



Massachusetts Department of Environmental Protection
Sustainable Materials Recovery Program
Municipal Application - Grant Guidelines

This document provides guidance and important information needed to apply for assistance through the Sustainable Materials Recovery Program (SMRP). Please review this document carefully before submitting an application. The Municipal SMRP application includes nine grant categories each of which is described in detail in this document. All applicants must complete the Overview and Certification section.

Application Deadline: June 10, 2020

This deadline may be extended due to the uncertainty related to the COVID-19 pandemic.

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SECTION ONE: Overview and Certification of Minimum Eligibility Criteria

Overview

The Sustainable Materials Recovery Program (SMRP) is designed to increase the diversion of materials from the solid waste stream through 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.

Eligible Applicants:

Read each section carefully to determine eligibility. The following entities are eligible to apply for one or more categories within this grant application:

- Individual Massachusetts municipalities.
- 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.
- Non-profit organizations organized under Section 501(c)(3) of the Internal Revenue Code and registered with the Massachusetts Attorney General, Non-Profit/Public Charities Division may apply for Waste Reduction Projects (Section 8) that will assist Massachusetts municipalities and residents.

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 Cathy Doodnauth (contact information below).
 - Regional authorities and non-profit organizations that do not have an account must contact Cathy Doodnauth (contact information below) no later than two weeks prior to the grant deadline for guidance on establishing a Re-TRAC Connect™ account.

Certification of Minimum Eligibility Criteria:

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.
- 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 applicant will be required to attach a copy of this communication. To be eligible the communication must be within the current fiscal year and prior to the grant deadline.

2. Municipal Recycling Data Reporting

- A municipal applicant must have filed via Re-TRAC Connect™, at the time the application is submitted, completed CY2018 and CY2019 Municipal Recycling and Solid Waste Surveys.
- A regional entity or non-profit organization must ensure that each municipality supported by the grant application has filed completed CY2018 and CY2019 Municipal Recycling and Solid Waste Surveys.

3. Recycling in Practice

- Municipal applicants must certify that paper, cardboard, bottle and can recycling is available in all municipal buildings (excluding schools) or will be within 30 days of award notification.
- **This is the last year that schools will be exempt from this requirement.**
- Regional entities and non-profit organizations must certify that paper, cardboard, bottle and can recycling is available in all its offices and meeting spaces.

4. Authorization to Submit Application

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

Evaluation criteria:

Applications will be evaluated on criteria that may include, but not be limited to:

- Information provided on Recycling and Solid Waste Program Surveys
- Information provided on the grant application
- Demonstrated need and likelihood of success
- Past grant performance including outstanding grant requirements
- Alignment with MassDEP's priorities as outlined in the grant application and MassDEP's Solid Waste Master Plan
- Other criteria as identified in relevant grant categories.

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 Master Agreement contract is fully executed by both parties.
- A detailed explanation of the documentation required for reimbursement is described for each program category. Without the required documentation reimbursement will not be possible.
- Outstanding MassDEP compliance issues, including past due required reports, may not disqualify a municipality from receiving an award. HOWEVER, any such award may be conditioned upon the satisfactory resolution of said compliance issue.
- All SMRP Grant Funding is subject to the appropriation of funds.

Timeline:

- Application release date: April 6, 2020
- Grant Information Webinar: April 30, 2020 – 10am—noon and May 5, 2020 – 1pm-3 pm

Application Deadline: Application must be received by 11:59pm on June 10, 2020. *This deadline may be extended due to the uncertainty related to the COVID-19 crisis.*

For more information on using Re-TRAC Connect™ contact:

Cathy Doodnauth, 617-556-1011, Cathy.Doodnauth@mass.gov



SECTION TWO: Mattress Recycling Incentive

Overview

The purpose of this grant is to increase the reuse and recycling of discarded mattresses and box springs from the residential waste stream. MassDEP has set up a [statewide contract for mattress recycling \(FAC90\)](#), which is available to all municipalities. Municipalities that receive this grant will collect residential mattresses in a separate roll-off or other container. In most cases, grantees will be reimbursed for the purchase of a collection container. MassDEP will assign each grantee to a state recycling vendor who will pick up the mattresses at the municipal collection site and transport them to their recycling facility. MassDEP will pay the vendor directly for the transportation and recycling of residential mattresses for up to two years.

Grantees are responsible for insuring compliance with all MassDEP regulations and permits. Prior to placing a collection container at a site-assigned facility the grantee should contact their MassDEP Regional Office.

Eligible Applicants:

- This grant item is available to municipal applicants that have not previously been awarded the grant.
- Municipalities interested in hosting a regional collection site are encouraged to apply but must identify all anticipated partner municipalities in their application. If the collection site is already accessible by residents of other municipalities, applicant must select “YES” in application question two and provide the names of all municipalities with access.
- At the transfer station, municipal employees must either load mattresses into the collection container or actively direct residents in stacking their own mattresses. Municipal employees must rearrange as necessary to maximize loading efficiency.
- **Applicants that currently collect mattresses at the curb for disposal rather than recycling must contact MassDEP to discuss eligibility before applying for this grant. Grantees will be required to prohibit mattresses from disposal during the grant cycle.**

Grant Award Amount:

- MassDEP will pay the assigned mattress recycling vendor directly for the transportation and processing of mattresses collected by the grantee. The value of the grant depends on the amount of material the grantee collects during the grant period. There is no limit on the number of mattresses a grantee may collect.
- In most cases, MassDEP will reimburse grantees up to \$7,500 for the purchase of a collection container. In certain cases the municipality will be required to provide their own container.
- While most grantees are awarded both transportation and processing services, MassDEP may award just one service or add additional requirements in unique cases.

Use of Grant Funds:

- This grant does not cover processing of mattresses received from commercial sources (i.e., institutions, hotels, universities, or private haulers).
- Unless authorized in advance by MassDEP, only mattresses discarded by residents of the grantee municipality may be included in this collection program. If your collection site is accessible by non-residents, contact MassDEP to check eligibility before applying.
- Costs associated with curbside collection are not covered under this grant; mattresses collected at the curb may be aggregated by the municipality prior to collection by the recycling vendor.
- Grantees must begin their collection programs by June 1st of the calendar year following the grant award.
- Actual reimbursement amount for approved mattress container will be based on the cost of container purchased and may be less than award amount.
- Container must be permanently labelled with the MassDEP logo and the words “Funded by a grant from MassDEP.”
- Requests for reimbursement must be submitted to MassDEP by June 30th of the calendar year following the grant award.

For more information on Mattress Recycling, please contact:
Rachel Smith, 617-292-5704, Rachel.Smith@mass.gov



SECTION THREE: Pay-As-You-Throw/Save-Money-and-Reduce- Trash Program Funds

Overview

In a Pay-As-You-Throw (PAYT) or Save-Money-and-Reduce-Trash (SMART) solid waste program, residents pay per unit for the amount of solid waste they generate. There is no direct fee for recycling. This creates a financial incentive to recycle more and to generate less waste. MassDEP is offering start-up funds for new PAYT/SMART program implementation and funds for specific program upgrades. If your municipality is planning to implement PAYT/SMART within the next 12 months, it is recommended that you apply in this category. See our [PAYT/SMART](#) webpage for information and resources.

Eligible Applicants:

- This grant item is available to municipal applicants for their new drop-off PAYT/SMART program or new curbside PAYT/SMART program.
- A municipality with an existing PAYT/SMART program may apply for a “program upgrade” as described in the Grant Award Amount section below.
- New PAYT/SMART programs that begin prior to the submittal of a complete and qualifying grant application will not be eligible for funding.
- Sticker and punch-card programs are not eligible for funding, except for an upgrade to a bag program.

