



Massachusetts Department of Environmental Protection

Sustainable Materials Recovery Program

Minimum Eligibility Criteria

Grant Applications Due June 12, 2024, at 11:59 PM

Overview

The Sustainable Materials Recovery Program (SMRP) is designed to increase the diversion of materials from the solid waste stream through waste reduction, reuse, recycling, and composting programs, and to decrease the toxicity of the waste stream through household hazardous waste (HHW) diversion and use of environmentally preferred products (EPP).

There are six (6) SMRP grant categories offered in the Spring 2024 cycle:

- [Drop-off Equipment: Universal Waste Sheds & Swap Shops](#)
- [Food Waste Collection Carts](#)
- [Pay-As-You-Throw Program Funds](#)
- [Regional Small-Scale Initiatives](#)
- [Recycling Dividends Program \(RDP\)](#)
- [Waste Reduction / Organics Capacity / Permanent Household Hazardous Waste Facility Project Proposals](#)

Eligible Applicants

The following entities are eligible to apply:

- Individual Massachusetts municipalities, and
- Regional governmental entities with legislative authorization may apply for grants on behalf of their Massachusetts member municipalities and residents. This category of applicants may include regional planning authorities, regional solid waste districts, and regional recycling cooperatives. *Note: Regional entities are only eligible for the Regional Small-Scale and Waste Reduction / Organics Capacity / Household Hazardous Waste Facility Project grant offerings.*

Submission Process

Applications will **only** be accepted via the online reporting tool Re-TRAC Connect™.

- Access Re-TRAC Connect™ using this link: <https://connect.re-trac.com/>
 - ALL municipalities and some solid waste districts have already been assigned Re-TRAC Connect™ accounts. If you have forgotten your login information, contact Rebecca.Ferguson@mass.gov.
 - Regional authorities that do not have an account must contact Rebecca.Ferguson@mass.gov no later than two weeks prior to the grant deadline for guidance on establishing a Re-TRAC Connect™ account.

As a condition for receiving grant funds, grantees must comply with the certification requirements as described below.

1. Annual Notification of Buy Recycled Policy

- The applicant must have a Buy Recycled Policy in place and certify that all purchasing staff are knowledgeable about the policy. A “[Buy Recycled Policy](#)” (which may consist of a policy, bylaw, or ordinance) must be enacted by the decision-making entity of the municipality. **Note: MassDEP encourages municipalities to adopt a broader Sustainable Purchasing Policy or [Environmentally Preferable Purchasing \(EPP\) Policy](#) and may require this in future grant cycles.**
- Department heads and employees with purchasing responsibility must receive an annual notification, from the Mayor, Board of Selectmen, Town Manager, Town Administrator, or Chief Purchasing Officer, reminding them of the municipal Buy Recycled Policy.
- The Buy Recycled Policy itself must be attached to the Notification distributed to department heads and employees with purchasing responsibility.
- The Annual Notification should include specific language as to **why** buying products with recycled content supports municipal recycling programs and how this contributes to closing the loop and creating recycling markets. Example language can be found [here](#) under Step 4.
- The applicant will be required to attach a copy of this communication. To be eligible the communication must be within the current fiscal year (July 1, 2023 – June 30, 2024). Municipalities are encouraged to send out their annual Notification of Buy Recycled Policy early in the year, send proof of notification to Rebecca.Ferguson@mass.gov by February 15, 2024. Notifications are reviewed and if approved, attached to

the Certification of Minimum Eligibility Criteria Application. If your Certification is in DRAFT format in Re-TRAC Connect™, this requirement has been met prior to the February 15, 2024 deadline, and has been approved.

2. *Municipal Recycling Data Reporting*

- A municipal applicant must have filed via Re-TRAC Connect™, before a SMRP application is submitted, completed CY2022 and CY2023 Municipal Recycling and Solid Waste Surveys.
- A municipal applicant with a balance in their RDP funds must have filed via Re-TRAC Connect™, before a SMRP application is submitted, a completed CY2023 RDP Spending Report.
- An applicant that is a regional entity must ensure that each municipality supported by the grant application has filed completed CY2022 and CY2023 Municipal Recycling and Solid Waste Surveys and a CY2023 RDP Spending Report.

3. *Waste Ban Compliance*

Outstanding MassDEP compliance issues, including past due required reports will not necessarily disqualify a municipality from receiving an award. However, any such award may be conditioned upon satisfactory resolution of said compliance issue.

- Municipal applicants must demonstrate compliance with MassDEP's [waste disposal bans](#) by certifying that paper, cardboard, bottle and can recycling is available in all municipal buildings, including schools, or will be within 30 days of award notification.
- Regional entities must certify that paper, cardboard, bottle and can recycling is available in all its offices and meeting spaces.

Authorization to Submit Application

The person submitting the application must certify that they are authorized to apply for grants from the Commonwealth or have notified the appropriate official with such authorization. Once awards have been made, each grantee will enter into a grant agreement with MassDEP which will be signed by the official authorized to accept grants from the state.

Environmental Justice:

MassDEP is committed to advancing equity, diversity, and environmental justice (EJ)¹ through its public investments. The agency seeks to prioritize the direction of these resources to benefit EJ communities and to address environmental inequities. To that end, MassDEP grant, and funding programs include criteria and evaluation parameters that emphasize equity, diversity, and environmental justice, consistent with each program's statutory authority and source of funding. Preference will be given to projects that provide direct benefit to environmental justice populations. Information on which communities are classified as environmental justice populations can be found at: <https://www.mass.gov/info-details/environmental-justice-populations-in-massachusetts>.

Evaluation Criteria:

The following evaluation criteria apply to all six (6) grant offerings, in addition to any other criteria listed in the individual grant program detail documents.

- Information provided on Recycling and Solid Waste Program Surveys,
- Information provided on the specific Grant Application,
- Information provided on the Recycling Dividends Program (RDP) Spending Report, including funding balances,
- Demonstrated need and likelihood of success,
- Past grant performance including outstanding grant requirements,
- Alignment with MassDEP's priorities as outlined in the grants and MassDEP's [Solid Waste Master Plan](#), and
- Other criteria as identified in relevant grant categories.

¹ Environmental justice is based on the principle that all people have a right to be protected from environmental hazards and to live in and enjoy a clean and healthful environment regardless of race, color, national origin, income, or English language proficiency. Environmental justice is the equal protection and meaningful involvement of all people and communities with respect to the development, implementation, and enforcement of energy, climate change, and environmental laws, regulations, and policies and the equitable distribution of energy and environmental benefits and burdens." See Environmental Justice Policy of the Executive Office of Energy and Environmental Affairs (updated June 24, 2021): <https://www.mass.gov/doc/environmental-justice-policy6242021-update/download>.

Terms and Conditions:

Grants awarded by MassDEP to municipalities and regional authorities are administered through a Master Agreement. In addition to the Master Agreement, municipalities and regional authorities receiving a grant will be required to sign a Grant Agreement consisting of additional terms and conditions, scope of work, and budget. With the exception of the Recycling Dividends Program (RDP), grant awards will be distributed on a reimbursement basis based on actual costs, and terms contained in the Grant Agreement. Reimbursable expenses must be incurred after the application submittal date and after a Grant Agreement contract is fully executed by both parties. A detailed explanation of the documentation required for reimbursement is described for each program category.

Timeline:

Grant applications will open online on April 1, 2024, via Re-TRAC Connect™.

Grant Information Webinar will be on Wednesday, April 10, 2024, at 10:00 AM EST. [Please Register in Advance.](#)

- The Webinar will be recorded.
- A video, as well as the PowerPoint slideshow and any other supporting materials, will be shared following the event.

Application Deadline:

Application must be received by June 12, 2024, at 11:59 PM.

MassDEP Contact:

- Rebecca Ferguson at Rebecca.Ferguson@mass.gov



Massachusetts Department of Environmental Protection

Sustainable Materials Recovery Program

Details: Drop-off Equipment for Reuse & Recycling

Grant Applications Due June 12, 2024, at 11:59 PM

Overview

This grant will assist municipalities with establishing or expanding diversion programs for targeted materials at a municipal recycling drop-off or transfer station ("facility"). This grant category is open to municipalities operating a drop-off program for recyclables, including those whose primary recycling program is curbside, but which also operate a residential recycling drop-off center.

The applicant is responsible for ensuring compliance with all MassDEP regulations and permits. Applicants must contact the appropriate MassDEP Regional Office prior to placing new containers or equipment at a site assigned facility. Additional requirements apply to applicants establishing a new Universal Waste collection program.

Eligible Applicants

- This grant item is available to municipal applicants only.
- A municipality with access to a [Material Separation Plan](#) through its waste disposal contract with a municipal waste combustor is **not** eligible for a Universal Waste shed.

Program Structure

Grants provide for the purchase of enclosed sheds, containers, or structures for the targeted material identified in the table below. Actual reimbursement amount will be based on the cost of materials or container(s) purchased and may be less than award amount.

Type of Equipment	Target Material	Grant Award Amount
Shed (minimum of 80 SQ FT)	Universal waste: fluorescent lamps, certain batteries, and mercury containing devices (e.g., thermostats, thermometers, and switches).	Up to \$5,000
Shed or Other Enclosed Structure (size and reimbursement amount subject to MassDEP approval)	Household goods collected at a municipally operated Reuse Swap Shop	Up to \$6,000

Use of Grant Funds

Grant funds must be used in accordance with the Grant Scope of Work (see Attachment 1) to purchase equipment for new collection programs or to significantly expand the scope of an existing program (i.e., add a swap shop for furniture to a swap shop for smaller items). Funds may not be used to purchase extra equipment for materials already being collected.

Universal Waste Sheds:

- When collected and consolidated, universal waste must be managed according to the Universal Waste regulations at 310 CMR 30.1000. <http://www.mass.gov/eea/docs/dep/service/regulations/310cmr30.pdf>
- The collection shed must be a rigid, weather-proof structure within sight of an attendant and open at least one day per month to accept Universal Waste from the municipality's residents. Small businesses may also drop off Universal Waste, at the discretion of the Grantee.
- If the Universal Waste Shed is placed at an existing municipal solid waste transfer station, the owner/operator of the transfer station must file a certification with their regional MassDEP office 30 days PRIOR to placement of the shed as this is considered a modification in design and operation of the transfer station. Certification is not required for a Universal Waste shed placed at a non-solid waste site, like a DPW yard.

- Grantee may utilize a vendor on Massachusetts statewide contract [FAC110: Hazardous, Universal, Medical, & Electronic Waste Category 3](#). The cost of collection services will be borne by Grantee.
- A mercury spill kit should be available in shed and can be purchased with any remaining funds under this grant, or with RDP funds. Kits are also available through statewide contract [FAC110: Hazardous, Universal, Medical, & Electronic Waste Category 3](#) under Category 3, Section 7.

Reuse Swap Shops:

- Funds may be used to purchase a shed or other type of rigid, weather-proof structure for the storage of reusable home goods and furnishings dropped off by residents for others to take.
- Equipment purchased under this grant may be purchased off statewide contract [FAC113designatedDEP: Recycling Containers, Compost Bins, and Rain Barrels](#), under Category 7.

Evaluation Criteria

In addition to the [minimum eligibility criteria](#), the following factors will be viewed favorably in the evaluation process:

- Facilities that are open to both residents and businesses.
- Applicants that have identified a market for the target material(s).
- Applicants that plan to enforce the disposal prohibition on the target material(s).
- Applicants that have the ability and willingness to use RDP funds to offset program costs.
- Applicants that are located in an environmental justice community.

MassDEP Contact

- Micaela Guglielmi, Micaela.Guglielmi@mass.gov



Massachusetts Department of Environmental Protection

Sustainable Materials Recovery Program

Details: Food Waste Collection Carts

Grant Applications Due June 12, 2024, at 11:59 PM

Overview

This grant will provide funds for the purchase of wheeled carts to be used by residents for municipally financed curbside collection of source-separated food waste. Carts may also be distributed to businesses participating in the food waste collection program. Food waste is the primary focus of this grant item. If, however, a grantee would like to purchase a cart or other container large enough to accommodate leaf and yard waste **in addition to food waste**, that would be permissible provided that their compost facility is permitted to accept both yard waste and food waste. The collection of separated food waste must continue year-round. If the municipality also collects leaf and yard waste for a portion of the year, carts may be sized and used for this combined purpose. The following programs may be considered for this grant:

New town-wide program means introducing cart collection to the households and/or businesses served by the municipal contract. For example, a municipality may currently collect trash from some businesses, and may want to make curbside organics available to those same businesses.

New pilot program means cart collection is being introduced to a limited number of residents or businesses in order to test the feasibility and/or cost, and to determine if full-scale implementation is feasible. For example, offering organics collection carts to one or two collection routes with the intention of expanding to all service recipients if the pilot program is successful.

Expansion (enhancement) of an existing program means the municipality already provides cart collection to some households and will be expanding the service area. For example, the municipality piloted organics collection and plans to expand to serve all eligible households.

Eligible Applicants

- This grant item is available to municipal applicants only.
- No trash limit required.

