



2021 Recycling & Reuse Business Development Grant Grant Application Guidance

Instructions

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

Grant Application Deadline
2021 Application Deadline Friday, April 8, 2022 – 5:00 p.m.

Application Check List:

- Complete and submit the online application at:
https://massgov.formstack.com/forms/recycling_business_development_grant
- If you need assistance completing the form or have questions, contact **Claudine Ellyin** at claudine.ellyin@mass.gov

Questions and Assistance

Claudine Ellyin: 617-292-5557 | claudine.ellyin@mass.gov

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 *2010-2020 Massachusetts Solid Waste Master Plan* sets a goal to reduce the amount of waste disposed of in Massachusetts by 30% below the 2018 baseline level 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. ***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 business funded by the RBDG must have a location in Massachusetts where the proposed recycling or recycling related activity such as aggregation, processing, reclaiming, or reuse will occur. All grants made under the RBDG should provide a measurable economic benefit to Massachusetts.
- Applicant must be a company or corporation (for-profit or non-profit) properly licensed to do business in the Commonwealth.
- Applicant must have been in substantial compliance with federal and state environmental laws for the past three years.
- The minimum grant award for 2021 grants is \$50,000 and the maximum grant award 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.)

Material Requirements

- Only projects related to the list of eligible materials will be funded. Projects to increase recycling of other materials will not be considered. MassDEP reserves the right to amend the list of eligible materials between grant cycles.
- Eligible materials for **2021 grants** are:
 - Container glass: developing market outlets and uses for container glass sourced from MRFs
 - Furniture: household, commercial or institutional furniture, including reuse or recycling
 - Construction & Demolition Materials: project proposals targeting cardboard, wood, metal or clean gypsum wallboard that will increase the process separation rate at C&D handling facilities
 - Textiles: reuse or recycling of textiles such as clothing, clean footwear, bedding, towels, curtains, and fabric into new products
 - Food Materials: use of source separated food scraps, with a particular focus on food material streams that may contain packaging or other contamination, for composting, intermediate processing to supply anaerobic digestion facilities, or similar processes
 - Mattresses: dismantling and recycling of mattresses at a processing facility

Activity Requirements

Eligible grant funded activities include:

- 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 means those 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 local recycling markets, the technical feasibility of the investment, the applicant's financial match, 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, as stated in Section 1.2 of the grant agreement, for 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 moves the operation outside of Massachusetts within 5 years of receiving the grant.
- Grant reimbursement schedules will include a performance-based payment component, typically paid over a two-year period.

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. Note for those seeking grant funding over multiple rounds: Grant awards for any one proposed activity/material are capped at \$400,000, and must not be a duplication of previous application(s). Previous awards will be taken into consideration during evaluation.
- **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 or work completed under the grant project. **Purchases made before a grant contract is signed by MassDEP and the grant recipient will NOT be reimbursed.**
- **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 should be submitted to MassDEP in electronic format in Microsoft Word/Excel or as a PDF file.