Grant Award Amount:

Grant awards will be calculated based on the number of households served by the PAYT/SMART program. The maximum award value is \$300,000. The amount awarded per household will be based on the type of PAYT/SMART program being implemented as described below.

New Drop-off PAYT/SMART Program: Per household award	\$10
New Curbside PAYT/SMART Program: a. With ONE bag/barrel free b. With NO bags/barrels free c. With one 35-gal automated trash cart d. With one 64-gal automated trash cart collected every other week	\$10, OR \$20, OR \$30, OR \$10
Upgrades to Existing PAYT/SMART Programs: a. Convert from one bag/barrel free to no-bags/barrels free b. Provide each household with automated trash cart of 35-gal capacity or smaller c. Transition from a sticker program to a bag program	\$5, OR \$30 OR \$5

Special Notes

1. If a municipality implements 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, 95-gal), the per household award will apply only to those households using a cart size of 35-gals or less.
2. Municipalities that utilize 64-gal carts for trash collection and require all trash in the cart to be placed in official PAYT/SMART trash bags will qualify for a “No bags free” PAYT/SMART award (\$20/household served).
3. Municipalities that apply for and are awarded in both the *PAYT/SMART funds* and *Curbside Recycling Carts categories* in the same year or consecutive years may be limited to a combined maximum award of \$400,000.
4. In Drop-off PAYT/SMART Programs the grant award will be based on the number of households obtaining access (e.g., through a transfer station sticker) to the drop-off location.

5. PAYT/SMART award will be based on the municipality's estimate of the households to be served by the municipal program. Actual award disbursements may be phased and will be based on actual households participating in the program.
6. MassDEP reserves the right to cap the total PAYT/SMART grant awarded to a municipality at \$30/household.

Use of Grant Funds:

- PAYT/SMART funds may be used to fund the costs of bags, 35-gal or smaller trash cart, 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.

Relevant State Contract:

- PAYT/SMART bags may be purchased off of statewide contract [FAC86: Solid Waste and Recycling Services](#), under category 1A.
- 35-gal trash carts may be purchased using Category 3 of statewide contract [FAC87designatedDEP](#): Recycling Containers, Compost Bins and Rain Barrels

Evaluation Criteria:

- Implementation of new PAYT/SMART programs may be prioritized over "program upgrades" described in the "Grant Award Amount" section above.

Acknowledgment

The applicant is required to acknowledge that they have read and understand the criteria below. If PAYT/SMART Funds are awarded, a municipality will be required to demonstrate that these criteria have been met. A grant agreement will be executed delineating all requirements. These include:

- The municipality will operate the PAYT/SMART program for a minimum of two years or more; at MassDEP's discretion, the minimum program duration may be longer, depending on the size of the award.
- Set a fee structure that insures: (1) fixed solid waste collection costs will be substantially covered through the tax base or another funding source such as a flat fee, and (2) variable costs will be covered by retail cost of the PAYT/SMART bag.
- Provide no more than one free bag or container per household per week, with bag/container volume not exceeding 35-gals.
- Provide a detailed implementation plan and timeline for the PAYT/SMART program and written verification that the program has been approved and budgeted for by the appropriate decision-making body (i.e., Board of Health, Board of Selectmen, Town Meeting, or City Council).
- Private trash haulers must be required, through bylaw/ordinance and/or Board of Health hauler regulation, 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/SMART program. This requirement will be waived for curbside PAYT/SMART programs that include in their basic level service a 35-gal or less trash cart, bag or barrel each week, as households are less likely to opt out of this type of program.
- A municipality proposing a multi-family PAYT/SMART program will be required to approve an ordinance or bylaw requiring multi-family property owner and resident participation.
- Grantees will be required to submit two annual reports, in a format provided by the Department, describing the program implementation, challenges, and lessons learned.
- MassDEP reserves the right to cap the total PAYT/SMART grant awarded to a municipality at \$30/household.

For more information on PAYT/SMART grants, please contact:

Rachel Smith, 617-292-5704, Rachel.Smith@mass.gov



SECTION FOUR: Education and Enforcement Coordinator

Overview

This grant provides funding to an individual municipality or a municipality leading a multi-town regional initiative to hire an Education and Enforcement Coordinator (EEC) to **enforce private hauler recycling requirements**. Households that contract with a private hauler for trash collection rather than participating in a municipal program are often charged to add recycling to their trash collection, or are not offered recycling collection at all. **The EEC will ensure that all permitted haulers are complying with the municipality's private hauler bylaw/ordinance and/or regulation (“recycling rules”) that requires haulers provide their residential customers with both trash and recycling services as a bundled service.** In many cases, this enforcement will also make the municipal program more competitive with private haulers, as the price of both programs will reflect the cost of disposal and recycling.

Eligible Applicants:

- This grant is available to curbside, drop-off, and private subscription municipal applicants.
- The municipality(ies) must have a private hauler bylaw, ordinance and/or regulation in place that requires solid waste and recycling collection services be provided as bundled service at a rate that reflects the cost of both services for all residential customers. A penalty structure must be in place for haulers not in compliance with private hauler recycling requirements.

AND

- The municipality(ies) must also have a mandatory recycling bylaw/ordinance and/or regulation in place that requires all residential generators to recycle. This must include an enforcement mechanism (fining structure, leaving trash behind, or other).
- Both bylaw/ordinance/regulation requirements above must be met by the date on which the grant application is submitted.
- The municipality(ies) must have a process in place to grant permits to private haulers that operate within their municipality.
- In the case of a regional initiative, all participating municipalities must have met the SMRP minimum eligibility requirements.

Grant Award Amount:

The grant provides up to \$60,000 for a full-time position and up to \$30,000 for a part-time position. Award amounts will be based on number of private haulers permitted in the municipality(ies), the number of households served by those haulers, and other program factors.

Use of Grant Funds:

- Funds must be used to implement an enforcement program with a new Education and Enforcement Coordinator. Funds may not be used to pay for existing staff with the exception of increasing the hours of an existing position.
- Funds will be disbursed over a period of 18-24 months depending on the Grantee's timeline.
- MassDEP may participate in the EEC hiring decision, and the final decision may be subject to approval by MassDEP.
- A minimum of 80% of grant funds must be used towards the salary of the EEC at a rate of at least \$19/hour; the remaining 20% may be used to fund mileage expenses, enforcement and education materials and other related expenses.
- Grantees must provide a minimum of 25% matching funds. Applicants able to provide greater than 25% matching funds may receive priority in the evaluation process.

EEC Grant Activities:

Grantees will be required to develop an implementation plan that outlines outreach activities, enforcement protocol, and timeline for approval by MassDEP before hiring an EEC. The EEC will:

- Conduct outreach with haulers about recycling rules and the enforcement initiative.
- Implement the enforcement protocol outlined in the grantee's approved Implementation Plan.
- Compile data and report results of the enforcement initiative to MassDEP in a mid-project report and final report.

Evaluation Criteria:

The following will be favorably considered in the evaluation process:

- Strength of the applicants' bylaws/ordinances/regulations (thoroughness, enforceability, etc.)
- Ability to provide matching funds and additional resources to the EEC above the 25% matching funds minimum.

For more information on Education and Enforcement Coordinator grants please contact:

Rachel Smith, 671-292-5704, Rachel.Smith@mass.gov



SECTION FIVE: Curbside Recycling/Organics Collection Carts

Overview

This grant will assist municipalities with the purchase of wheeled carts for the implementation or expansion of a curbside wheeled cart program for single stream or dual stream recycling. Carts may also be used for recycling collection from multi-family buildings and small businesses that are served by the municipal solid waste/recycling program, and for municipally financed curbside collection of organics (food waste). New cart programs may be implemented town-wide or as a pilot of 400-1000 households; expansions must consist of 400 households or more. Applicants must select one category.