Program Structure

Grant awards will be calculated based on the number of households (HHs) served by the organics collection program. One cart per household served will be awarded (valued at \$20/cart); actual award disbursement will be based on actual households participating in the program up to 5,000 households. MassDEP will provide an additional \$2 per cart to defray the cost of stickers, or in-molded labels providing detailed instructions on how and what to compost. An in-molded label is laminated to the cart lid by heat treatment during the manufacturing process. Sample artwork for labels is available.

For municipally financed organics pilot programs only, an additional \$10 per household for the first 1,000 households may be awarded (maximum of \$10,000). These Start-Up funds are to offset start-up costs, including increased collection costs, if any, and incremental costs to tip organics at a composting facility if it exceeds solid waste tip fee, if any. Therefore, the maximum award value is \$120,000. Awards are contingent on submission of an approved Implementation Plan.

Type of Organics Grant	Award Amount (per HH served)	In-molded label/sticker (per HH served)	Maximum Award Amount
Organics Carts (up to 5,000 HHs)	\$20	\$2	\$110,000
Municipally Financed Pilot Start-up Funds (up to 1,000 HHs)	\$10		\$10,000

Use of Grant Funds

Grant funds may be used in accordance with the Grant Scope of Work (see Attachment 2) to offset the cost of carts purchased either by the municipality or by its contracted organics hauler.

- Purchasing a combination of cart sizes is allowable.
- If the hauler purchases the carts, the municipality's contract with the hauler must specify that the municipality takes ownership of the carts at the end of the contract.
- Equipment purchased under this grant may be purchased off statewide contract [FAC113designatedDEP: Recycling Containers, Compost Bins, and Rain Barrels](#), under Category 3.
- If not purchasing off state-contract, the following minimum requirements must be met for curbside compost collection containers: contain 30% recycled content, are at least 10-gallons in size, and have a warranty of 5 years or more.

Evaluation Criteria

In addition to the [minimum eligibility criteria](#), the following factors will be viewed favorably in the evaluation process:

- Readiness to implement the project.
- Demonstrated understanding of the steps remaining to implement the proposed program.
- Ability and willingness to use RDP funds to offset program costs.
- Located in an environmental justice community.

MassDEP Contact

- Rebecca Ferguson, Rebecca.Ferguson@mass.gov



Massachusetts Department of Environmental Protection

Sustainable Materials Recovery Program

Details: Pay-As-You-Throw (PAYT)

Grant Applications Due June 12, 2024, at 11:59 PM

Overview

In a Pay-As-You-Throw (PAYT) program (also referred to as Save-Money-and-Reduce-Trash (SMART)), residents pay a per unit fee for the trash they generate. There is no direct fee for recycling. This creates a financial incentive to reduce, reuse, and recycle more, and to generate less trash. MassDEP offers start-up funds for new PAYT programs and specific program upgrades. If your municipality is planning to implement PAYT in the next fiscal year, MassDEP recommends that you apply.

Eligible Applicants

- This grant is available to municipal applicants for their new drop-off PAYT program or new curbside PAYT program.
- Applicants **must** have worked with their [Municipal Assistance Coordinator \(MAC\)](#) on a PAYT Program [Technical Assistance Grant](#), including submission of a draft PAYT Implementation Plan.
- Applicants **must** have adopted a municipal bylaw/ordinance and/or Board of Health [hauler regulation](#) that requires private haulers to provide integrated solid waste and recycling services to residential customers for one bundled price (i.e., all customers receive recycling collection *with* trash collection). The purpose of this requirement is to level the playing field and minimize the number of households opting out of the municipal PAYT program.
- A municipality proposing a multi-family PAYT program will be required to approve an ordinance or bylaw requiring multi-family property owner and resident participation.
- Implementation of new PAYT programs may be prioritized over municipalities applying for a “program upgrade” as described in the Program Structure section below.

Program Structure

Grant awards will be calculated based on the number of households (HHs) served by the PAYT program. For application purposes, the municipality may estimate the number of the households to be served by the municipal program; actual award disbursement will be based on actual households participating in the program (set-out or customer counts may be required in some circumstances). The maximum award value is \$300,000. In addition, MassDEP reserves the right to cap the total PAYT grant amounts awarded to a municipality at \$30/household over a ten-year period. Awards are contingent on submission of an approved Implementation Plan.

Type of Municipal Trash Program	PAYT Program Element	Award Amount (per HH served)
New Drop-off PAYT Program ¹	Bag/sticker/ticket/punch card	\$10
New Curbside PAYT Program	With one resident-provided bag/barrel max 35-gallon capacity	\$10
	With PAYT unit fee for all bags/barrels ²	\$20
	With one standard 35-gallon automated trash cart (provided by the municipality) ³	\$30
	With one 64-gallon automated trash cart, collected every other week	\$10
Upgrades to Existing PAYT Program	Convert from one bag/barrel free to no bags/barrel free	\$5
	Transition from a sticker or punch-card program to a bag program	\$5
	Provide each HH with an automated trash cart of 35-gallons or less	\$30

¹ The total grant award will be based on the number of households obtaining [access](#) to the drop-off location (e.g., through a transfer station sticker).

² Municipalities that utilize larger carts for trash collection and require [all trash](#) in the cart to be placed in official PAYT trash bags, qualify for \$20/household.

³ Municipalities that implement a “variable rate” cart program, in which residents are charged for trash collection based on the cart size they choose (i.e., 35-gal, 64-gal, or 95-gal), the \$30/household award will apply **ONLY** to those households using a cart size of 35-gallons or less.

Use of Grant Funds

Grant funds may be used in accordance with the Grant Scope of Work (see Attachment 3) to fund the costs of bags, 35-gal or smaller trash cart, outreach and educational materials, a program coordinator, recycling containers, and other MassDEP approved program start-up costs.

- Funding may not be used to pay for the disposal of solid waste or recyclables processing.
- Requests for reimbursement must be accompanied by receipts and/or invoices for each expense to be reimbursed.
- Funds utilized towards the purchase of 35-gal trash carts through the municipality's hauler must specify within the municipality's contract with hauler that the municipality takes ownership of the carts at the end of the contract.
- Black or grey colored trash carts are strongly recommended.
- PAYT bags may be purchased off statewide contract [FAC86: Solid Waste and Recycling Services](#), under Category 1A.
- 35-gal trash carts may be purchased off statewide contract [FAC113designatedDEP: Recycling Containers, Compost Bins, and Rain Barrels](#), under Category 3.
- If not purchasing off state-contract, the following minimum requirements must be met for the trash carts: contain 30% recycled content, are no more than 35-gallons in size, and have a warranty of 5 years or more.
- The municipality will operate the PAYT program for a minimum of two years for bag and tag programs, and a minimum of five years for cart programs. At MassDEP's discretion, the minimum program duration may be longer, depending on the size of the award.

Evaluation Criteria

In addition to the [minimum eligibility criteria](#), the following factors will be viewed favorably in the evaluation process:

- Readiness to implement the project, including completion of a PAYT Program Planning Technical Assistance grant.
- Demonstrated understanding of the steps remaining to implement the proposed program.
- Ability and willingness to use RDP funds to offset program costs.
- Located in an environmental justice community.

MassDEP Contact

- Ron Cochran, Ron.H.Cochran@mass.gov



Massachusetts Department of Environmental Protection

Sustainable Materials Recovery Program

Details: Regional Small-Scale Initiatives

Grant Applications Due June 12, 2024, at 11:59 PM

Overview

This grant will provide funding for the purchase of designated materials and services (“items”) that will sustain existing regional waste reduction programs or facilitate new, low-cost initiatives.

Eligible Applicants

- This grant is available to regional applicants only, as described in the SMRP [Minimum Eligibility Requirements](#).
- Eligibility is limited to those with a core mission of solid waste and recycling management.

Program Structure

The potential award amount will be calculated based on the population of the regional group (see table below). The applicant does not enter this amount.

Population	MassDEP Funds
Up to 15,000	\$1,000
15,001 – 25,000	\$1,250
25,001 – 50,000	\$1,500
50,001 and Above	\$2,000

Use of Grant Funds

Recipients of Small-Scale payments will be required to expend the funds on designated activities and equipment that will enhance the performance of their waste reduction programs in accordance with the Grant Scope of Work (see Attachment 4). Applicants will choose from a list of Approved Spending Categories; see [Approved Spending Categories](#) for Recycling Dividends Program and Regional Small Scale Initiatives funds. Use of state contracts is encouraged, when possible. Grantees will procure all products and services and then request reimbursement from MassDEP within the fiscal year. Requests for reimbursement must be submitted to MassDEP as per the Grant Checklist that will accompany award.

MassDEP Contact

- Gail Sowerder Garron, Gail.Garron@mass.gov



Massachusetts Department of Environmental Protection

Sustainable Materials Recovery Program

Details: Recycling Dividends Program (RDP)

Grant Applications Due June 12, 2024, at 11:59 PM

Overview

The Recycling Dividends Program (RDP) provides grant funds to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling, and waste reduction. The RDP criteria define the characteristics of a model municipal waste reduction program, essentially functioning as a “best practices” framework. Each section includes a set of criteria with a value ranging from 1 to 5 points. Municipalities that earn at least 1 point (**out of 23 available**) are eligible for RDP.

There are two levels of funding, Basic and Advanced. Basic level is for municipalities that earn 1-9 points; Advanced level is for municipalities that earn 10 or more points. Payment brackets, based on the number of households served by the municipal solid waste program, establish the value for each point within each level. Basic level points are 30% less in value than Advanced level points. Awards for a narrow subset of Environmental Justice populations as defined below will automatically be calculated at the Advanced bracket rate, even if the total points earned are less than 10 points.

RDP recipients are required to submit an RDP Spending Report annually through [Re-TRAC Connect](#). Annual reporting will be required until all funds have been expended and is a pre-requisite to receiving RDP payments. RDP recipients are also required to submit a Recycling and Solid Waste Survey annually through Re-TRAC Connect. To be eligible, we must have data from at least the two previous years on file. Both annual reports, along with an annual Notification of Buy Recycled Policy, must be submitted by February 15, 2024, or one point will be deducted from the total RDP points earned. All municipalities have Re-TRAC Connect accounts.

Eligible Applicants

This grant is available to municipal applicants only.

Program Structure

Municipalities that do not provide trash services to their residents are eligible to apply provided that a Comprehensive Hauler Regulation (as defined in that section) has been adopted as of the date of application. Municipalities in this group will be awarded points valued at the lowest bracket.

MassDEP utilizes Recycling and Solid Waste Survey (RSW) data in the evaluation of RDP. If an RDP-eligible activity or program is not reflected on the most recent RSW survey filed by the municipality, please describe the program and its start date in the comments section at the end of the RDP grant application. Starting a Pay-As-You-Throw program after December 2023 and before June 30, 2024, is an example of a program that would not be reflected on the RSW survey.

Each RDP section includes a list of criteria. Each option has been assigned a value based on the impact that activity has been demonstrated to make on waste reduction. For example, a full Pay-As-You-Throw (PAYT) program is worth more points than a modified PAYT program in which 35-gal trash carts are included in basic level service. Only one option may be selected for each section.

Submittal of an RDP application that contains false or misleading data may be grounds for barring the municipality from the SMRP grant program for a period to be determined by MassDEP. **Points will be awarded for new or ongoing programs and activities that were implemented or in effect during the period of July 1, 2023, through June 30, 2024.** Programs and/or activities implemented on a temporary basis for the sole purpose of meeting requirements during the evaluation process is strongly discouraged.

RDP awards are subject to appropriation of funds. MassDEP reserves the right to reduce the dollar amount awarded to municipalities based on available funding. In this instance, all awards would be reduced by the same percentage. Payments are expected to be made in the Fall of 2024.

Use of Grant Funds

Recipients of RDP payments will be required to expend the funds on designated activities and equipment that will enhance the performance of their waste reduction programs. A comprehensive list of [Approved Spending Categories](#) for Recycling

Dividends Program and Regional Small Scale Initiatives funds is provided on the [RDP webpage](#). **Special spending requests will not be considered.**

Use of a dedicated account or revolving fund is recommended **and will be a requirement in the Spring 25 Grant Cycle**. Funds do not have to be spent in the fiscal year awarded and may be carried over to future years and saved to fund a larger eligible expense or project. However, RDP funds are intended to be invested in waste reduction activities and NOT be preserved for a rainy-day fund. MassDEP may delay or deny future payments if a municipality is not expending funds as intended.

RDP Environmental Justice Populations

[Environmental Justice \(EJ\) Population Data](#) are derived from the 2020 American Community Survey and the 2020 decennial census, based upon demographic criteria developed by the Massachusetts Executive Office of Energy and Environmental Affairs. A small subset of Environmental Justice populations will be granted special consideration in the Recycling Dividends Program. **This subset (hereinafter referred to as RDP EJ Populations) is defined as those communities in which 45 percent or more of their residents live in an EJ Census Block Group that meets combined criteria for either 1) minority population (1.b.) AND income ("MI") components OR 2) minority population (1.a. or 1.b.), income, AND English isolation ("MIE") components, as defined below:**

1. MINORITY POPULATION ("M"):
 - a. Minorities make up 25 percent or more of the population and the annual median household income of the municipality in which the neighborhood is located does not exceed 150 percent of the statewide annual median household income, OR
 - b. Minorities make up more than 40 percent or more of the population regardless of the income of the municipality.
2. INCOME ("I"): The annual median household income is not more than 65 percent of the statewide annual median income.
3. ENGLISH ISOLATION ("E"): 25 percent or more of households include no person over the age of 14 who speaks English very well.

