Optional Charm Items: Automotive wastes, books/media, bulky rigid plastics, electronics, fire extinguishers + 20 lb. propane tanks, all types of household batteries, appliances, mattresses, paint, plastic bags/film, shredded paper, solar panels, source separated gypsum wallboard, string lights, wood, yard waste.	Collect 12 Charm items	2	
		Collect 8 Charm items	1	
		None of the above.	0	
Curbside Recycling Regulations	Comprehensive Private Hauler Regulations (PHR)	Actively enforced PHR that apply to both residents and businesses, with ongoing communication to all permitted haulers via notices and/or letters on municipal letterhead alerting them of violations and actions required.	3	
		Actively enforced comprehensive hauler regulations that apply to residents only, with ongoing communication to all permitted haulers via notices and/or letters on municipal letterhead alerting them of violations and actions required.	2	
		Adopted a bylaw/ordinance and/or regulation or combination thereof that requires permitted haulers to provide recycling to all generators, residential and commercial, as bundled service, and requires mandatory recycling by all generators.	1	
	Mandatory and Quality Recycling Requirements	Actively enforced recycling rules AND measured the results through annual recycling audits to assess contamination.	3	
		Actively enforced recycling rules through enforcement protocols or procedures.	2	
		The hauler enforced recycling rules through their contract or part of their standard operating procedures.	1	
		None of the above.	0	
Diversity, Equity and Inclusion in Recycling Programs	Must complete a minimum of 3 activities from the lists below. Required DEI Activities: Multilingual trash and recycling guides on website and/or mailer. Optional DEI Activities: <ul style="list-style-type: none"> Reduced or subsidized PAYT bag or sticker fees for low-income or other hardships Send multilingual materials to property managers for multifamily homes/apt/condos Multilingual recycling & trash reminders/signage at drop-off location Multilingual guides for handling HHW properly available on website and/or sent as mailer Multilingual handouts/guides available at schools for students to take home Reduced Transfer Station/Recycling Center access fee for low-income residents Reduced costs for HHW collection/bulky waste/zero waste collection events for low-income residents, or other hardships Host multilingual webinar or social media live stream/video or Cable TV program 1x/year for recycling education/outreach or creates video guides Recycling services were provided by the municipality at large apartment buildings, mobile home parks, condos and/or public housing Municipal regulations required all new construction, with the exception of single-family housing, to included recycling provisions. The municipal curbside contract included a provision requiring haulers ensure alternative recycling collection for residents with disabilities Presented information about local and state trash and recycling policies to adult and/or continuing education classes for English language learners, immigrants, refugees, migrants, or other 		1	
	None of the above.		0	

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HHW	Hosted a comprehensive permanent HHW collection center.		2	
	Participated in a comprehensive regional HHW collection center at a public facility. Municipality has an agreement with a regional center and pays a membership fee.			
	Participated in comprehensive regional HHW collection center at private facility. Municipality signs a contract and pre-pays funds.			
	Participated in comprehensive reciprocal arrangement. Municipality has a group agreement that allows for access to events hosted by municipalities of the group.			
	Hosted two comprehensive events per year; both events are located in your municipality.		1	
	Funded two comprehensive HHW collection events each year through a reciprocal arrangement.			
	None of the above.		0	
Organics / Food Waste	Curbside Collection	Food waste is collected curbside weekly from all households served by the municipal trash program.	3	
		Food waste is collected weekly from households participating in a municipally funded or subsidized program. Points vary based on performance measures re: participation. Consult guidelines for full details.	1 or 2	
		Municipality selected a preferred vendor(s) through a public procurement process and contracted a per-household rate for residents that opt-in to a fee-based curbside collection of food waste.	1	
		Food waste is collected weekly via a private subscription. The municipality does not fund or provide subsidies, but does advertise vendors via their website, including pricing and contact information for vendor(s).	1	
	Drop-off Center Collection	Food waste collected at municipally owned collection center AND municipality offered home compost bins to residents at cost or less.	2	
		Food waste collected at municipally owned collection center.	1	
	Backyard Composting	Municipality offered home compost bins to residents at cost or less.	1	
	Food Rescue	Municipality or school coordinates local program for food rescue and donation.	1	
	None of the above.		0	
	Recycling Center Access	Recycling Center open to Local Haulers.		
Recycling Center open to Businesses.		1		
Recycling Center open to Residents Not Served by Municipal Program.				
Recycling Center open to Non-Residents.				
None of the above.		0		