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 recycling 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 single-stream recycling in 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 single-stream recycling collection and plans to expand to serve all eligible households.

Use of Grant Funds:

- Grant may be used to offset the cost of carts purchased either by the municipality or by its contracted recycling or organics hauler.
- 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.
- Requests for reimbursement must be submitted to MassDEP December 31, 2021.

Additional Information

- Equipment purchased under this grant must either:
 1. be purchased off State Contract FAC87 (Massachusetts State Contract for Recycling Containers, Compost Bins and Rain Barrels). FAC87 Price Sheet can be found at <https://www.mass.gov/media/863486>.
 - OR**
 2. adhere to the following minimums for recycled content:
 - Wheeled carts – 30%
 - Curbside compost collection containers – 30%
- Recycling carts must be a minimum of 64-gals for weekly collection and 95-gals for bi-weekly collection, have wheels for easy transport, a hinged lid, and be suitable for automated collection. Municipalities with dual stream collection may, at their own expense, purchase a second cart for each household as long as the total capacity provided per household meets these minimum requirements.
- Collection containers for source separated food waste must be a minimum of 10-gals
- All equipment purchased must have a minimum warranty of 5 years
- Purchasing a combination of cart sizes is allowable

Evaluation Criteria:

In addition to the general criteria in Section One (Overview) the following factors will be viewed favorably in the evaluation process:

- Readiness to implement project
- Demonstrated understanding of the steps remaining to implement the proposed program

Wheeled carts for municipal recycling collection program

These carts are for the implementation of single or dual stream curbside recycling for single-family and multi-family residences served by the municipal solid waste program, and for recycling at small businesses served by the municipal solid waste program. Carts may be used at municipal buildings (library, fire/police station, town hall, etc.). Wheeled carts for recycling are **required** to utilize an informational sticker or in-molded label consistent with the Smart Recycling Guide at Recyclesmartma.org. Individual schools that need recycling carts should apply through the MassDEP Green Team www.thegreenteam.org. District-wide school initiatives should request funding for carts under the School Recycling Assistance section of this grant application. Grantees are responsible for keeping track of the location of the carts distributed to multi-family residences and businesses for the duration of the grant agreement.

Eligible Applicants:

- This grant item is available to municipal applicants only.
- The municipality must limit the amount of trash allowed per household per week to two 32-gal bags or containers of equivalent capacity. Municipalities that require all household trash be placed in official PAYT/SMART bags are exempt from this criterion.
- A municipality that collects unlimited amounts of trash from residents is **INELIGIBLE** for this grant.

Grant Award Amount:

	Amount per Households Served	In-molded label, sticker	Maximum Award Amount
Recycling Carts:			
Trash limit 64-gal weekly	\$10		\$110,000
Trash limit 48-gal weekly	\$15	\$1/cart	\$160,000
Trash limit 35-gal weekly/Full PAYT	\$20		\$210,000

- Only one cart per household served will be awarded. The award level and maximum award amount will be based on the weekly trash limit imposed on households.
- MassDEP will provide an additional \$1 per cart, for the first 10,000 recycling carts, to defray the cost of stickers or in-molded labels providing detailed instructions on how and what to recycle. An in-molded label is laminated to the cart lid by heat treatment during the manufacturing process. Sample artwork for labels is available. Recycling cart labels **must** be consistent with the Smart Recycling Guide at Recyclesmartma.org and be preapproved by MassDEP.
- Actual reimbursement amount will be based on the number of carts or containers purchased, not to exceed one cart per household served.
- Awards may be contingent on submission of an Implementation Plan.

For more information on Curbside Recycling Carts, please contact:

Cathy Doodnauth, 617-556-1011, Cathy.Doodnauth@mass.gov

Wheeled carts for curbside food waste collection program

This grant will provide funds for the purchase of carts to be used by residents for the 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.

Eligible Applicants:

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

Grant Award Amount:

	Amount per Households Served	In-molded label, sticker	Maximum Award Amount
Organics Carts	\$20	\$1/cart	\$105,000
Municipally Financed Pilot Implementation Start-up funds (up to 1,000 households)	\$10		\$10,000

- Only one cart per household served will be awarded.
- MassDEP will provide an additional \$1 per cart for the first 5,000 food waste carts 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.
- In addition, for municipally financed organics pilot programs only, an additional \$10 per household (up to 1,000 households) will be awarded. These Implementation Start-up funds are to offset start-up costs, including increased collection costs, if any, and incremental cost to tip organics at a composting facility if it exceeds solid waste tip fee, if any.
- Actual reimbursement amount will be based on the number of carts or containers purchased. Awards are contingent on submission of an Implementation Plan.

For more information on Curbside Organics Collection Carts, please contact:

Ann McGovern, 617-292-5834, Ann.McGovern@mass.gov



SECTION SIX: Drop-off Recycling Collection Equipment

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. Grants provide for the purchase of on-site containers, compactors, or enclosed sheds for the targeted materials in the table below.

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.
- Note: A municipality that collects trash and recycling curbside and is requesting a compactor for its drop-off facility must publicize and allow both residents and local businesses to deliver recyclables materials to the facility where the compactor is located.

Target Materials and Grant Award Amount:

<u>Equipment</u>	<u>Grant Award Up To:</u>	<u>Target Material</u>
30 or 40 CY Open Top Roll-Off	\$5,500*	Bulky rigid plastics
40 CY Closed Top Roll-Off (or other collection container as approved by MassDEP)	\$7,500	Mattresses**
20 or 30 CY Open Top Roll-Off	\$6,000***	Glass
Compactor	\$8,000	Cardboard
		Single-stream recycling
		Mixed paper that includes corrugated cardboard
Shed (minimum of 80 square feet)	\$3,000	Universal Waste (fluorescent lamps, certain batteries) and mercury containing devices (thermostats, thermometers, switches)
Shed or Other Enclosed Structure (size and reimbursement amount subject to MassDEP approval)	\$6,000	Household goods collected at a municipally operated Reuse Swap Shop

* Grantees that cannot accommodate a 40 CY open top roll-off may request approval to purchase a 30 CY open-top roll-off with a maximum award of \$4,800.

**If applying for the Mattress Recycling Incentive program, there is no need to apply for a mattress container under this Drop-off Grant.

*** Grantees may choose to purchase a 20CY or 30CY roll-off container to accommodate different drop-off site considerations. **Grantees are required to purchase a heavy-duty container.** Any additional grant funds (up to \$6,000) may be used towards purchase of a gable top.

Use of Grant Funds:

- Grant funds must be used 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.
- Reuse Swap Shop 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.
- Actual reimbursement amount will be based on the cost of container(s) purchased and may be less than award amount.

Relevant State Contracts:

Roll-Off Containers and Compactors may be purchased using Category 7 of [State Contract FAC87](#): Recycling Containers, Compost Bins and Rain Barrels

Universal Waste Sheds ONLY:

- 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>
- Grantee may utilize a vendor on Massachusetts [State Contract FAC82](#) Category 3 for Universal Waste collection and recycling. The cost of services will be borne by Grantee.
- 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.

Evaluation 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 adopt/enforce a disposal prohibition on the target material(s)
- Requests for compactors will be evaluated on the tons of material collected and the projected savings from less frequent hauls of recyclables to market.