The following 51 Massachusetts municipalities meet one of the above categories for MIE or MI status and have 45% or more of their population living in an EJ census block group. The list below may differ from previous years' due to updated census data and clarity in the Commonwealth's EJ definition. A full listing of municipalities and the criteria that define their EJ status is [available online](#).

Amherst	Chelsea	Greenfield	Lynn	Norwood	Saugus	Waltham
Ashland	Chicopee	Haverhill	Malden	Oak Bluffs	Somerville	Watertown
Ayer	Clinton	Holbrook	Marlborough	Pittsfield	Southbridge	Webster
Boston	Everett	Holyoke	Medford	Quincy	Springfield	West Springfield
Braintree	Fall River	Lawrence	Methuen	Randolph	Sunderland	Westborough
Brockton	Fitchburg	Leominster	Milford	Revere	Taunton	Woburn
Brookline	Framingham	Lowell	New Bedford	Salem	Tisbury	Worcester
Cambridge	Gardner					

RDP Payment Brackets for the Spring 2024 Grant Cycle (Note: These are expected to change in the Spring 25 Cycle)

# of Households that Receive Trash Service Provided by the Municipality	Point Value - Basic Level 1-9 pts.	Point Value - Advanced Level ≥ 10 pts. & RDP EJ Populations
0 - 1,999	\$245	\$350
2,000 - 4,999	\$420	\$600
5,000 - 7,499	\$770	\$1,100
7,500 - 9,499	\$910	\$1,300
9,500 - 12,499	\$1,260	\$1,800
12,500 - 16,999	\$2,100	\$3,000
17,000 - 24,999	\$2,450	\$3,500
25,000 - 31,999	\$2,800	\$4,000
32,000 - 99,999	\$4,550	\$6,500
100,000 +	\$7,000	\$10,000

EVALUATION CRITERIA

Please note that for the Spring 24 RDP Application, the Yard Waste Section has been removed. In addition, MassDEP has highlighted instances where there is a substantial change to the points or criteria.

Bulky Items

The bulky item fee schedule must be posted on the municipal website and specific items identified. You must provide the direct link to this fee schedule; broken or incorrect links may result in loss of points. For this RDP Section, Bulky Items collected can be disposed of OR recycled.

- The municipality or its hauler charged residents a fee of not less than \$5 each for the handling of at least three of the following bulky items, either at the curb or at its municipal drop-off: **mattresses**, upholstered furniture, wood furniture, toilets, sinks, and/or carpet. For curbside communities, if the municipality's trash hauler was instructed not to collect one or more of these items, and you provided residents with the name of a company that will pick the item(s) up curbside for a fee, you can count those items. This information must be posted on the municipal website. **[1 point]**

Note: The option to collect/accept four bulky waste items annually at no cost before a fee applies has been eliminated.

Center for Hard to Recycle Materials (CHARM)

A Center for Hard to Recycle Materials (CHARM) is a location where materials listed are collected for recycling or reuse. The CHARM must be in your municipality or a contiguous community (i.e., shares a border). An exception to the 'contiguous' requirement will be made for rural areas within a ten-mile radius of an open CHARM. **Note: Individual items may be collected at different locations within the same geographic area (e.g., books and textiles collected at schools).** Marine boat plastic/wrap, agricultural wrap, shredded paper and/or string lights collected at least once per year qualifies as an item if promoted by the municipality. All materials must be source separated. For each material collected at the CHARM, you will be asked to list the vendors used for recycling/processing/reuse. Items sent for disposal as trash, including waste to energy, do not qualify.

Note: In order to get credit as a CHARM that is promoted and accessible to its residents, a municipality must list the collection locations on their municipal website as well as MassDEP's [Beyond the Bin](#) directory. For assistance with confirming your municipal listing or adding a new listing, please visit this [Folder which includes a Video Tutorial and Instructional Guide](#).

- Collection facilities/locations open at least once per month for twelve months of the year. **[2 points]**
- Collection facilities/locations open at least once per month for at least six months out of the year. **[1 point]**

Residents must have been able to drop-off a minimum of 8 items listed below:

1. Automotive wastes – must collect tires and lead acid batteries, AND either oil OR antifreeze.
2. Books/media – must be a book collection vendor not a paper recycler or a Materials Recovery Facility.
3. Bulky rigid plastics.
4. Electronic wastes.
5. Fire extinguishers, AND twenty-pound propane tanks.
6. Household batteries – must collect all types of non-alkaline batteries, **including lithium-ion batteries.**
7. Large appliances.
8. Mattresses and box springs – recyclers must either reuse or deconstruct the mattress and recycle at a minimum the wood, metal, and foam to qualify.
9. Mercury bearing products – must collect fluorescent lamps/CFLs (compact fluorescent lamps), button batteries, thermostats, thermometers, and other mercury containing products. **Note: For the Spring 25 RDP Application, municipalities will be required to collect mercury products, in order to get points in the "CHARM" RDP Section.**
10. Paint – may be sent for recycling, fuel blending, or hazardous waste disposal. Collection for reuse by residents and small businesses qualifies.
11. Plastic films (e.g., plastics bags, boat wrap, agricultural wrap). Plastic bags and film collected at local grocery or retail stores do not qualify.
12. Shredded paper – events conducted at a local business will qualify if promoted by the municipality.
13. String lights, (e.g., Christmas tree/holiday lights).
14. Source separated gypsum wallboard.
15. Textiles.
16. Wood – must be source separated C&D (construction & demolition) wood. Collecting mixed C&D and sending to a C&D processor does not qualify.

Curbside Recycling Regulations

Note: There are three categories within this Section. Municipalities may choose only one option overall. MassDEP expects to update this section in the Spring 25 RDP Grant Application.

Comprehensive Hauler Regulations (CHR) - For All Generators and All Permitted Haulers

To be eligible for this category, the municipality must meet all requirements below:

- For **Residential Customers/Generators**, the bundled service must provide customers with solid waste and recyclables collection at a rate that reflects the cost of both services (i.e., bundled pricing). Solid waste and recycling services must be provided by the same hauler.
 - For **Commercial Customers/Generators**, the Hauler must provide bundled solid waste and recyclables collection to all commercial customers, unless the customer can provide proof to the hauler that separate recycling services are provided by another permitted hauler.
 - **Mandatory Recycling is required of all Generators** through this or a separate municipal bylaw/ordinance, regulation, or policy. The municipality must inform all generators (commercial and residential) at least once per year that recycling is mandatory.
 - You must attach a copy of the bylaw/ordinance and/or regulation in which appropriate sections have been highlighted to demonstrate that each of the following requirements have been met: 1) bundled service, 2) applicability to all customers/generators, and 3) mandatory recycling. Please attach all applicable regulations.
- **ENFORCED CHR** - The municipality has adopted AND enforced comprehensive hauler regulations **as described above**. The municipality must have tracked violations and followed-up with all permitted haulers found to be non-compliant. At a minimum, follow-up must entail a letter to the hauler on municipal letterhead. You must attach documentation of enforcement such as tracking sheet, copy of warnings/tickets/letters issued to haulers and/or the process of revocation of hauler permits. **[3 points]**
- **ADOPTED CHR** - The municipality has 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 point]**

Note: The option to receive a higher number of points specifically for the adoption of MassDEP's Model Comprehensive Hauler Regulations has been eliminated.

Enforced Hauler Regulations - For Residential Generators Only and All Permitted Haulers

To be eligible for this category, the municipality must meet all requirements below:

- Your municipality offers **drop-off and/or private hauler subscription services only** (i.e., you do not provide municipal curbside collection).
 - For **Residential Customers/Generators**, the bundled service must provide customers with solid waste and recyclables collection at a rate that reflects the cost of both services (i.e., bundled pricing). Solid waste and recycling services must be provided by the same hauler.
 - **Mandatory Recycling is required** through this or a separate municipal bylaw/ordinance, regulation, or policy.
 - You must attach a copy of the bylaw/ordinance and/or regulation in which appropriate sections have been highlighted to demonstrate that each of the following requirements have been met: 1) bundled service for residential generators, and 2) mandatory recycling. Please attach all applicable regulations.
 - You must attach documentation of enforcement such as tracking sheet, copy of warnings/tickets/letters issued to haulers and/or the process of revocation of hauler permits. At a minimum follow-up must entail a letter, on municipal letterhead, to the hauler.
- **ENFORCED** - The municipality adopted and **actively enforced** a bylaw/ordinance and/or regulation that requires permitted haulers collecting solid waste to provide a bundled service for collection of both solid waste and recyclables for residential customers/generators at a rate that reflects the cost of both services. Solid waste and recycling services must be provided by the same hauler. **[3 points]**

Enforced Mandatory and Quality Recycling Requirements

To be eligible for this category, the municipality must meet all requirements below:

- Your municipality provides **residential curbside collection of recyclables**.

- The municipality enforced residential curbside recycling by verifying compliance with recycling related requirements such as **Mandatory Recycling and/or Quality Recycling** by means of contamination reduction. The municipality must have in effect as of June 30, 2024, a mandatory recycling bylaw/ordinance, regulation and/or a policy on reducing contamination of the recycling stream. A policy on contamination reduction must have been enacted or voted on by an official municipal board or committee and include a list of acceptable recyclable materials, a minimum of three of the top contaminants and standard operating procedures for identifying, tracking, and enforcing.
 - Penalties are required for non-compliance; the issuance of fines and/or leaving behind contaminated material qualifies as a penalty.
 - The municipality (in conjunction with the hauler, when applicable) must have tracked violations and followed-up with households found to be non-compliant. An Oops Tag qualifies as follow-up for the first two offenses. At a minimum, for those with more than two offenses, follow-up must have entailed a letter to the resident and/or property owner on municipal letterhead.
 - You must attach a copy of the bylaw/ordinance, regulation, hauler contract and/or policy that demonstrates applicable requirements are in place such as fines and/or leave behind of contaminated materials with applicable language highlighted.
 - You must attach documentation demonstrating **active enforcement** is taking place. This should include but is not limited to a description of the enforcement protocol or procedure, identification by title of the person(s) responsible for enforcement, documentation of warnings issued and/or fines levied. You are required to document the number of initial violations (i.e., first time at a particular address) issued in the current fiscal year, and the number of repeat violations issued in the current fiscal year.
- A dedicated Enforcement/Education Coordinator spent a minimum of 19 hours per week on the street verifying compliance. A municipal employee providing recycling collection services does not qualify as a dedicated Enforcement/Education Coordinator. **[3 points]**
 - A dedicated Enforcement/Education Coordinator spent a minimum of 10 hours per week on the street verifying compliance. A municipal employee providing recycling collection services does not qualify as a dedicated Enforcement/Education Coordinator. **[1 point]**
 - The municipality's hauler was responsible for enforcement which is codified in the hauling contract or the standard operating procedure of the municipal collection staff. The hauler/employee notified municipal officials daily of non-compliance. **[1 point]**

Diversity, Equity, and Inclusion in Recycling Program

- The municipality has completed a minimum of two activities from the list below. Note: MassDEP acknowledges that low-income classification varies amongst municipalities. When selecting applicable activities, use your municipality's classification standards. **[1 point]**

Note: When claiming activities related to translation of materials, the use of Google Translate on your municipal website does not count. For other activities, you must provide a direct link to the materials on your municipal or school website when prompted; a link to RecycleSmartMA.org does not qualify.

1. Reduced or subsidized PAYT bag or sticker fees were available for low-income or residents experiencing other hardships. **This option is only available to municipalities that have an active PAYT program (full or modified); overflow bags are not considered.**
2. Multilingual [recycling and trash guides](#) or Recycle Smart translated guides were available on the municipality's website or sent as a mailer.
3. Multilingual materials were provided to property managers to share with residents of multifamily households in apartment/condominium complexes, public housing and/or mobile home parks.
4. Multilingual recycling and trash reminders/signage were posted at drop-off location.
5. Multilingual guides for proper handling of HHW were available on municipal website and/or sent as mailer.
6. Multilingual trash and recycling guides were distributed at schools for students/families.
7. Reduced Transfer Station/Recycling Center access fee was available for low-income residents. Not applicable for municipalities that do not charge a fee (i.e., taxed based system).
8. Reduced costs for HHW collection/bulky waste/zero waste collection events were available for low-income residents, or residents experiencing other hardships. Not applicable for municipalities that do not charge a fee (i.e., taxed based system).