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Reuse	<p>Municipality completes 1-3 activities from the list below. Please consult guidelines for full details.</p> <ul style="list-style-type: none">• Permanent Swap Shop open year-round, one day/month.• Seasonal Swap Shop open six months/year, one day/month.• Regional Swap Shop promoted by participating municipalities.• Local bylaw/ordinance/regulation that bans the distribution of at least two single use items at businesses that serve the public.• Materials management plan for all building, renovation, and/or demolition projects, including a building material assessment and inventory.• Incentive program for building deconstruction for projects that incorporate deconstruction and reuse/recycling.• Pilot deconstruction project at a designated building that will serve as a model for the practice of deconstruction.• Community Repair Event where the public can bring broken household items and receive assistance or coaching from volunteer “repair experts” to return the item to service.• Non-municipally run community repair events; municipality provided significant monetary and/or in-kind donations.• Zero Waste Day (“Reuse Rodeos”/Donation Events) that acted as a “one-stop shop” for residents to drop-off items for reuse and/or recycling.• Regional Zero Waste Day: an exception to the adjacent community requirement will be made for rural areas within a ten-mile radius of the event.• Tool Library/Library of Things that lends reusable items to the public at no charge and is open at least one day/week.• Non-municipally run Tool Library/Library of Things; municipality provides significant monetary and/or in-kind donations.• Dishwashers and reusable dishware are utilized in K-12 grade school cafeteria(s) in the majority of schools in the district.• The majority of the student population in a municipality’s regional school district attended a school that utilized dishwashers and reusable dishware in their cafeteria(s).• Local policy requiring the donation of surplus municipal property in usable condition.• Municipality hosts/coordinates and promotes a community-wide yard sale, or bulky item collection day, where usable and/or leftover items are collected and the municipality directs items to donation, reuse, or recycling organizations.	Conduct 3 Reuse activities	2	
		Conduct 1 Reuse activities	1	
		None of the above.	0	
SW Reduction	Full PAYT Program: all trash in bags, stickers, tags, punch cards. Points vary based on performance measures re: participation. Consult guidelines for full details.	4 or 5		
	Modified/Hybrid PAYT Program: allows for ≤35-gal per week included in basic service, fee for excess trash in PAYT bags, tags, stickers, punch card. Points vary based on performance measures re: participation. Consult guidelines for full details.	3 or 4		
	Trash limit: Every-Other-Week trash collection in 64-gal carts.	3		
	Trash limit: 48-gal cart/week.	2		
	Trash limit: Every-Other-Week trash collection in 96-gal carts.			
	None of the above.	0		

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Waste Prevention Outreach & Education	<p>Must complete a minimum of 6 activities from the lists below.</p> <p>Required WPOED Activities: Dedicated webpage containing direct links to the Beyond the Bin Search Directory, RecycleSmartMA.org, and the Recycle Smart Recyclopedia Widget.</p> <p>Optional WPOED Activities:</p> <ul style="list-style-type: none"> Sent an annual town-wide household recycling mailing. A handout distributed at the recycling center qualifies as a mailer for non-curbside communities. Actively used and maintained at least one social media channel or regularly published a widely distributed paper or electronic newsletter. Ran an advertisement or public service announcement. Published a press release. Created guide or manual such as: Move-Out, Recycling or Reuse Guide, A-Z Recycling Guide. Ran a message via a sandwich board, electronic ticker tape sign, mural, or billboard twice/year. Published a waste reduction goal or progress towards a previously declared goal. Had an active recycling committee or other municipally recognized entity assist with education and outreach. Distributed recycling bins or tote bags to multi-family apartment units. These MUST have printed recycling instructions or Recycle Smart messaging included. Replaced municipal list of recyclable items with a list consistent with Recycle Smart and related graphics. Subscribed to a mobile recycling application that is made available to residents seeking information about recycling and trash schedules, special events, etc. Conducted a recycling campaign, or Recycling 101 refresher course, for municipal buildings and schools and involved reminder notices of recycling specifics, the contribution of recyclables collected by municipalities to recycling markets and signage. Recycle Smart must be utilized. Hosted or coordinated a community-wide litter pickup or cleanup event and provided recycling access and education as part of this effort. Reshared at least six Recycle Smart MA social posts on municipal social media channels. Must be signed up as a Recycle Smart MA Partner. 	1		
	None of the above.	0		
Total Points: Maximum 22				
DEADLINE REQUIREMENT	<p><i>Submission of the previous two years of the Annual Recycling & Solid Waste Survey, Annual RDP Spending Report, and Notification of Buy Recycled Policy with Buy Recycled Policy attached are due by February 15th.</i></p> <p><i>One RDP point will be deducted from a municipality's earned points for failing to file by the deadline.</i></p>			
Contact your MassDEP Municipal Assistance Coordinator (MAC) for More Information		MassDEP RDP Contact: Cathy Doodnauth Cathy.Doodnauth@mass.gov		
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