For more information on Drop-off Recycling Equipment grants please contact:

Cathy Doodnauth, 617-556-1011, Cathy.Doodnauth@mass.gov



SECTION SEVEN: School Recycling Assistance

Overview

This grant provides funding to a municipal or regional school district for implementation of a district-wide recycling program for paper, cardboard, bottles and cans in all schools and administrative offices. Applicants that have already established district-wide recycling may request funds to implement or expand an organics/food waste diversion program, and/or convert to dishwashers and reusable food service ware. The primary goal of this grant is to institutionalize recycling and waste reduction in all Massachusetts schools.

Composting of organic material is a secondary goal for this program, but the majority of grant resources are planned to be used to institutionalize effective recycling programs or convert to dishwashers and reusable food service ware. Programs implemented through this grant must be institutionalized and sustained after the grant funding ends. Applicants may apply for equipment and educational materials (Part One) and/or funds to pay staff for planning and implementation of sustainable school recycling programs (Part Two). Grant funds may not be used for ongoing operational costs or to initiate programs that cannot be sustained after grant funding ends. Priority will be given to applicants that include a letter of commitment to implementing a district-wide recycling program **with their application**, signed by the superintendent, facilities director, principals, municipal fire chief, and local board of health.

The maximum grant award (Part One and Part Two combined) is \$30,000 for all school districts. This grant may be implemented over a period of up to 3 years (but the total award will not exceed the amount indicated above).

Eligible Applicants:

Applications for School Recycling Assistance will be accepted from:

- A municipality on behalf of its school district planning to implement a new recycling program district wide;
- A municipality on behalf of its school district planning to convert schools to dishwashers and reusable service ware;
- A municipality on behalf of its school district planning to expand recycling district wide to those schools that do not have full recycling in place (i.e., recycling of all paper, cardboard, bottles & cans/beverage containers);
- A municipality on behalf of its school district that wishes to implement or expand an organics/food waste diversion program. Full recycling throughout the district must already be in place and effective before this grant may be used to initiate composting programs.
- Regional school districts must apply through a lead municipality.

Use of Grant Funds:

Equipment and Educational Materials:

- Recycling equipment necessary for school wide recycling in each school (such as recycling bins, wheeled collection carts, dollies);
- Cost of conversion to dishwashers and reusable trays and flatware, as long as this is done in addition to districtwide recycling;
- Composting equipment (collection containers, compost bins) for school districts planning to implement organics diversion or composting.
- Educational materials to promote and maintain the school recycling program and procedures (such as container decals, posters, instructional signs). Funds may be used for development and production (printing, laminating, etc.) of the materials;

Implementation Assistance:

- Stipend/funding for dedicated staff to plan and implement recycling or organics collection throughout the district. Funds may be used for existing staff, additional staff or contractors, but the funds may **not** be used for ongoing operating costs and the program must be sustained after the grant funds are expended.
- Grant monies are provided on a reimbursement basis.

Evaluation Criteria:

School Recycling Grant applications will be evaluated using the criteria found in Section One (Overview) and with the following additional criteria.

- **Sustainability:** The application provides sufficient information to assure that the school recycling program will become institutionalized and permanent after the grant funding is expended.
- **Documentation of commitment:** The applicant provides a letter of commitment to implementing a district-wide recycling program signed by the Superintendent, facilities director, principals (from each school), municipal fire chief and board of health. Sample language to include in the commitment letter: "We support the implementation of a district-wide recycling program for (paper, cardboard, bottles, cans, milk cartons) at each school in (name of district). If the school recycling grant is received from MassDEP, we will coordinate our efforts to support the initiation/expansion of the recycling program. After the recycling program is established, we will continue support it as an ongoing program within our school district after the grant funding ends."
- **School Recycling Policy:** Prior to expending funds, the School Committee or District must adopt a Recycling policy for the schools. Ideally the school recycling policy will include recyclables generated by students and staff, including the cafeteria. If this policy is adopted by the time the grant application is submitted, applicant will be favorably evaluated.
- **Feasibility:** The application demonstrates a well-conceived approach to accomplishing the program and provides sufficient detail to support the plan. The items requested on the application support the proposal efficiently. The applicant indicates a realistic understanding of the existing and proposed school recycling efforts and can provide resources to help ensure the program succeeds. The roles, responsibilities, and qualifications of the designated program coordinator(s) are clearly identified. The applicant has a realistic plan for sustaining the program after grant funding ends.
- **Measurement/Evaluation:** The applicant has identified a reasonable method for tracking and evaluating the success of the school recycling program.
- **Budget:** For applicants requesting planning and implementation funds (Part Two), the proposed budget illustrates the applicant's understanding of the resources needed to carry out the project. Resources (financial and/or in-kind) to be contributed by the applicant will increase the likelihood of the program's success and such applications will be favorably evaluated. Applicants who can estimate potential cost savings will be favorably evaluated.
- **Size of request:** Applicants who propose the most efficient use of funding requested will be evaluated favorably.
- **Other criteria may include but not be limited to:** The number of students being served, existing or previous efforts that will support the program, such as participation in The Green Team, utilization of existing waste management systems (solid waste contract, custodial staff, etc.).

Additional Information

Recycling equipment is available for purchase on Massachusetts state contract FAC87 (Massachusetts State Contract for Recycling Containers and Compost Bins), <https://www.mass.gov/media/863486>. Applicants may use pricing information from this contract to estimate costs for equipment needed. Equipment on FAC87 includes a variety of recycling bins, wheeled carts and compost bins.

Steps required following notification of grant award:

- Grantee completes a DEP-provided "School Recycling Checklist" and attaches their Commitment Letter and Mandatory School Recycling Policy.
- Grantee drafts Scope of Work that describes the project tasks, timeline, budget and deliverables. MassDEP approves Scope of Work and issues Grant Agreement.
- Grant related expenditures shall not be incurred prior to execution of the Grant Agreement, unless approved by MassDEP.
- At least one representative from each school in the district must register with [The Green Team](#), a free Environmental Education and Recognition Program provided by MassDEP.

Training: Awardees will be eligible to receive technical assistance consisting of on-site planning and school walk-throughs with a DEP-assigned recycling consultant. Attendance by facility staff, business managers and administrators will be required.

For more information on School Recycling Assistance Grants, please contact:

Ann McGovern, 617-292-5834, Ann.McGovern@mass.gov



SECTION EIGHT:

Waste Reduction and Organics Capacity Projects

Overview

MassDEP is offering grants for local and regional projects in two categories: Waste Reduction and Organics Capacity. Successful proposals will be innovative, have value as a potential model, include a methodology for measuring results and will assist the Commonwealth in meeting its solid waste diversion goals. Projects must serve residents, businesses, public agencies, schools/institutions, or some combination thereof.

Applicants are STRONGLY encouraged to contact MassDEP staff to discuss proposals prior to submitting their application.

Waste Reduction Projects (WRP) are initiatives that will expand the scope or effectiveness of recycling, composting, reuse/repair or household hazardous waste programs. Grant proposals will be accepted for \$10,000 (minimum request) up to \$100,000 with two exceptions: Applicants seeking funds to establish a permanent Household Hazardous Waste (HHW) Collection Center may request up to \$250,000. Applicants for HHW Centers must commit to operating the collection center at least one weekend day per month, eight months of the year for at least five years. Applicants seeking to establish a municipally-based operation to convert source separated glass into Processed Glass Aggregate may request up to \$150,000.