9. Hosted multilingual webinar or social media live stream/video or Cable TV program once per year for recycling education/outreach or created multilingual video guides.
10. Recycling services were provided by the municipality to large apartment buildings (4 or more units), mobile home parks, condominium complexes, and/or public housing.
11. The municipal ordinance, bylaw, and/or regulation required all new residential construction, with the exception of single-family dwellings, to include a provision that requires recycling services be provided to all units. Infrastructure, including space for recycling receptacles and containers must also be provided.
12. The municipal curbside contract included a provision requiring haulers ensure alternative recycling collection for residents with disabilities.

Household Hazardous Waste (HHW) Collection

A comprehensive HHW collection event accepts a broad range of products, including but not limited to pesticides, pool chemicals, oil-based paint, flammables, automotive products, elemental mercury, cleaning products, and other chemicals. House-to-house mobile pick up by a licensed hazardous waste transporter qualifies if all residents from all municipalities involved are allowed to participate.

Location(s) dates and times for all collection types must be identified on the RDP application (use Notes section at the end of the application for extra space) AND be promoted through all channels used for educating residents. Dates listed must be within FY24 or the applicant risks losing point(s) in this category. The municipal official in the municipality where the event was held, or the contracted vendor, must register all events through the [MassDEP Notification for Household Hazardous Waste Events](#) system. Confirmation of past events will be verified via the registration system. Directing residents to privately owned facilities does not qualify.

Six or More Opportunities per Year

- Hosted a comprehensive *permanent* HHW collection center. Permanent Household Hazardous Waste collection centers must be listed on MassDEP's [HHW webpage](#). **A single municipality hosting six or more HHW collection events per year is considered "permanent" and qualifies for these points. [2 points]**
- Participated in comprehensive *regional* HHW collection center at *public facility*. Municipality has an agreement with a regional center and pays a membership fee. **[2 points]**
- Participated in comprehensive *regional* HHW collection center at *private facility*. Municipality signs a contract and pre-pays funds sufficient to cover 1% of the town's TOTAL HOUSEHOLDS multiplied by \$50 per household. Facility must be accessible once per month, eight months of the year, and located within 20 miles. **[2 points]**
- Participated in comprehensive *reciprocal* arrangement. Municipality has a group agreement that allows for access to events hosted by municipalities of the group. **[2 points]**

Two or More Opportunities per Year

- Hosted two comprehensive events per year; both events are located in your municipality. **[1 point]**
- Funded two comprehensive HHW collection events each year. Municipality has a group agreement that allows for access to a minimum of two events hosted by municipalities of the group. **[1 point]**

Organics

Note: There are three categories within this Section. Municipalities may choose only one option overall. MassDEP expects to update this section in the Spring 25 RDP Grant Application.

Curbside Collection

- Source separated food waste was collected weekly from all households served by the municipal trash program. **[3 points]**
- Source separated food waste was collected curbside at least weekly from households participating in a municipally funded or subsidized private subscription collection program. The municipality publicized the vendor to residents who opted in for service at a rate that was either fully or partially offset by municipal funding. A municipal contribution of at least \$35 towards the yearly rate, per participating household, qualifies as a partial offset of the rate. Provision of a food waste cart to each participating household qualifies as a municipal contribution as well. You must provide a **direct link** to the webpage describing this program which shall include at a minimum contact information, pricing, and food waste education. You must also provide the number of households participating in the program and attach promotional material describing the program. **[2 points]**
- Municipality selected a vendor(s) and negotiated a per household rate for curbside collection of source-separated food waste through a public procurement process. The municipality publicized the vendor(s) to residents who opted in

through a fee for service at the negotiated rate. You must provide a **direct link** to the webpage describing this program which shall include at a minimum, the vendor(s), contact information, pricing, and food waste education. You must also provide the number of households participating in the program and attach promotional material describing the program. **[1 point]**

- Source separated food waste is collected weekly from households currently participating in a municipally funded pilot program. **A project is considered a “pilot” for a maximum of 3 years. [1 point]**

Drop-Off Center Collection

- Source separated food waste was collected at a municipally owned collection center **AND** the municipality offered home compost bins to residents **at cost or less** with an effective promotion and outreach program. You must provide the address of the municipally owned collection center on the RDP application. Your municipality must have had an **active outreach and education component**. In addition to including information about the home compost bin program on the municipal website, other examples of effective outreach include home composting workshops in the spring and/or fall, home compost demonstrations at farmers markets, local fairs/festivals or similar public events, and a video program at the library and/or on cable TV. You must provide the following: Number of home compost bins sold in the current fiscal year; price charged to residents; link to the promotion of home compost bin availability on the municipal website; and a link to publicity about the education program (on the municipal website). A link to publicity, such as a post on social media, does not qualify as outreach if the information is not also on the municipal webpage. **[2 points]**

Backyard Composting

- The municipality offered home compost bins to residents at cost or less. The municipality ran an **active outreach and education component**. In addition to including information about the home compost bin program on the municipal website, other examples of an effective outreach campaign include providing composting workshops in the spring and/or fall, compost demonstrations at farmers markets, local fairs/festivals or similar public events, hosting a video program at the library and/or on cable TV. For this point you will be asked to provide the number of compost bins sold in the current fiscal year; price charged to residents; link to the promotion of compost bin availability on the municipal website; and a link to publicity about the education program (on the municipal website). A link to publicity, such as a post on social media, does not qualify as outreach if the information is not also on the municipal webpage. **[1 point]**

Recycling Center Access

Municipality permitted access to municipal recycling center for recycling of paper, bottles, jars, jugs, tubs, cans, and cardboard at a minimum. While the municipality may have charged a fee for haulers to tip recyclables, businesses, residents not served by the municipal program, and non-residents who are allowed to use the facility, were not charged a fee higher than the fee charged to residents served by the municipal program. Municipality publicized permitted access on website, and/or drop-off center signs.

- Haulers collecting from residential customers were encouraged to tip recyclables at the municipal facility. Municipality notified haulers of this option via annual notification through permit application or mailing. Private haulers serving your residents may have planned their collection routes such that they collected from residents in another municipality in the same load. To earn these points, the hauler must have been able to tip recyclables even if some of the material was not generated by your residents. **[2 points]**
- Businesses were allowed to drop off recyclables and were encouraged to do so via annual outreach. **[1 point]**
- Municipal recycling center was open to residents not served by the municipal curbside collection program (i.e., condos, multifamily units, etc.). Only municipalities that have a curbside collection program are eligible for this point. Municipalities notified residents via annual outreach, electronic signboard in high traffic locations, sandwich boards throughout the municipality, mailers to landlords, banner on municipal website or other notification approved by MassDEP. **[1 point]**
- Municipal recycling center was open to non-residents for the drop-off of recyclables. **[1 point]**

Reuse Programs

Note: There are seven categories within this Section. Municipalities may choose only one option overall. MassDEP expects to update this section in the Spring 25 RDP Grant Application.

Permanent Swap Shop

- The municipality operated a Swap Shop year-round, at least one day per month, where residents could drop-off reusable home goods and furnishings for others to take. The Swap Shop must be sufficiently enclosed to protect swap

shop items from the weather and preserve reuse value. A 'swap area', or 'swap table' that is cleared into the trash (solid waste) at the end of each day does not qualify for this point. Regional swap shops may qualify for this point if they were promoted by participating municipalities. Information about the regional swap shop (hours, location, items accepted) must be posted on each participating municipality's website. Additional outreach is encouraged. **[2 points]**

Single Use Plastics Ban

- The municipality adopted and enforced a bylaw, ordinance or regulation that bans the distribution of at least two specific single use items at businesses that serve the public including grocery stores, food service establishments, convenience stores, retailers, and pharmacies. Plastic water bottles, plastic bags, plastic straws, polystyrene cups, polystyrene containers, **miniature alcohol bottles (e.g., nips)**, disposable lunch trays (schools), and disposable utensils are examples of single use items. You must provide a link to the bylaw, ordinance, or regulations. Please use the Notes section at the end of the RDP application to identify two types of single use plastic items. **[2 points]**

Deconstruction Activities

- The municipality's building permits required deconstruction, reuse, and/or source separation of construction and demolition materials for residential and/or commercial building or renovation projects. You must provide a link to the building permit application. **[2 points]**
- Municipality engaged in a pilot [deconstruction project](#) at a designated building that will serve as a model for the practice of deconstruction. You must provide details on the specifics of the project, materials recovered, receiving vendors/outlets, etc. **A project is considered a "pilot" for a maximum of 3 years. [2 points]**

Community Repair Events

A Community Repair Event is an event where the public can bring broken household items and receive assistance or coaching from volunteer "repair experts" to return the item to service. The event(s) must have been held in your municipality and occur within the same fiscal year (July 1 - June 30); virtual repair events will earn credit only if they were coordinated by your community. The event must be modeled after Fixit Clinic© and/or Repair Café© or a similar repair initiative. Non-municipally run repair events may qualify for this point if the municipality provided significant monetary and/or in-kind donations to the event organizers AND promoted the repair events on the city or town website/social media.

- One event per year **[1 point]**
- Three or more events per year **[2 points]**

Zero Waste Days ("Reuse Rodeos"/Donation Events)

Zero Waste Day event(s) were held as a "one-stop shop" for residents to drop-off items for reuse and/or recycling. The event must have been held in your municipality or a contiguous community (i.e., shares a border), occur within the same fiscal year (July 1 - June 30), and have no fee charged to residents for participation. An exception to the 'contiguous' requirement will be made for rural areas within a ten-mile radius of the event. Residents were able to drop-off and/or pick up [common reusable items](#) representing a minimum of 8 (eight) categories that included: Building Materials; Recreational Items/Sporting Goods; Household Goods and Furnishings; Bikes and Bike Parts; Electronics and Appliances; Clothing and Accessories; Books and Media; Office and School Supplies; Furniture; Baby Gear and Equipment; Toys; Recyclable Items (one or more source separated recyclables); Personal Care Items; Creative Reuse; Paint for Reuse; etc.

- One event per year **[1 point]**
- Two or more events per year **[2 points]**

Tool Library/Library of Things

- The municipality operated a Library within their municipality that was open at least one day per week and was easily accessed by the public. Libraries were included with the municipality's recycling and solid waste messages and promotions. The library consisted of at least thirty items from a minimum of 3 (three) categories from the [following list](#) that are useful to have access to but often burdensome to own and store or are typically underutilized (i.e., items only used occasionally that often sit idle for long periods of time). MassDEP expects the municipality to expand the list to include items from additional categories over time. Non-municipally run Tool Library/Library of Things may qualify for this point if the municipality provided significant monetary and/or in-kind donations to the organization running the library AND promoted the library on the city or town website/social media. **[1 point]**

Dishwashers and Reusable Dishware

Dishwashers and reusable dishware are utilized in pre-K through 12th grade school cafeteria(s).

- A school in the municipality utilized dishwashers and reusable dishware in their cafeteria. The name of the school and the number of students served must be provided. Use the Notes section at the end of the RDP application if needed. **[1 point]**
- The majority of the student population in the municipality or regional district attended a school that utilized dishwashers and reusable dishware in their cafeteria(s). Provide the total student population in the municipality/district as well as the names of schools with dishwashers and reusable dishware and the number of students served in the identified schools. Use the Notes section at the end of the RDP application if needed. **[2 points]**

Solid Waste Reduction

If your municipality offers more than one option for solid waste management or offers more than one size cart, please identify the option utilized by the greatest percentage of households served by the municipal trash program. Excess trash must either be left behind or have a fee associated for each additional unit in the form of an official PAYT bag, sticker, tag, or punch card. If excess trash can be brought to a transfer station at no cost, the program does NOT qualify. **Note: MassDEP expects to update this section in the Spring 25 RDP Grant Application.**

- Full Pay-As-You-Throw (PAYT): A full program requires all trash to be placed in a PAYT bag OR requires the use of stickers or tags affixed to each bag of trash disposed, OR the use of a punch card which is punched for each bag of trash disposed of at the transfer station. **At least 50 percent of eligible households served by the municipal trash program must participate. [5 points]**
- Modified PAYT: A modified program provides each household with a 35-gal unit of trash or less per week in basic level service; trash in excess of 35-gals must be placed in an official PAYT bag, sticker, tag, or punch card purchased by residents. **At least 50 percent of eligible households served by the municipal trash program must participate. [4 points]**
- Trash Limit: A municipality with trash limits of one 64-gal trash cart collected **every-other week** may qualify *only* if a municipality has biweekly trash collection and overflow bags are purchased for excess trash. **[4 points]**
- Trash Limit: Households are limited to one 48-gal cart of trash capacity each week. Overflow bags must be purchased for excess trash. **[3 points]**
- Trash Limit: A municipality with trash limits of one 96-gal trash cart collected **every-other week** may qualify *only* if a municipality has biweekly trash collection and overflow bags are purchased for excess trash. **[3 points]**

Textile Recovery Initiatives

- The municipality has completed a minimum of six activities from the list below that promoted the diversion of textiles from the trash. Municipality must provide proof for each item selected. **[1 point]**
1. A link to MassDEP's [Beyond the Bin Recycling Directory](#) was in a prominent location on municipal recycling web page (provide municipal recycling web page URL).
 2. News article or guest editorial on textile recovery was published in local newspaper.
 3. Textile recovery information and locations posted on community boards (e.g., library, schools, town hall, community center, etc.).
 4. Quarterly online promotion of textile recovery took place through blog post, social media, municipal web site, mobile application prompts, or electronic newsletter.
 5. Textile recovery program established at one or more schools (provide name of school(s) and textile recovery vendor).
 6. Municipal recycling mailing to residents (e.g., direct mailer, postcard, statement stuffer, calendar) included information about textile collection locations. Handouts distributed at the transfer station or recycling center qualifies as a mailer for non-curbide communities.
 7. Annual or seasonal textile collection event or zero waste event was held that includes textile collection (provide event location, vendor, and most recent event date).
 8. Municipality contracts for curbside collection of textiles (provide vendor name).
 9. Textile recovery PSAs or other videos to promote textile recovery aired on local cable or radio station (provide name of station).
 10. Municipality has a regulation or ordinance in effect governing clothing/textile donation bins (provide the link to the regulations that must be posted on the municipal website).
 11. Permanent textile collection bin was located at municipal drop-off, transfer station, library, or other non- school public facility (provide bin location venue name and address).
 12. Municipality tracked textile tonnage data from municipal collection sites and private sites (if available) and reported to MassDEP on the CY2023 Recycling and Solid Waste Survey.
 13. Municipal department (DPW, School Dept., Fire Dept, etc.) purchased wiping cloths made from recycled textiles.