Use of Funds (WRP): Funds may be used for equipment, capital costs, outreach/education, professional services (e.g., legal, engineering, design) and new personnel (consultants, contractors or staff that will dedicate additional hours to the project). Applicants whose projects are selected for funding will work with MassDEP to develop a Scope of Work. If the applicant is a non-profit, use of grant funds for capital expenditures may be restricted to rolling stock. Grant monies are provided on a reimbursement basis. Funds may *not* be used for the daily management/operation of existing programs and services (e.g., salaries, capital replacement costs). Funds may be used for operating expenses in a pilot program, but only when the expenses exceed normal operating costs. A maximum of 15% of awarded funds may be used for engineering, design or other non-capital expenditures unless otherwise approved by MassDEP.

Eligible Projects (WRP):

- Development of regional contracts for recycling collection or processing, HHW events or organics management;
- Projects that advance reuse, repair, share or remanufacturing activities to extend the lifespan of existing products and materials and reduce consumption of newly manufactured products.
- Establishment of new, or expansion of existing collection centers for recycling, materials reuse, household hazardous waste and/or other source separated materials;
- Programs to divert source separated textiles, carpet, film plastics, surplus building materials, wasted food, furniture, wood, mattresses, household hazardous waste and other difficult-to-recycle materials;
- Innovative education and outreach strategies to increase public participation in reuse, recycling, composting, and waste reduction programs.
- Capital costs associated with establishing municipally-based operations to convert source separated glass containers into processed glass aggregate for use in construction projects.

Organics Capacity Projects (OCP) are intended to expand management capacity for source separated food waste (organics) through reuse (donation/animal feed), composting or anaerobic digestion. Projects may be located at a municipal or other public site, or at a private facility which has entered into a long term contract with the host municipality to process source separated organics. Grant proposals will be accepted for \$10,000 (minimum request) up to \$250,000. Proposals for feasibility studies are not eligible.

Use of Funds (OCP): At least 85% of funds requested must be used for capital costs (equipment, site improvements, construction of facility). Not more than 15% of requested funds may be used for non-capital expenses including professional services (e.g., legal, engineering, design) and project

management (consultants or contractors hired specifically for the project). Applicants whose projects are accepted for funding will work with MassDEP to develop a Scope of Work. Grant monies are provided on a reimbursement basis. Funds may **not** be used for the daily management/operation of existing programs and services (e.g., salaries, capital replacement costs).

Eligible Projects (OCP):

- Expansion of existing leaf and yard waste composting operations to include source separated organics;
- New operations to process source separated organics (including food recovery, slurring, anaerobic digestion, composting);
- Improve the efficiency and throughput of an existing operation that handles source separated organics.
- New or modified operations to process and separate packaged food waste.

Application Format for Waste Reduction and Organics Capacity Projects

Applicants must submit a 4 to 8 page proposal that conforms to the SMRP Mandatory Proposal Outline. Download the Mandatory Proposal Outline from MassDEP’s website at <http://www.mass.gov/eea/agencies/massdep/recycle/grants/smrp-grants.html>. 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.

Proposals submitted by non-profits (WRP only) must identify a municipal partner(s) and discuss how the municipality will benefit from the project. Support letters must be provided by municipal partners.

Please review the Grant Guidelines on the SMRP grant webpage for detailed information about the WRP and OCP grants. Applicants are **strongly** encouraged to discuss their project ideas with MassDEP staff prior to developing a grant proposal

For Waste Reduction Projects (WRP) please contact Brooke Nash at 617-292-5984 or at brooke.nash@mass.gov.

For Organics Capacity Projects (OCP), please contact John Fischer at 617-292-5632 or at john.fischer@mass.gov.

Eligible Applicants:

- An individual municipality, or a municipality acting as a lead for a multi-town regional initiative.
- A regional entity such as a solid waste management district, solid waste/recycling cooperative, or a regional planning authority, so long as the entity is recognized as a governmental body under Mass General Law.
- **Waste Reduction Projects ONLY:** A non-profit organization recognized under Section 501(c)(3) of the Internal Revenue Code and registered with the Massachusetts Attorney General, Non-Profit/Public Charities Division. **Note:** certain restrictions on the use of grant funds apply to non-profits. Non-profit applicants **MUST** provide a letter(s) of support from the municipality(ies) that will be served by the project.
- **Reminder to Regional Authority and Non-profit applicants: The Municipal Recycling and Solid Waste survey must be completed for all municipalities served by the project. It is your responsibility to contact municipalities served by this project prior to submitting your application.**

Evaluation Criteria:

Proposals will be evaluated using the criteria found in Section One (Overview) and with the following additional criteria. After reviewing your proposal, MassDEP may ask you to provide additional information in order 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? 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 tools or benchmarks 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 criteria may include but not be limited to:** The amount of matching funds, 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.

The Mandatory Proposal Outline can be found at:

<http://www.mass.gov/eea/docs/dep/recycle/wrocmpo.pdf>



SECTION NINE: Targeted Small Scale Initiatives

Overview

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

Eligible Applicants:

- This grant is available to municipal and regional applicants only. Non-profit groups are **not** eligible.
- Regional group eligibility is limited to those with a core mission of solid waste/recycling management.
- Municipalities awarded RDP funds will NOT also be awarded Small-Scale funds.

Use of Grant Funds:

- Applicants will choose from a list of Approved Expenses; see Section 10.
- Grantees will procure all products and services and then request reimbursement from MassDEP.
- Requests for reimbursement must be submitted to MassDEP by June 30, 2021.

The potential award amount will be calculated based on the population of the municipality or regional group (see table below), seasonally adjusted if applicable. The applicant does not enter this amount.

Population	MassDEP Funds	Population	MassDEP Funds
0 – 5,000	\$500	15,001-25,000	\$1,250
5,001-10,000	\$750	25,001-50,000	\$1,500
10,001-15,000	\$1,000	50,000 and above	\$2,000

For more information on Targeted Small Scale Initiatives please contact:

Wilfred Mbah, 617-556-1165, Wilfred.Mbah@mass.gov



SECTION TEN: Recycling Dividends Program

Overview

The Recycling Dividends Program (RDP) will provide payments to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling and waste reduction. The program and policy criteria (RDP criteria) define the characteristics of a model municipal recycling program, essentially functioning as a “best practices” framework. Each RDP criterion has a value ranging from 1 to 4 points. **Municipalities that earn at least 8 points (out of 26 available) are eligible for RDP payments. Municipalities that have never earned a Recycling Dividend Program award may be eligible for the first award at 6 points.** Each point earned over the minimum results in a higher payment. Payment brackets, based on the number of households served by the municipal solid waste program, establish the value for each point. The minimum RDP payment is \$2,800; the maximum is \$260,000. Payments are expected to be made in Fall of 2020.

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

IF YOUR MUNICIPALITY IMPLEMENTED TEMPORARY PROGRAM CHANGES DUE TO THE COVID-19 CRISIS, YOUR RDP APPLICATION SHOULD REFLECT THE PROGRAMS THAT WERE IN PLACE UP UNTIL MARCH 15, 2020.

Eligible Applicants:

- This grant is available to municipal applicants only.

Program Structure

Each RDP criterion has been assigned a value based on the impact that criterion has demonstrated to make on waste diversion. For example, a Pay-As-You-Throw program is worth more points than a 64-gal cart program. Only one option may be selected for each criterion.

Points may only be earned for criteria the municipality meets as of the filing deadline of the RDP application – June 10, 2020. This deadline may be extended due to the uncertainties related to the COVID-19 crisis.

MassDEP will conduct audits of several municipalities each year to ensure that program information is accurate. Submittal of an RDP application that contains false or misleading data will be grounds for barring the municipality from the SMRP grant program for a period of time to be determined by MassDEP.

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. Approved Expenses are identified at the end of this section.

Use of a dedicated account or revolving fund is recommended but not required. 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 future payments if a municipality is not expending funds as intended. Annual reporting will be required until all funds have been expended. RDP recipients are required to submit an RDP Spending Report annually through Re-TRAC Connect. Annual reporting is a pre-requisite to receiving RDP payments in subsequent years.

RDP Payment Brackets

Trash HH Served	Value of Each Point	Minimum Payment	Maximum Payment
0 - 1,999	\$350	\$2,800	\$9,100
2,000 - 4,999	\$600	\$4,800	\$15,600
5,000 - 7,499	\$1,100	\$8,800	\$28,600
7,500 - 9,499	\$1,300	\$10,400	\$33,800
9,500 - 12,499	\$1,800	\$14,400	\$46,800
12,500 - 16,999	\$3,000	\$24,000	\$78,000
17,000 - 24,999	\$3,500	\$28,000	\$91,000
25,000 - 31,999	\$4,000	\$32,000	\$104,000
32,000 - 99,999	\$6,500	\$52,000	\$169,000
100,000 +	\$10,000	\$80,000	\$260,000

EVALUATION CRITERIA

Solid Waste Reduction

- PAYT/SMART: Full Program requires all trash to be placed in a PAYT/SMART 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. [4 points]
- PAYT/SMART: Modified program provides each household with a ≤35-gal unit of trash per week in basic level service, trash in excess of 35-gals must be placed in a PAYT/SMART bag purchased by residents. [4 points]
- Trash Limit: Every-other-week trash collection is limited to one 64-gal cart. [4 points]
- PAYT/SMART: Modified program provides each household with ≤35-gal unit of trash per week in basic level service. Residents must purchase additional stickers, tags or punch cards for trash in excess of 35-gals per week. [3 points]
- Trash Limit: Households are limited to one 48-gal CART of trash capacity each week. [3 points]
- Trash Limit: Every-other-week trash collection is limited to one 96-gal cart. [3 points]
- Trash Limit: Households are limited to the equivalent of 64-gals of trash capacity per week (two 32-gal barrels or one 64-gal cart). [2 points]

Eligibility Notes:

- To be eligible for a Trash Limit option, excess trash must either be left behind or have a fee associated for each additional unit.
- If excess trash can be brought to a transfer station at no cost, the program does NOT qualify as a Trash Limit Program.

Organics

- Source separated food waste is collected weekly from all households served by the municipal trash program. [3 points]
- Source separated food waste is collected at a municipally owned collection center and the municipality provides subsidized home composters at a price not to exceed \$25 along with an effective promotion and outreach program. [2 points]
- Source separated food waste is collected weekly from households currently participating in a municipally funded pilot program. [1 point]
- The municipality provides subsidized home composting bins, at a price not to exceed \$25, to residents along with an effective promotion and outreach program. [1 point]

Eligibility Notes:

- If the 'pilot' option is selected, you will be asked for the number of households in the pilot. The pilot must be a minimum of 400 households to qualify (unless otherwise approved by MassDEP).

- To qualify for the ‘subsidized home composting bin’ selection, a municipality must actively publicize the program and have an **active outreach and education component**. In addition to including information about the compost bin program on the municipal website, other components of an effective outreach campaign may include establishing a demonstration compost site at a public location, 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 following: # 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).

Bulky Items

- The municipality or its hauler charges 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, carpet. [2 points]

Eligibility Notes:

- The bulky item fee schedule must be posted on the municipal website. You will be required to provide the link to this posted fee schedule.
- For this RDP Criterion, Bulky Items collected can be disposed OR recycled; in the CHARM Criterion all materials claimed must be RECYCLED.
- If your trash hauler is instructed not to collect one or more of these items, and you provide residents with the name of a company that will pick the item(s) up curbside, you can count those items toward the required three. This information must be posted on the municipal website. For example, you instruct your trash hauler not to collect mattresses and you provide residents with the name and contract information for a company that, for a fee, will pick up mattresses.

Reuse Programs

Please indicate the option that was planned for the year. If an event had to be cancelled due to the COVID-19 crisis, you will be prompted to provide details on your RDP application.

- Permanent Swap Shop [2 points]
The municipality operates a Swap Shop year-round where residents can 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.

Eligibility Notes:

A ‘swap area’, or ‘swap table’ that is cleared into the trash (solid waste) at the end of each day does not qualify for these points.

- Repair Events [1 point]
Must meet both of the following criteria:
 1. Events must be held a minimum of three times per year and should be modeled after Fixit Clinic® and/or Repair Café® or a similar repair initiative.
 2. The events must be held in your municipality.

Eligibility Notes:

- Up to \$4,000 of RDP funds annually may be used to pay for the event logistics (excluding food and refreshments).
- Non-municipality run repair events may qualify for this point if the municipality provides substantial monetary and/or in-kind donations to the event organizers AND promotes the repair events on the city or town website/social media.

- Zero Waste Days (“Reuse Rodeos”/Donation Events) [1 point]

Must meet all of the following criteria:

- Events must be held twice per year.
- The event must be in your municipality; the contiguous exception for CHARM does not apply.
- Residents are not charged fees for participation.

Events should be a “one-stop shop” for residents; Residents must be able to drop-off reusable items representing a minimum of 8 (eight) categories that include: Building Materials; Recreational Items/Sporting Goods; Household Goods and Furnishings; Bikes and Bike Parts; Electronics and Small

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, Other (as approved by MassDEP). For a list of common items to accept, visit: <https://www.mass.gov/info-details/municipal-reuse-repair-programs>

Eligibility Notes:

- RDP funds may be used to pay for the event logistics (except food and refreshments).
- Tool Library/Library of Things [1 point]
Must meet all of the following criteria:
 - The Library must be open once per week.
 - The Library must be located in the municipality and easily accessed by the public.
 - Libraries must be included with the municipality's recycling and solid waste messages and promotions.

The Library must consist of at least thirty items 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). For ideas of popular items to consider, visit: <https://www.mass.gov/info-details/municipal-reuse-repair-programs>. If the location temporarily closed, you will be asked to provide details. The weblink to municipal website promoting the Tool Library/Library of Things should indicate that closure is temporary.

Eligibility Notes:

- Up to \$5,000 of RDP funds annually may be used support municipally owned Tool Library/Library of Things.
- Non-municipality run Tool Library/Library of Things may qualify for this point if the municipality provides substantial monetary and in-kind donations to the organization running the library AND promotes the library on the city or town website/social media.

Yard Waste

- Yard waste is collected curbside a minimum of 20 weeks per year. [2 points]
- Residents can take yard waste to a drop-off location that is open a minimum of 50 weeks per year. [2 points]
- Residents can take yard waste to a drop-off location that is open a minimum of 30 weeks per year. [1 point]

Eligibility Notes:

- Yard waste includes leaves and grass clippings.
- Christmas tree collection does not count toward the number of weeks yard waste is collected.
- Criteria are silent on the number of days or hours per week that the drop-off must be open to earn points.

Household Hazardous Waste (HHW) Collection

Include those events planned and cancelled as well as reciprocal arrangements planned but not executed due to the COVID-19 crisis. You will be prompted to provide details on your RDP application.