Note: For the Spring 25 RDP Application, the Textile Recovery Initiatives Section will be removed. MassDEP plans to require a municipal textile recovery program (i.e., a permanent collection bin, school textile recycling bins, and/or curbside collection) as part of the Spring 25 RDP Grant Application.

Waste Prevention Outreach and Education

- The municipality has completed a minimum of five outreach and education activities from the list below in the last fiscal year (July 1 - June 30) to promote waste reduction. **[1 point]**
- 1. Participated in MassDEP's [The Green Team](#). At least one representative from two or more schools were members of The Green Team and linked to this resource from their municipal website. (If there is only one school in the municipality, their participation will qualify.)
- 2. Sent an annual town-wide household recycling mailing (e.g., postcard, brochure, refrigerator magnet, or utility insert). A handout distributed at the recycling center qualifies as a mailer for non- curbside communities.
- 3. Actively used and maintained at least one social media channel: Facebook • X • Instagram • Neighborhood Group/Profile on NextDoor.com.
- 4. Published an Op-Ed in a local newspaper.
- 5. Ran an advertisement or public service announcement.
- 6. Published a press release.
- 7. Created a guide or manual such as: Move-Out, Recycling or Reuse Guide, A-Z Recycling Guide, etc.
- 8. Sent a reverse telephone call message two times per year.
- 9. Ran a lawn sign campaign.
- 10. Ran a message via a sandwich board, electronic ticker tape sign, mural, or billboard two times per year.
- 11. Published a waste reduction goal or progress towards a previously declared goal.
- 12. Had an active recycling committee or other municipally recognized entity assist with education and outreach.
- 13. Tabled waste reduction and/or recycling outreach at a community event.
- 14. Ran a poster campaign at point of purchase such as pharmacies, cafes, hardware stores, etc. and community gathering spots such as faith-based centers, senior centers, youth/recreational centers, etc.
- 15. Ran a public transportation advertising campaign.
- 16. Distributed recycling bins or tote bags to multi-family apartment units (must have printed recycling instructions or Recycle Smart messaging).
- 17. Published a widely distributed paper or electronic newsletter.
- 18. Had a dedicated webpage containing direct links to the [Beyond the Bin Search Directory](#), [RecycleSmartMA.org](#), and the [Recycle Smart Recyclopeda Widget](#). Note: For the Spring 25 RDP Application, municipalities will be required to implement all three of these tools (or something comparable) on their website, to get points in the "Waste Prevention Outreach & Education" RDP Section.
- 19. Replaced municipal list of recyclable items with a list consistent with Recycle Smart and related graphics.
- 20. Subscribed to a mobile recycling application that is made available to residents seeking information about recycling and trash schedules, special events, etc.
- 21. Installed permanent instructional decals or in-molded labels on all residential recycling bins/cart. Labels must be consistent with the [Smart Recycling Guide](#) at [Recycle Smart](#).
- 22. A recycling campaign, or Recycling 101 refresher course, for municipal buildings and schools was conducted and involved reminder notices of recycling specifics, the contribution of recyclables collected by municipalities to recycling markets and signage. Recycle Smart must be utilized.

MassDEP Contacts:

- Rachel Smith, Grant Manager, Rachel.Smith@mass.gov
- Gail Sowerder Garron, RDP Program Lead, Gail.Garron@mass.gov
- Becky Ferguson, ReTRAC Login Questions, Rebecca.Ferguson@mass.gov
- [MassDEP Municipal Assistance Coordinators](#)



Massachusetts Department of Environmental Protection

Sustainable Materials Recovery Program

Details: Waste Reduction / Organics Capacity / and Household Hazardous Waste Facility Projects

Grant Applications Due June 12, 2024, at 11:59 PM

Overview

MassDEP is offering grants for local and regional projects in three categories: Waste Reduction, Organics Capacity, and Permanent Household Hazardous Waste collection facilities. Proposals will be accepted from individual municipalities, a municipality acting as a lead for a multi-town regional initiative, or a regional governmental entity established by legislative authorization. Projects must serve one or more of the following: residents, businesses, public agencies, schools/institutions, environmental justice communities, or some combination thereof.

Applicants are STRONGLY encouraged to contact MassDEP to discuss proposals prior to submittal.

Eligible Applicants

- An individual municipality, or a municipality acting as a lead for a multi-town regional initiative.
- A regional entity as described in the SMRP [Minimum Eligibility Requirements](#). **Note: The 2023 Recycling and Solid Waste survey must be completed for all municipalities served by the project, prior to submitting a regional application.**

Program Structure

Applicants must submit a 4-to-8-page proposal that conforms to the [Mandatory Proposal Outline](#) for Waste Reduction, Organics Capacity, and Household Hazardous Waste Projects. Download and use the Mandatory Proposal Outline to prepare your proposal as a stand-alone document in Microsoft Word. You will be prompted to attach the Word document to your online SMRP application via [Re-TRAC Connect™](#). Failure to submit the proposal as part of the SMRP online filing will result in disqualification. Letters of support are required from all municipalities identified as project participants in a regional initiative. Applicants are strongly encouraged to discuss their project ideas with MassDEP staff prior to developing a grant proposal (see specific MassDEP contacts below).

Applicants MUST use the [Mandatory Proposal Outline](#).

Use of Grant Funds

Please review the following details for more information about each of these grant categories.

Waste Reduction Projects (WRP) are initiatives that will expand the scope or effectiveness of reuse, recycling, composting, or household hazardous waste programs. Grants range from \$20,000 to \$100,000. Requests for less than \$20,000 will NOT be accepted. Funds may be used for equipment, capital costs, outreach/education, professional services (e.g., engineering, design) and new personnel (e.g., consultants, contractors or staff that will dedicate additional hours to the project). Awarded projects must generally be completed within two years of the grant agreement execution date. Waste Reduction Projects that are eligible for funding include:

- Expansion or start-up of regional centers for reuse and recycling of source-separated recoverable materials.
- Innovative projects to reuse and recycle bulky items (e.g., furniture, sinks, toilets, bulky rigid plastics).
- Projects focusing on expanded materials reuse and/or repair to extend the useful life of products or packaging, including:
 - Programs to advance building material reuse and deconstruction (e.g., workforce/contractor deconstruction training, building materials reuse centers, resident repair workshops, local reuse ordinance, permitting incentives); or
 - Initiatives that enable the reduction of single use plastics and packaging.
- Programs to divert target materials including film plastics, building materials, furniture, wood, bulky rigid plastics, or other difficult-to-recycle materials.

- Municipal program expansion to underserved populations (e.g., public housing, mobile home parks, apartments, condominiums, disabled residents, and those without personal transportation). Program must address reuse, recycling, or Household Hazardous Waste (HHW) services.
- Innovative education, outreach, and enforcement strategies to increase public participation in reuse, recycling, composting, and waste reduction programs (e.g., including targeted initiatives in Environmental Justice (EJ) communities).
- Expansion or start-up of public space and/or event recycling that will serve large gatherings on an ongoing basis (e.g., farmer's markets).

Organics Capacity Projects (OCP) refer to new or expanded facilities to manage source separated food waste (organics) through animal feed, composting, anaerobic digestion, or other diversion technology. Grants range from \$20,000 to \$250,000. At least 85% of funds requested must be used for capital costs (e.g., equipment, site improvements, facility construction). Not more than 15% of requested funds may be used for non-capital expenses including professional services (e.g., engineering, design) and project management (e.g., consultants or contractors hired specifically for the project). Proposals for feasibility studies are NOT eligible. Awarded projects must generally be completed within two years of the grant agreement execution date. Organics Capacity Projects that are eligible for funding include:

- Expansion of existing leaf and yard waste composting operations to include source separated food waste.
- New equipment or operations that will process source separated organics (including slurring, decontamination, anaerobic digestion, and/or composting).
- Improving the efficiency of an existing operation that handles source separated food waste.
- Organics collection programs serving commercial generators that are operated or managed by the municipality.

Permanent Household Hazardous Waste Facility (HHW) is the establishment of a permanent collection facility that allows municipalities to collect household hazardous wastes at regular intervals from early spring to late fall resulting in a higher volume of materials collected at a greater convenience for residents. Upgrades to existing facilities that provide collection of HHW are also eligible. The facility must serve residents and may also serve small businesses that qualify as a [Very Small Quantity Generator \(VSQG\) under MassDEP's Hazardous Waste Regulations](#). Applicants seeking funds to establish a regional permanent HHW collection center may request up to \$250,000 over 2 years; an individual municipality may request up to \$50,000. The facility must be open at least one weekend collection day per month, eight months of the year. A maximum of 15% of awarded funds may be used for engineering, design, or other non-capital expenditures, unless otherwise approved by MassDEP. Awarded projects must generally be completed within two years of the grant agreement execution date.

Evaluation Criteria

In addition to the minimum eligibility criteria, the following factors will be considered as part of the evaluation process. After reviewing your proposal, MassDEP may ask you to provide additional information to further evaluate the merits of the project.

- **Justification/Need:** The proposal identifies a clear need or problem to be addressed (local, regional, state-wide). Why should the project be funded? What are the unmet needs/gaps in services? What is the demand for these services? How will the project meet that need and/or provide benefits to the applicant and/or the region? Does the project align with MassDEP priorities as identified in the application and/or [Solid Waste Master Plan](#)? Data to support these arguments should be included whenever possible.
- **Feasibility/Work Plan:** The proposal demonstrates a well-conceived approach to accomplishing the project and has sufficient detail to support the work plan. The roles, responsibilities, and qualifications of the applicant, consultants or other partners are clearly identified. The work plan includes discrete milestones and a realistic timeframe for accomplishing them. The applicant has a plan for sustaining the project or program after grant funding ends.
- **Measurement/Evaluation:** The applicant has identified benchmarks, data or other means for measuring the outcomes or success of the project.
- **Support/Commitment:** Letters of support from project partners demonstrate their commitment to the goals of the projects, their respective role(s), their reasons for supporting it and the contributions (financial or in-kind) they will make towards the project.

- **Budget:** The proposed budget provides sufficient detail and illustrates the applicant's understanding of the resources needed to carry out the project. A budget narrative is included that describes the underlying assumptions used to develop the budget (i.e., how the costs were determined). The resources (financial and in-kind) being contributed by the applicant and its project partners (if any) will increase the likelihood of the project's success.
- **Other evaluation criteria may include but not be limited to:** The amount of matching funds, the municipality(ies) balance of Recycling Dividends Program (RDP) funds, its location in or proximity to an environmental justice community, the potential for the project to serve as a model, the size of the population being served, and existing ordinances or bylaws that will support the project.

MassDEP Contacts

- Kathi Mirza, Waste Reduction Projects, Kathi.Mirza@mass.gov
- John Fischer, Organics Capacity Projects, John.Fischer@mass.gov
- Gail Sowerder Garron, Permanent Household Hazardous Waste Facility Projects, Gail.Garron@mass.gov

Spring 24 SMRP Grant Attachments

Attachment 1: Grant Scope of Work for Drop-off Equipment

Attachment 2: Grant Scope of Work for Food Waste Collection Carts

Attachment 3: Grant Scope of Work for PAYT Programs

Attachment 4: Grant Scope of Work for Regional Small-Scale Initiatives

Attachment 5: Recycling Dividends Program (RDP) Contract

Attachment 1: Example Template for Grant Scope of Work for Drop-off Equipment

**GRANT SCOPE OF WORK
BETWEEN THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF ENVIRONMENTAL PROTECTION (“MassDEP”)**

AND THE <<OrgName>> (“Grantee”)

Pursuant to the Green Communities Act, relevant provisions of which are codified at M.G.L. c. 25A, Section 11F(d) and the regulations promulgated thereunder at 310 CMR 19.300 and in support of the Massachusetts Solid Waste Master Plan developed pursuant to M.G.L. c. 16, Section 21, MassDEP has awarded the <<OrgName>> a Sustainable Materials Recovery Program Grant for a <<EquipmentType>> (“Grant”) valued at up to <<Award Amount>>. This grant will assist Grantee with establishing or expanding diversion programs for targeted materials at a municipal recycling drop-off or transfer station. The <<OrgName>> shall comply with the specific terms and conditions described below in the performance of the Grant.