- Host a comprehensive permanent HHW collection center – minimum 6 x year. [2 points]
- Participate in comprehensive regional HHW collection center – min 6 x year. [2 points]
- Participate in comprehensive reciprocal arrangement – min 6 x year. [2 points]
- Host comprehensive HHW collection events twice per year. [1 point]
- Fund two comprehensive HHW collection events each year. [1 point]

Eligibility Notes:

- A comprehensive HHW collection event is defined as accepting broad range of products, including but not limited to: pesticides, pool chemicals, oil-based paint and other flammables, automotive products, elemental mercury, cleaning products and other chemicals;
- Location(s) dates and times must be identified on the RDP application AND be promoted through all other channels used for educating residents about HHW disposal. This includes details for Alternative Private Facility option, permanent facility, and regional and reciprocal information;
- Allowable but not mandatory: requiring pre-registration, and asking out-of-town residents to arrive during a specified timeframe;
- Assessing a user fee is allowable under the first four options;

- **Permanent Household Hazardous Waste collection centers** must be listed on MassDEP's website: <https://www.mass.gov/service-details/massachusetts-household-hazardous-waste-collection-facilities>
- **"Regional" HHW collection center** means a municipality has an agreement with a regional center that is open a minimum of six times per year. A membership fee is paid to be part of the group. Alternatively, a municipality may sign a contract with a private facility and places on account (i.e., pays up front) a sum of money sufficient to cover 1% of the town's TOTAL HOUSEHOLDS multiplied by \$50 per household. Residents must be allowed to drop-off at the facility at least once per month, eight months of the year and the location must be within 20 miles;
- **"Reciprocal" arrangement for HHW collection events** means a municipality has a group agreement that allows for unrestricted access to a minimum of six events hosted by municipalities of the group.
- **Hosting** two comprehensive events per year means both events are in your municipality. If you select this option you will be asked for the dates;
- **Funding** two events per year means a municipality hosts one and is partnered with another municipality that hosts the second. All residents from both towns must be allowed to participate at no cost.
- Directing residents to privately owned facilities does not count.

Center for Hard to Recycle Materials (CHARM)

If collection of a material was suspended due to the COVID-19 crisis, please indicate the name of the company or processor for material before collection was suspended and the date that collection was temporarily suspended. To qualify for the CHARM points the municipality must meet all of the following criteria:

- Items collected for **recycling** at a **single permanent location once per month [2 points]**
- Items collected for **recycling** six times per year. Location may vary **[1 point]**

The Center must be in your municipality or a contiguous community (i.e., shares a border)

Residents must be 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
3. Bulky rigid plastics
4. Carpet
5. Electronic wastes
6. Expanded polystyrene (e.g., Styrofoam)
7. Fire extinguishers, AND BOTH one pound and twenty pound propane tanks
8. Household batteries (must collect all types of non-alkaline batteries)
9. Large appliances
10. Mattresses (counts as three (3) toward the required total of 8)
11. Mercury bearing products – must collect all of the following: fluorescent lamps/CFLs, button batteries, thermostats, thermometers, other mercury containing products
12. Paint
13. Film plastics (any of the following: plastics bags, boat wrap, agricultural wrap)
14. Textiles
15. Wood
16. Shredded paper

Eligibility Notes:

- RDP funds may be used to pay for collection and processing of CHARM listed items.
- All materials must be source separated.
- An exception to the 'contiguous' requirement will be made for rural areas with a population per square mile ≤ 400 people (validated by census data) and within a seven mile radius of an open CHARM.
- For each material you claim to be recycled at this CHARM, you will be asked to list the vendors used for recycling/processing. Combustion, even with energy recovery, is NOT recycling.
- Carpet collected with mixed C&D sent to a C&D processor does not count. This material must be source separated and sent to a recycler.
- Fire extinguishers are a difficult to manage waste that your propane tank recycler may be able to take.
- Tires – you can still qualify if the tire recycler you use sells a portion of their shredded tires for fuel.
- Paint – may be sent for recycling, fuel blending, or hazardous waste disposal;

- Mattresses and box springs – deconstructing a mattress and recycling the wood, metal and foam will count as recycling for this criterion. In future grant cycles this criterion may require additional materials be recycled (i.e., batting and fabric) or a percentage by weight of all mattress components.
- Plastic bags and film collected at local grocery stores do not count. As with all other CHARM items, plastic bags must also be collected at the CHARM.
- Wood – Collecting mixed C&D and sending it to a C&D processor does not count. This must be source separated C&D wood. MassDEP encourages better and higher uses of materials sent to C&D processors.

ADOPTED Comprehensive Hauler Regulation [2 points]

The municipality has adopted a bylaw/ordinance and/or regulation that requires all private haulers collecting solid waste to provide a bundled service for collection of both solid waste and recyclables for each customer/generator. In addition, the municipality must inform all generators (commercial and residential) at least once per year that recycling is mandatory. Must meet all three requirements below:

1. 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. Solid waste and recycling services must be provided by the same hauler.
2. 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.
3. Mandatory Recycling is required of all **Generators** through this or a separate municipal bylaw/ordinance, regulation or policy.

Eligibility Notes:

- You will be required to 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.

ENFORCED Residential Curbside Recycling

The municipality enforces residential curbside recycling by verifying compliance with recycling related requirements such as Mandatory Recycling, Quality Recycling by means of contamination reduction and/or private hauler regulations. Penalties are required for non-compliance; the issuance of fines and/or leaving behind of contaminated material qualifies as a penalty.

- A dedicated Enforcement/Education Coordinator spends a minimum of 19 hours per week on the street verifying compliance. [3 points]
- A dedicated Enforcement/Education Coordinator spends a minimum of 10 hours per week on the street verifying compliance. [1 point]
- The municipality's hauler is responsible for enforcement which is codified in the hauling contract. The hauler notifies municipal officials daily of non-compliance. [1 point]
- The municipality has adopted and **actively enforces** a bylaw/ordinance and/or regulation that requires private haulers collecting solid waste to provide a bundled service for collection of both solid waste and recyclables for **residential** generators at a rate that reflects the cost of both services. Solid waste and recycling services must be provided by the same hauler. This option is available to drop-off and private hauler subscription communities only. [3 points]

Eligibility Notes:

- For the first two options listed above, the municipality must have in effect as of the grant application deadline, a mandatory recycling bylaw/ordinance, regulation and/or a policy on reducing contamination of the recycling stream.
- For the first two options listed above, the mandatory recycling bylaw/ordinance and/or regulation must provide for the issuing of fines for non-compliance and/or a policy or contract with hauler permitting hauler to leave behind contaminated material.
- For the first three options, the municipality must track violations and follow-up with households found to be non-compliant. A Recycling IQ Kit Oops Tag qualifies as follow-up for the first two offenses. At a minimum, for those with more than two offenses, follow-up must entail a letter, on municipal letterhead, to the resident and/or property owner.

- For the last option, the municipality must track violations and follow-up with private haulers found to be non-compliant. At a minimum follow-up must entail a letter, on municipal letterhead, to the hauler.
- You will be required to attach a copy of the bylaw/ordinance, regulation, hauler contract and/or policy that demonstrates applicable requirements are in place such as fines, leave behind of contaminated materials and/or the bundled service requirement with applicable areas highlighted.
- A policy on contamination reduction must be approved 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.
- You will also be required to draft and attach documentation demonstrating **active enforcement** is taking place. This should include, but is not limited to: description of the enforcement protocol or procedure, identification by title of the person(s) responsible for enforcement, documentation of warnings given, fines levied and permits revoked as a result of this enforcement activity.

All options under this criterion will require substantiation. The applicant must be able 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. Applicants may be asked to provide a sample of the municipal letter mailed to repeat violators.

Waste Prevention Outreach and Education [1 point]

Waste prevention education refers to the promotion of any/all of the following: Reduce, Reuse, Recycle, Repair, Restore, and Contamination Reduction. In order to qualify a municipality must complete item one or a minimum of five activities from the subsequent list. If unable to complete five activities due to cancellation resulting from the COVID-19 crisis, please select the planned activity cancelled and provide details.