Duration of the Grant: This grant expires on **June 30, 2025**. Invoicing and Reporting deadlines are described below.

RESPONSIBILITIES OF THE GRANTEE

1. Authority: The Signatory of this Grant Scope of Work is authorized by the governing body of the Grantee to enter into this Grant Scope of Work on behalf of the Grantee and accept and utilize this Grant.
2. Commonwealth Terms and Conditions: The Grantee shall comply with the Commonwealth Terms and Conditions and other requirements set forth in the Grantee’s executed Master Agreement.
3. Failure to Comply: If, in the judgment of MassDEP, the Grantee fails to comply with any of its responsibilities as identified in the Grant Scope of Work, then, at the election of MassDEP, (a) the Grantee may be deemed ineligible to participate for what time remains of the grant period; and/or (b) title to all grant materials purchased with these grant funds immediately and without any further steps shall be transferred to MassDEP; and/or (c) MassDEP may find the Grantee not eligible to seek another Sustainable Materials Recovery Program Grant for up to three years; and/or (d) the Grantee shall repay the grant funds to MassDEP within 90 days. MassDEP may provide written notice to the Grantee of any such failure to comply. Such notice may provide a time period and manner for the Grantee to cease or remedy the failure. Such notice from MassDEP of any such failure by the Grantee is not a precondition to MassDEP’s right to select options (a), (b), and/or (c) above. The Grantee shall follow the instructions of MassDEP regarding possession of the grant materials (e.g., collection container). The Parties hereby agree to execute any and all documents necessary to accomplish said transfer. Furthermore, the Grantee shall transfer or arrange to transfer actual possession of said materials to an authorized representative of the Commonwealth of Massachusetts or its designee.
4. Recycling in Practice: The Grantee has established paper, bottle, and can recycling in all municipal buildings offices and meeting spaces, including schools. The Grantee shall continue such paper, bottle and can recycling during the term of the Grant.
5. Notification of Buy Recycled Policy: The Grantee has established a written policy which promotes a preference for the purchase of recycled products in lieu of non-recycled products and distributes an annual notification of the Buy Recycled Policy, ordinance or by-law to all staff, department heads and employees with purchasing authority. This notice shall be sent from the Mayor, Board of Selectmen, Town Manager, Town Administrator or Chief Purchasing Officer and highlights specific opportunities to buy recycled products, the benefits of buying recycled and encourages the purchase of these products. The Grantee shall continue to send an annual notification during the term of the Grant.
6. Use of Grant Funds: Grant funds are to be used for a <<EquipmentType>> to collect <<TargetMaterial>>. Funds be used to purchase a shed or other type of rigid, weather-proof structure, which must be a minimum of <<Specifications>>. Grantee must meet the following conditions:
 - a. Equipment shall be utilized only for the collection and recycling of <<TargetMaterial>> for a minimum of 5 years unless otherwise approved in writing by MassDEP.
 - b. Equipment must be permanently labeled with MassDEP’s logo and “Funded by a grant from MassDEP.”

<<For Universal Waste Sheds Only:

- a. When collected and consolidated, universal waste must be managed according to the Universal Waste regulations at 310 CMR 30.1000.
- b. Grantee may utilize a vendor on [Massachusetts State Contract FAC110 for Universal Waste collection and recycling](#). The cost of services will be borne by Grantee.
- c. The collection shed must be within sight of an attendant and open at least one day per month for the municipality’s residents. Small businesses may also drop off Universal Waste, at the discretion of the Grantee.

d. If the Universal Waste Shed is placed at an existing municipal solid waste transfer station, the owner/operator of the transfer station must file a certification 30 days prior to placement of the shed as this is considered a modification in design and operation of the transfer station. Certification is not required for a Universal Waste shed placed at a non-solid waste site, as in a DPW yard.>>

7. **Invoicing:** All grant funds are disbursed on a reimbursement basis only. After expending funds for an eligible expense, the Grantee shall submit a request for reimbursement ("invoice") to MassDEP, accompanied by the documentation listed below. **Invoices must be submitted by June 30, 2025.** The Grantee shall submit one request for reimbursement of equipment and signage for approved expenditures accompanied by the following documentation:
- Proof of purchase in the form of an invoice which lists the vendor name and address, item purchased, item price, extended price and shipping costs if any;
 - Evidence that the Grantee's program is operational including the destination of collected material; and
 - Photograph of the equipment in use at the recycling center or transfer station including signage.
8. **Property Rights:** Upon delivery from the vendor, the Grantee shall retain exclusive possession of the equipment, subject to the provisions of this Grant Scope of Work. The Grantee shall be solely responsible to ensure the equipment against damage, theft or loss during the time in which said equipment is in the possession, custody, or control of the Grantee. For the duration of this grant, 1) the Grantee shall not sell, lease, loan or otherwise transfer rights or possession to the Grant Materials unless it has received prior written authorization from MassDEP, and 2) if the Grantee determines any or all of the Grant Materials are not needed for the granted use, the Grantee shall assist MassDEP in the transfer of the Grant Materials to (an) other municipality(ies), or be given authorization to surplus the materials if MassDEP determines that the Grant Materials have no value to the Commonwealth.
9. **Reporting:** Grantee shall file an annual Recycling and Solid Waste survey by February 15th, via ReTRAC, for the duration of this grant. Failure to comply with these reporting requirements may jeopardize future grant awards.
10. **Publicity and Outreach:**
- All outreach materials and publicity tools (i.e., press releases, media advisories, education materials, etc.) issued by the Grantee in conjunction with or as a result of this grant shall include the following language: "This project is funded in part by a grant from the MassDEP".
 - The Grantee should be prepared to provide a public presentation on the results or findings of the Grant at the request of MassDEP.
11. **Environmental Compliance:** The Grantee understands receipt of a Grant from MassDEP does not in any way imply that the Grantee is in compliance with applicable environmental regulations. This Grant Scope of Work shall not be construed as, nor operate as, relieving the Grantee or any other person of the necessity of complying with all applicable federal, state, and local laws, regulations and approvals. The Grantee's facility(ies) are subject to inspection at any time by MassDEP and noncompliance with applicable environmental regulations may result in formal enforcement actions, including penalties.
12. **Addendums:** Should MassDEP award additional grant funds, an addendum to the Grant Scope of Work shall be provided to the Grantee. The same terms and conditions apply to the addendum.

IN WITNESS WHEREOF, MassDEP and the Grantee hereby execute this Grant Scope of Work.

COMMONWEALTH OF MASSACHUSETTS

By: _____
John Fischer, Deputy Division Director, Solid Waste
Department of Environmental Protection

(Date)

«OrgName»

Municipal Official(s) Authorized to sign: «Position Authorized to sign»

By: _____
(Signature)

(Date)

(Print Name)

(Title)

Attachment 2: Example Template for Grant Scope of Work for Food waste Collection Carts

**GRANT SCOPE OF WORK
BETWEEN THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF ENVIRONMENTAL PROTECTION (“MassDEP”)**

AND THE <<OrgName>> (“Grantee”)

Pursuant to the Green Communities Act, relevant provisions of which are codified at M.G.L. c. 25A, Section 11F(d) and the regulations promulgated thereunder at 310 CMR 19.300 and in support of the Massachusetts Solid Waste Master Plan developed pursuant to M.G.L. c. 16, Section 21, MassDEP has awarded the <<OrgName>> a Sustainable Materials Recovery Program Grant for Food Waste Collection Carts (“Grant”) valued at up to <<TotalGrantValue>>. The <<OrgName>> shall comply with the specific terms and conditions described below in the performance of the Grant.

Duration of the Grant: This grant expires on **June 30, 2025**. Invoicing and Reporting deadlines are described below.

RESPONSIBILITIES OF THE GRANTEE

1. Authority: The Signatory of this Grant Scope of Work is authorized by the governing body of the Grantee to enter into this Grant Scope of Work on behalf of the Grantee and accept and utilize this Grant.
2. Commonwealth Terms and Conditions: The Grantee shall comply with the Commonwealth Terms and Conditions and other requirements set forth in the Grantee’s executed Master Agreement.
3. Failure to Comply: If, in the judgment of MassDEP, the Grantee fails to comply with any of its responsibilities as identified in the Grant Scope of Work, then, at the election of MassDEP, (a) the Grantee may be deemed ineligible to participate for what time remains of the grant period; and/or (b) title to all grant materials purchased with these grant funds immediately and without any further steps shall be transferred to MassDEP; and/or (c) MassDEP may find the Grantee not eligible to seek another Sustainable Materials Recovery Program Grant for up to three years; and/or (d) the Grantee shall repay the grant funds to MassDEP within 90 days. MassDEP may provide written notice to the Grantee of any such failure to comply. Such notice may provide a time period and manner for the Grantee to cease or remedy the failure. Such notice from MassDEP of any such failure by the Grantee is not a precondition to MassDEP’s right to select options (a), (b), and/or (c) above. The Grantee shall follow the instructions of MassDEP regarding possession of the grant materials (e.g., collection container). The Parties hereby agree to execute any and all documents necessary to accomplish said transfer. Furthermore, the Grantee shall transfer or arrange to transfer actual possession of said materials to an authorized representative of the Commonwealth of Massachusetts or its designee.
4. Recycling in Practice: The Grantee has established paper, bottle, and can recycling in all municipal buildings offices and meeting spaces, including schools. The Grantee shall continue such paper, bottle and can recycling during the term of the Grant.
5. Notification of Buy Recycled Policy: The Grantee has established a written policy which promotes a preference for the purchase of recycled products in lieu of non-recycled products and distributes an annual notification of the Buy Recycled Policy, ordinance or by-law to all staff, department heads and employees with purchasing authority. This notice shall be sent from the Mayor, Board of Selectmen, Town Manager, Town Administrator or Chief Purchasing Officer and highlights specific opportunities to buy recycled products, the benefits of buying recycled and encourages the purchase of these products. The Grantee shall continue to send an annual notification during the term of the Grant.
6. Use of Grant Funds:
 - a. Grant funds are to be used for Food Waste Collection Carts and will be reimbursed in the amount of \$20.00 per cart to offset the cost of one cart per participating household or business, up to <<TotalAmount>>, purchased either by the Grantee or by its contracted hauler for the express purpose of collecting food waste (“Material”) at the curb. Other organic materials, e.g., leaves, yard waste, paper towels, may be collected along with food waste.
 - b. This grant may fund an additional \$2.00 per cart to defray the cost of stickers, or in-molded labels providing detailed instructions on how and what to compost.
 - c. Funds may not be used to purchase carts for the collection of trash.
7. Grant Conditions: As documented in the Grantee’s MassDEP approved Program Implementation Plan on file with the Department, the Grantee agrees to the following requirements:
 - a. If the hauler purchases the Carts, the Grantee’s contract with the hauler must specify that the Grantee takes ownership of the Carts at the end of the contract.
 - b. Food Waste carts must be a minimum of 10-gallons and must be hot-stamped with MassDEP’s logo and “Funded by a grant from MassDEP”.

- c. All Carts purchased must have a minimum warranty of five years.
 - d. The Implementation Plan for this grant will include details about the start date of the program, description of the program, how the program will be financed, and any remaining steps to implement the program.
- 8. **Procurement:** The Grantee is responsible for properly procuring the Carts purchased under this Grant. The Carts:
 - a. Can be purchased from [Massachusetts State Contract FAC113 for Recycling Containers and Compost Bins](#).
 - b. Must contain a minimum of 30% recycled content.
 - c. It is strongly encouraged that the carts be green in color to adhere to industry standards.
- 9. **Invoicing:** All grant funds are disbursed on a reimbursement basis. **Invoices must be submitted by June 30, 2025**, to MassDEP for expenditures made in the prior fiscal year. The Grantee shall submit up to two requests for reimbursement for approved expenditures, accompanied by the supporting documentation when appropriate (i.e., proof of purchase in the form of an invoice which lists the vendor name and address, items or services purchased, and the total cost) and a statement that the Grantee has taken possession of the food waste carts; OR a copy of the fully executed contract between the Grantee and its food waste collection vendor in which the vendor is responsible for the procurement of carts for curbside collection of organics. The contract must also stipulate that the carts become the property of the municipality at the end of the collection contract. If requesting reimbursement for in-molded labels, the Grantee must also submit an editable digital file of the artwork used for in-molded labels.
- 10. **Distribution Requirements:**
 - a. All Carts shall be utilized for the collection of food waste from single-family and multi-family dwellings, municipal buildings, and/or local businesses participating in a municipally contracted collection program. The Grantee must maintain records of the distribution (i.e., location, number, material(s) collected and building contact) for all granted Carts placed at multi-family dwellings or local businesses for the duration of this Grant.
 - b. All Carts shall remain on the premises of where Materials are being collected and Materials shall be tipped on the premises. Carts are not to be permitted to be swapped on and off the premises with other containers, unless authorized by MassDEP.
 - c. If the Grantee wishes to sell the Carts to the buildings/businesses participating in the program, the Grantee shall establish a separate dedicated revolving account ("Account") pursuant to M.G.L. c. 44 Sec. 53E 1/2, or a gift account pursuant to M.G.L. c. 44 Sec. 53A to handle these revenues. If the Account is established by some other means, MassDEP shall be notified in writing by the Grantee that such account is separate from the Grantee's general fund and meets the requirements of this Grant Scope of Work. All revenue received from Cart sales shall be deposited in such Account. The Account shall be used for the purchase of additional Carts, administrative expenses or other such expenses as are directly related to furthering Grantee's recycling program. In the event that there are funds remaining in the Account after demand for Carts has been satisfied, Grantee shall notify MassDEP in writing of its intent to use such funds for public education or another waste reduction program approved by MassDEP.
- 11. **Property Rights:** Upon delivery from the vendor and prior to distribution, the Grantee shall retain exclusive ownership of the Carts, subject to the provisions of this Grant Scope of Work. Grantee shall be solely responsible to protect the Carts from damage, theft, or loss during the time in which said Carts are in the possession, custody, or control of the Grantee. If the Grantee does not take possession of the Carts, the Grantee shall require the hauler to protect the Carts from damage, theft, or loss during the time in which said Carts are in the possession, custody, or control of the hauler.
- 12. **Reporting:** Grantee shall file an annual Recycling and Solid Waste survey by February 15th, via ReTRAC, for the duration of this grant. Failure to comply with these reporting requirements may jeopardize future grant awards.
- 13. **Publicity and Outreach:**
 - a. All outreach materials and publicity tools (i.e., press releases, media advisories, education materials, etc.) issued by the Grantee in conjunction with or as a result of this grant shall include the following language: "This project is funded in part by a grant from the MassDEP".
 - b. The Grantee should be prepared to provide a public presentation on the results or findings of the Grant at the request of MassDEP.
- 14. **Environmental Compliance:** The Grantee understands receipt of a Grant from MassDEP does not in any way imply that the Grantee is in compliance with applicable environmental regulations. This Grant Scope of Work shall not be construed as, nor operate as, relieving the Grantee or any other person of the necessity of complying with all applicable federal, state, and local laws, regulations and approvals. The Grantee's facility(ies) are subject to inspection at any time by MassDEP and noncompliance with applicable environmental regulations may result in formal enforcement actions, including penalties.
- 15. **Addendums:** Should MassDEP award additional grant funds, an addendum to the Grant Scope of Work shall be provided to the Grantee. The same terms and conditions apply to the addendum.

IN WITNESS WHEREOF, MassDEP and the Grantee hereby execute this Grant Scope of Work.

COMMONWEALTH OF MASSACHUSETTS

By: _____
John Fischer, Deputy Division Director, Solid Waste
Department of Environmental Protection
(Date)

«**OrgName**»
Municipal Official(s) Authorized to sign: «**Position_Authorized_to_sign**»

By: _____
(Signature) (Date)

(Print Name) (Title)

Attachment 3: Example Template for PAYT Programs Grant Scope of Work

**GRANT SCOPE OF WORK
BETWEEN THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF ENVIRONMENTAL PROTECTION (“MassDEP”)**

AND THE <<OrgName>> (“Grantee”)

Pursuant to the Green Communities Act, relevant provisions of which are codified at M.G.L. c. 25A, Section 11F(d) and the regulations promulgated thereunder at 310 CMR 19.300 and in support of the Massachusetts Solid Waste Master Plan developed pursuant to M.G.L. c. 16, Section 21, MassDEP has awarded the <<OrgName>> a Sustainable Materials Recovery Program Grant (“Grant”) valued at up to <<TotalGrantValue>> for funds associated with the implementation of a unit-based pricing program for municipal solid waste, also known as a Pay-As-You-Throw program (“PAYT Program”). Grantee shall comply with the specific terms and conditions described below in the performance of the Grant.

Duration of the Grant: This grant expires on **June 30, 2025**. Invoicing and Reporting deadlines are described below.

RESPONSIBILITIES OF THE GRANTEE

1. Authority: The Signatory of this Grant Scope of Work is authorized by the governing body of the Grantee to enter into this Grant Scope of Work on behalf of the Grantee and accept and utilize this Grant.
2. Commonwealth Terms and Conditions: The Grantee shall comply with the Commonwealth Terms and Conditions and other requirements set forth in the Grantee’s executed Master Agreement.
3. Failure to Comply: If, in the judgment of MassDEP, the Grantee fails to comply with any of its responsibilities as identified in the Grant Scope of Work, then, at the election of MassDEP, (a) the Grantee may be deemed ineligible to participate for what time remains of the grant period; and/or (b) title to all grant materials purchased with these grant funds immediately and without any further steps shall be transferred to MassDEP; and/or (c) MassDEP may find the Grantee not eligible to seek another Sustainable Materials Recovery Program Grant for up to three years; and/or (d) the Grantee shall repay the grant funds to MassDEP within 90 days. MassDEP may provide written notice to the Grantee of any such failure to comply. Such notice may provide a time period and manner for the Grantee to cease or remedy the failure. Such notice from MassDEP of any such failure by the Grantee is not a precondition to MassDEP’s right to select options (a), (b), and/or (c) above. The Grantee shall follow the instructions of MassDEP regarding possession of the grant materials (e.g., collection container). The Parties hereby agree to execute any and all documents necessary to accomplish said transfer. Furthermore, the Grantee shall transfer or arrange to transfer actual possession of said materials to an authorized representative of the Commonwealth of Massachusetts or its designee.
4. Recycling in Practice: The Grantee has established paper, bottle, and can recycling in all municipal buildings offices and meeting spaces, including schools. The Grantee shall continue such paper, bottle and can recycling during the term of the Grant.
5. Notification of Buy Recycled Policy: The Grantee has established a written policy which promotes a preference for the purchase of recycled products in lieu of non-recycled products and distributes an annual notification of the Buy Recycled Policy, ordinance or by-law to all staff, department heads and employees with purchasing authority. This notice shall be sent from the Mayor, Board of Selectmen, Town Manager, Town Administrator or Chief Purchasing Officer and highlights specific opportunities to buy recycled products, the benefits of buying recycled and encourages the purchase of these products. The Grantee shall continue to send an annual notification during the term of the Grant.
6. Use of Grant Funds:
 - a. Grant funds are to be used for PAYT Program upgrades or implementation of new programs. Funds will be reimbursed in the amount of <<TotalAmount>> participating household, up to <<TotalAmount>>.
 - b. Start-up Funds for the Program may be used to fund the cost of <35-gallon trash carts, PAYT bags, educational materials, a program coordinator, recycling containers, and other expenses as approved by MassDEP and documented in the Grantee’s MassDEP Approved Implementation Plan attached.
 - c. Funds may not be used to purchase carts larger than 35-gallons for the collection of trash.
7. Grant Conditions: As documented in the Grantee’s MassDEP approved Program Implementation Plan on file with the Department, the Grantee agrees to the following requirements:
 - a. The Program has been approved and budgeted for by the appropriate legislative body (e.g., Board of Health, Board of Selectmen, Town Meeting, or City Council).
 - b. The Program’s fee structure ensures: (1) fixed solid waste collection costs are substantially covered through the tax base or another funding source such as a mandatory flat fee levied on all participating households, and (2) variable

program costs, not already covered as part of the fixed costs, shall be funded by revenue generated from the sale of the Program bag. A Program that places all solid waste costs (collection, hauling, tipping) on the bag or barrel fee is not acceptable.

- c. The Program must not collect more than one 35-gallon bag, barrel, or cart of trash per week, at no cost to residents, also known as “basic service level”. At a minimum the program participant pays the bag fee for the second and all additional bags or barrels each week.
- d. The municipality will operate the PAYT program for a minimum of two years or more; at MassDEP’s discretion, the minimum program duration may be longer, depending on the type and size of the award.

<<Cart programs only: If the grant is used for purchasing <35-gallon carts, the carts should be made with 30% post-consumer recycled content. It is recommended that the carts be either black or gray.

Curbside programs only: The Grantee provides weekly collection of recyclables or provides a second or larger recycling container if collection is bi-weekly. Recycling capacity requirement may be met by providing residents with a recycling container sticker/decals to affix to a container of the residents’ choice.

Drop-off Programs and Programs that do not provide the basic service level: The Grantee requires through bylaw/ordinance and/or regulation that trash haulers providing subscription service to households otherwise eligible for the municipal waste/recycling program must provide trash and recycling services to these households as one “bundled service.” Residents subscribing for private waste collection shall not have the option of paying for trash collection service only, at a lower price.>>

8. Procurement: The Grantee is responsible for properly procuring the Carts purchased under this Grant. The Carts:
 - a. Can be purchased from [Massachusetts State Contract FAC113 for Recycling Containers and Compost Bins](#).
 - b. Must contain a minimum of 30% recycled content.
 - c. It is strongly encouraged that the carts be black or gray in color to adhere to industry standards.
9. Invoicing: All grant funds are disbursed on a reimbursement basis. **Invoices must be submitted by June 30, 2025**, to MassDEP for expenditures made in the prior fiscal year. The Grantee shall submit one request for reimbursement for approved expenditures, accompanied by the supporting documentation when appropriate, (i.e., proof of purchase in the form of an invoice which lists the vendor name and address, items or services purchased, and the total cost), OR a copy of the fully executed contract between the Grantee and its trash hauler in which the hauler is responsible for the procurement of carts for curbside collection of trash as part of a PAYT Program. The contract must also stipulate that the carts become the property of the municipality at the end of the collection contract.
10. Property Rights: Upon delivery from the vendor and prior to distribution, the Grantee shall retain exclusive ownership of the Carts, subject to the provisions of this Grant Scope of Work. Grantee shall be solely responsible to protect the Carts from damage, theft, or loss during the time in which said Carts are in the possession, custody, or control of the Grantee. If the Grantee does not take possession of the Carts, the Grantee shall require the hauler to protect the Carts from damage, theft, or loss during the time in which said Carts are in the possession, custody, or control of the hauler.
11. Reporting: At the one-year anniversary of the start date of the Program, and again at the conclusion of the grant period, Grantee will submit a year-end report, in a format required by MassDEP, outlining program results detailing trash and recycling tonnages before and after the Program was implemented, the savings realized from these impacts, any challenges encountered, and lessons learned. In addition, Grantee shall file an annual Recycling and Solid Waste survey by February 15th, via ReTRAC, for the duration of this grant. Failure to comply with these reporting requirements may jeopardize future grant awards.
12. Publicity and Outreach:
 - a. All outreach materials and publicity tools (i.e., press releases, media advisories, education materials, etc.) issued by the Grantee in conjunction with or as a result of this grant shall include the following language: “This project is funded in part by a grant from the MassDEP”.
 - b. The Grantee should be prepared to provide a public presentation on the results or findings of the Grant at the request of MassDEP.
13. Environmental Compliance: The Grantee understands receipt of a Grant from MassDEP does not in any way imply that the Grantee is in compliance with applicable environmental regulations. This Grant Scope of Work shall not be construed as, nor operate as, relieving the Grantee or any other person of the necessity of complying with all applicable federal, state, and local laws, regulations and approvals. The Grantee’s facility(ies) are subject to inspection at any time by MassDEP and noncompliance with applicable environmental regulations may result in formal enforcement actions, including penalties.
14. Addendums: Should MassDEP award additional grant funds, an addendum to the Grant Scope of Work shall be provided to the Grantee. The same terms and conditions apply to the addendum.

IN WITNESS WHEREOF, MassDEP and the Grantee hereby execute this Grant Scope of Work.

COMMONWEALTH OF MASSACHUSETTS

By: _____
John Fischer, Deputy Division Director, Solid Waste
Department of Environmental Protection
(Date)

«**OrgName**»
Municipal Official(s) Authorized to sign: «**Position_Authorized_to_sign**»

By: _____
(Signature) (Date)

(Print Name) (Title)

**GRANT SCOPE OF WORK
BETWEEN THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF ENVIRONMENTAL PROTECTION (“MassDEP”)
AND THE «OrgName» (“Grantee”)**

Pursuant to the Green Communities Act, relevant provisions of which are codified at M.G.L. c. 25A, Section 11F(d) and the regulations promulgated thereunder at 310 CMR 19.300 and in support of the Massachusetts Solid Waste Master Plan developed pursuant to M.G.L. c. 16, Section 21, MassDEP has awarded the «OrgName» a Sustainable Materials Recovery Program Grant for Regional Small Scale Initiatives (“Grant”) valued at up to \$«Amt_Awarded». The «OrgName» shall comply with the specific terms and conditions described below in the performance of the Grant.

Duration of the Grant: This grant shall expire on **June 30, 2025**. Invoicing and Reporting deadlines are described below.

RESPONSIBILITIES OF THE GRANTEE

1. Authority: The Signatory of this Grant Scope of Work is authorized by the governing body of the Grantee to enter into this Grant Scope of Work on behalf of the Grantee and accept and utilize this Grant.
2. Commonwealth Terms and Conditions: The Grantee shall comply with the Commonwealth Terms and Conditions and other requirements set forth in the Grantee’s executed Master Service Agreement.
3. Failure to Comply: If, in the judgment of MassDEP, the Grantee fails to comply with any of its responsibilities identified in this Grant Scope of Work, then, at the election of MassDEP, (a) the Grantee shall repay the grant funds to MassDEP within 90 days; and/or (b) title to all grant materials purchased with these grant funds immediately and without any further steps shall be transferred to MassDEP; and/or (c) MassDEP may find the Grantee not eligible to seek another Sustainable Materials Recovery Program Grant for up to three years. MassDEP may provide written notice to the Grantee of any such failure to comply. Such notice may provide a time period and manner for the Grantee to cease or remedy the failure. Such notice from MassDEP of any such failure by the Grantee is not a precondition to MassDEP’s right to select options (a), (b), and/or (c) above. The Grantee shall follow the instructions of MassDEP regarding possession of the grant materials. The Parties hereby agree to execute any and all documents necessary to accomplish said transfer. Furthermore, the Grantee shall transfer or arrange to transfer actual possession of said materials to an authorized representative of the Commonwealth of Massachusetts or its designee.
4. Recycling in Practice: The Grantee has established paper, bottle, and can recycling in all regional buildings, offices and meeting spaces, including schools. The grantee shall continue such paper, bottle and can recycling during the term of the Grant.
5. Notification of Buy Recycled Policy: The Grantee has established a written policy which promotes a preference for the purchase of recycled products in lieu of non-recycled products and distributes an annual notification of the Buy Recycled Policy to all staff, department heads, and employees with purchasing authority. This notice should include specific language encouraging the purchase of recycled products as it supports municipal recycling collection programs, recycling markets, and supports closed loop recycling. The Grantee shall continue to send an annual notification during the term of the Grant.
6. Use of Grant Funds: Regional Small Scale Initiative funding can be utilized on the list of MassDEP’s [Approved Spending Categories](#).
7. Procurement: The Grantee is responsible for all aspects of the procurement process. Grantees are encouraged to purchase equipment from State Contracts whenever possible. Environmentally Preferred Products purchased under this Grant must be purchased from [Massachusetts State Contract FAC118 for Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies](#).
8. Invoicing: All grant funds are disbursed on a reimbursement basis only. The Grantee shall submit one request for reimbursement, no later than **June 30, 2025**, to MassDEP for approved expenditures accompanied by the following documentation:
 - a. Proof of purchase in the form of an invoice which lists the vendor name and address, item purchased, item price, extended price and shipping costs if any. Pro forma invoice and quotes are not proof of purchase; and
 - b. Digital photos of the installed equipment, if equipment is purchased (e.g., public space container, universal waste shed).
 - c. If the Grantee has not submitted a request for reimbursement on or before June 30, 2025, the Grantee forfeits the grant award.

9. Publicity and Outreach: Custom outreach materials and all publicity tools (i.e., press releases, media advisories, etc.) issued by the Grantee in conjunction with or as a result of this grant shall be printed double-sided on 30% post-consumer recycled paper. MassDEP shall retain the right to utilize and disseminate all printed outreach materials and publicity tools and artwork produced by the Grantee or the Grantee's contractor as a result of this Grant. Upon request, the Grantee shall provide MassDEP with copies of all outreach materials and publicity tools developed (in hard copy and an editable electronic format).
10. Environmental Compliance: The Grantee understands receipt of a Grant from MassDEP does not in any way imply that the Grantee is in compliance with applicable environmental regulations. This Grant Scope of Work shall not be construed as, nor operate as, relieving the Grantee or any other person of the necessity of complying with all applicable federal, state, and local laws, regulations and approvals. The Grantee's facilities are subject to inspection at any time by MassDEP and noncompliance with applicable environmental regulations will result in formal enforcement actions, including penalties.
11. Addendums: Should MassDEP award additional grant funds, an addendum to the Grant Scope of Work shall be provided to the Grantee. The same terms and conditions apply to the addendum.

IN WITNESS WHEREOF, MassDEP and the Grantee hereby execute this Grant Scope of Work.

COMMONWEALTH OF MASSACHUSETTS

By: _____
John Fischer, Deputy Division Director, Solid Waste (Date)
Department of Environmental Protection

«**OrgName**»
Municipal Official(s) Authorized to sign: «**Position_Authorized_to_sign**»

By: _____
(Signature) (Date)

(Print Name) (Title)

Attachment 5: Example Template for RDP Contract

**RECYCLING DIVIDEND PROGRAM CONTRACT (“RDP Contract”)
BETWEEN THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF ENVIRONMENTAL PROTECTION (“MassDEP”)
AND THE «OrgName» (“Municipality”)**

Pursuant to the Green Communities Act, relevant provisions of which are codified at M.G.L. c. 25A, Section 11F(d) and the regulations promulgated thereunder at 310 CMR 19.300 and in support of the Massachusetts Solid Waste Master Plan developed pursuant to M.G.L. c. 16, Section 21, MassDEP has awarded the Municipality a Sustainable Materials Recovery Program grant under the Recycling Dividends Program (“RDP”). The Municipality has earned a payment of «RDP_Earned».

The Recycling Dividends Program provides payments to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling, and waste reduction. Municipalities receive payments according to the number of criteria points their program earns based on the [2024 Details: Recycling Dividends Program](#) and number of residents served as described below. RDP provides an incentive for municipalities to improve their recycling programs by implementing best practices and rewards communities with model recycling and waste reduction programs.

Duration: The term of this Contract shall be in effect until the municipality has expended all RDP funds and reported to MassDEP on use of funds.

RESPONSIBILITIES OF THE MUNICIPALITY

1. **Authority:** The Signatory of this RDP Contract is authorized by the governing body of the Municipality to enter into this Contract on behalf of the Municipality and apply for and accept funds on behalf of the Municipality.
2. **Commonwealth Terms and Conditions:** The Municipality shall comply with the Commonwealth Terms and Conditions and other requirements set forth in the Municipality’s executed Master Service Agreement.
3. **Failure to Comply:** If, in the judgment of MassDEP, the Municipality fails to comply with any of its responsibilities identified in this Contract, then, at the election of MassDEP, (a) the Municipality shall repay the RDP funds to MassDEP within 90 days; and/or (b) title to all materials purchased with the RDP funds immediately and without any further steps shall be transferred to MassDEP; and/or (c) MassDEP may find the Municipality not eligible to seek another Sustainable Materials Recovery Program Grant for up to three years. MassDEP may provide written notice to the Municipality of any such failure to comply. Such notice may provide a time period and manner for the Municipality to cease or remedy the failure. Such notice from MassDEP of any such failure by the Municipality is not a precondition to MassDEP’s right to select options (a), (b), and/or (c) above. The Municipality shall follow the instructions of MassDEP regarding possession of the materials purchased with RDP funds. The Parties hereby agree to execute any and all documents necessary to accomplish said transfer. Furthermore, the Municipality shall transfer or arrange to transfer actual possession of said materials to an authorized representative of the Commonwealth of Massachusetts or its designee.
4. **Recycling in Practice:** The Municipality has established paper, bottle and can recycling in all municipal buildings, offices and meeting spaces, including schools. The Municipality shall continue such paper, bottle and can recycling during the term of the RDP Contract.
5. **Notification of Buy Recycled Policy:** The Grantee has established a written policy which promotes a preference for the purchase of recycled products in lieu of non-recycled products and distributes an annual notification of the Buy Recycled Policy, ordinance or by-law to all staff, department heads and employees with purchasing authority. This notice should be sent from the Mayor, Board of Selectmen, Town Manager, Town Administrator, or Chief Purchasing or Procurement Officer; and should include specific language encouraging the purchase of recycled products as it supports municipal recycling collection programs, recycling markets, and supports closed loop recycling. The Grantee shall submit the annual notification to MassDEP on or before February 15th during the term of the Grant. Failure to submit by this deadline will result in the loss of an RDP point.

6. **RDP Payment Calculation:** MassDEP has calculated the RDP Payment using the table below which shows payment brackets based on the number of households served by the municipal solid waste program and the point value for each bracket. See [2024 Details: Recycling Dividends Program](#) guidance document for additional information on point value.

# of Households that Receive Trash Service Provided by the Municipality	Point Value - Basic Level 1-9 pts.	Point Value - Advanced Level ≥ 10 pts. & RDP EJ Populations
0 - 1,999	\$245	\$350
2,000 - 4,999	\$420	\$600
5,000 - 7,499	\$770	\$1,100
7,500 - 9,499	\$910	\$1,300
9,500 - 12,499	\$1,260	\$1,800
12,500 - 16,999	\$2,100	\$3,000
17,000 - 24,999	\$2,450	\$3,500
25,000 - 31,999	\$2,800	\$4,000
32,000 - 99,999	\$4,550	\$6,500
100,000 +	\$7,000	\$10,000

7. **Program Criteria:** The Municipality, through its RDP application, certifies that all points earned are for programs that were in place between July 1, 2023 and June 30, 2024 and that these programs fully meet the performance standard set forth in the [2024 Details: Recycling Dividends Program](#) guidance document.
8. **Use of Funds:** RDP Payments shall be expended on activities and programs listed on the [Approved Spending Categories](#) for Recycling Dividends Program and Regional Small Scale Initiative Funds, to enhance the performance of the Municipality's waste reduction programs. Use of a dedicated account is recommended. Funds may be carried over to future years and accumulated to fund a larger eligible expense or project. Planned use of funds shall be noted on the Annual RDP Spending Report. However, MassDEP may delay future RDP payments if municipality is not expending funds.
9. **Record Keeping:** The Municipality shall be responsible for keeping documentation (i.e. proof of purchase in the form of an invoice which lists the vendor name and address, item purchased, item price, number of items purchased and shipping costs if any) by calendar year, of how RDP funds were expended and the remaining balance of RDP funds. MassDEP may conduct record audits to ensure compliance with this Contract.
10. **Reporting:** By February 15th of each year, for the duration of the Contract, the Municipality shall submit the annual Recycling and Solid Waste survey and the RDP Spending Report through its ReTRAC Connect™ account. Submission of the Annual Notification of Buy Recycled Policy as described in condition 5. above is also required. Failure to comply with these reporting requirements will result in the loss of one RDP point and may jeopardize future grant awards and RDP payments.
11. **Environmental Compliance:** The Municipality understands receipt of RDP funds from MassDEP does not in any way imply that the Municipality is in compliance with applicable environmental regulations. This Municipality shall not be construed as, nor operate as, relieving the Municipality or any other person of the necessity of complying with all applicable federal, state, and local laws, regulations and approvals. The Municipality's facility(ies) are subject to inspection at any time by MassDEP and noncompliance with applicable environmental regulations may result in formal enforcement actions, including penalties.
12. **Addendums:** Should MassDEP award additional RDP funds, an addendum to the Contract shall be provided to the Municipality. The same terms and conditions apply to the addendum.

SIGN AND RETURN THIS DOCUMENT TO MASSDEP VIA EMAIL

13. RDP Payment Calculation:

The Municipality's payment has been calculated as follows: (NET RDP POINTS EARNED) x (VALUE OF EACH POINT)

a. Bulky Items	«BIVerified»
b. Center for Hard to Recycle Materials	«CHARMVerified»
c. Curbside Recycling Regulation	«CSRecyclingRegsVerified»
d. Diversity, Equity, and Inclusion	«DiversityVerified»
e. Household Hazardous Waste	«HHWVerified»
f. Organics	«OrgVerified»
g. Recycling Center Access	«RecycCntrAccessVerified»
h. ReUse Programs	«ReuseVerified»
i. Solid Waste Reduction	«SWVerified»
j. Textile Recovery Initiative	«TextileVerified»
k. Outreach and Education	«WPOEVerified»
 TOTAL RDP POINTS EARNED	 «TOTAL_POINTS_VERIFIED»
 POINT DEDUCTED DUE TO LATE SUBMISSION	 «Loss_of_point_due_to_late_submission»
 NET RDP POINTS EARNED	 «Net_Total_Pts»
 VALUE OF EACH POINT	 «Pt_value_based_on_pts_and_RDP_EJ_Status»
 RDP PAYMENT AMOUNT	 «RDP_Earned»

IN WITNESS WHEREOF, MassDEP and the Grantee hereby execute this Contract.

COMMONWEALTH OF MASSACHUSETTS

By: _____
John Fischer, Deputy Division Director, Solid Waste
Department of Environmental Protection
(Date)

«**OrgName**»

Municipal Official(s) Authorized to sign: «**Position_Authorized_to_sign**»

«**VCNumber**»

By: _____
(Signature) (Date)

(Print Name) (Title)