1. Fully implemented IQ Kit satisfies all requirements for the Ed & Outreach Point.
<https://www.mass.gov/how-to/massdep-recycling-iq-kit>
2. Assorted Educational and Promotional Efforts. Must complete five.
 - Participated in MassDEP's The Green Team: at least one representative from two or more schools are members of the Green Team **and** linked municipal website to <https://thegreenteam.org/> (If only one school in the municipality, their participation will qualify)
 - Sent an annual town-wide recycling mailing
 - Actively used and maintained at least one social media channel: Facebook • Twitter • SnapChat • Instagram • Neighborhood Group/Profile on NextDoor.com
 - Published an Op-Ed in a local newspaper
 - Ran an advertisement or public service announcement
 - Published a press release
 - Created a guide or manual
 - Sent a reverse telephone call message **two times per year**
 - Ran a lawn sign campaign
 - Ran a message via a sandwich board, electronic ticker tape sign, mural, or billboard **two times per year**.
 - Published a waste reduction goal or progress towards a previously declared goal
 - An active recycling committee assisted with education and outreach
 - Tabled at a community event
 - 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.
 - Ran a public transportation advertising campaign
 - Distributed recycling bins or tote bags to multi-family apartment units (must have printed recycling instructions, IQ Kit messaging, or Recycle Smart messaging)
 - Published a widely distributed paper or electronic newsletter
 - Had a dedicated website containing a link to Beyond the Bin, and the RecycleSmartMA.org, and the Recycle Smart Encyclopedia Widget (this is the requirement to be a **Recycle Smart MA Community Partner**)
 - Replaced municipal list of recyclable items with a list consistent with the Commonwealth's Smart Recycling Guide
 - Operated an official municipal mobile application
 - Installed permanent instructional decals or in-molded labels on all residential bins/cart. Labels must be consistent with the Smart Recycling Guide at Recyclesmartma.org

Eligibility Notes:

- Examples of a Guide or Manual include: Move-Out Recycling Guide, Reuse Guide, A-Z Recycling Guide, etc.
- Home mailer could be a postcard, brochure, refrigerator magnet, or utility insert. Handing it out at the recycling center counts as a mailer for non-curbside communities.

Access to Municipal Recycling Center

- Haulers collecting from residential customers are encouraged to tip recyclables at the municipal facility; annual mailing required. [2 points]
- Businesses are encouraged to bring recyclables to the municipal drop-off; annual mailing required. [1 point]
- Municipal recycling center is open to non-residents for the drop-off of recyclables (paper, bottles, cans, cardboard). [1 point]
- Open to residents not served by the municipal program free of charge, (i.e., condos, multifamily units, etc.). [1 point]

Eligibility Notes for hauler access:

- Private haulers serving your residents may plan their collection routes such that they are also collecting from residents in another municipality in the same load. To earn these points, the hauler must be able to tip recyclables even if all of the material is not generated by your residents;
- Must be able to accommodate small packer trucks;
- Must be able to take loads greater than 5 cubic yards, which may require a permit change;
- This may not be feasible for some transfer stations due to facility size and capability to handle increased volume;
- May meet outreach requirement by doing outreach to permitted haulers;
- May charge a fee for haulers to tip recyclables;
- If local regulation, ordinance or bylaw prohibits private haulers from tipping recyclables generated and collected in another municipality, then you are NOT eligible for these points.

Other Eligibility Notes:

- Municipality must publicize permitted access on website, and/or drop-off center signs.
- Municipalities claiming this point agree to allow MassDEP to publicize.
- Municipalities claiming this point for residents not served by the municipal program must notify residents via an annual mailer.

Textile Recovery Initiative [1 Point]

Complete a set of activities that promote the diversion of textiles from the trash. Municipalities must complete five of the activities below. If unable to complete five activities due to cancellation resulting from the COVID-19 crisis, please select the planned activity cancelled and provide details.

To earn this point, all activities must be COMPLETED within the current fiscal year and before the grant deadline:

- Municipal recycling coordinator/representative participated in Textile Recovery Media Toolkit Webinar offered by MassDEP on February 27, 2020.
- A link to MassDEP's Beyond the Bin Recycling Directory, <http://recyclesearch.com/profile/ma>, is in a prominent location on municipal recycling web page (*Provide municipal recycling web page URL*)
- News article or guest editorial on textile recovery was published in local newspaper
- Textile recovery information and locations posted on community boards (library, schools, town hall, community center, etc.)
- Quarterly online promotion of textile recovery takes place through blog post, social media, municipal web site, mobile application prompts, or electronic newsletter

- Textile recovery program is established at one or more schools (*provide name of school(s) and textile recovery vendor*)
- Municipal recycling mailing to residents (e.g. direct mailer, postcard, statement stuffer, calendar) includes information about textile collection locations (*attach pdf of the mailing*)
- Annual or seasonal textile collection event or zero waste event that includes textile collection (*provide event location, vendor, and most recent event date*)
- Weekly curbside collection of textiles (include vendor name)*
- Textile recovery PSAs or other videos to promote textile recovery air on local cable or radio station (*provide name of station*)
- Municipality has a regulation or ordinance in effect governing clothing/textile donation bins (*attach PDF of ordinance or bylaw*)
- Permanent textile collection bin located at municipal drop-off, transfer station, library or other non-school public facility (*provide bin location venue name and address*)
- Municipality tracks textile tonnage data from municipal collection sites and private sites (if available) and reported to MassDEP on the CY 2019 Recycling and Solid Waste Survey.
- Municipal (DPW, School Dept., Fire Dept., etc.) purchases wiping cloths made from recycled textiles (*provide name of supplier*)

For questions about the Textile Recovery Initiative criteria and documentation, please contact:

Ann McGovern, 617-292-5834, Ann.Mcgovern@mass.gov

For more information on Recycling Dividends Program please contact:

Wilfred Mbah, 617-556-1165, Wilfred.Mbah@mass.gov

Recycling Dividends Program and Small-Scale Initiatives: Approved Expenses

Beyond the Bin

Transportation and/or processing costs for recycling materials listed in RDP CHARM

Closing The Loop

<https://www.mass.gov/service-details/find-a-statewide-contract-user-guide>

Post-consumer Recycled Content Products from [state contracts](#), limited to \$2,000 per year.

- o FAC104 Landscaping, Green Roof Products, Playground, Site Amenities
- o FAC87 Recycling Containers, Compost Bins and Rain Barrels
- o FAC88 Lawns & Grounds, Equipment, Parts and Services
- o FAC100 Building Maintenance, Repair & Operations, Supplies and Tools
- o OFF45 Art and Instructional School Supplies
- o OFF47 Office Supplies, Recycled Paper and Envelopes
- o OFF38 Office, School and Library Furniture
- o OFF44 Print, Copy & Mail Services, and Printed Promotional Products
- o VEH96 OEM & NON-OEM Motorized Vehicle Parts, Refined Motor Oil, Lubricants

Equipment

Recycling carts/recycling bins
Roll-off containers, compactors, balers
Equipment for collection/recycling of hard to recycle materials

Model Programming

Dedicated Enforcement Coordinator
Recycling Coordinator salary
Project-based temporary staffing
Pre-approved site improvements to recycling drop-off locations
Regional recycling hauling and/or processing bid development from state contracts PRF 61 & PRF 67;
solid waste and recycling consultants through PRF67
PAYT program costs including bags, stickers.

Organics Diversion

Compost bins and screeners; kitchen scrap buckets
Organics carts for curbside collection
Organics containers to support drop-off program
Organics collection
Organics program development costs for a new diversion program

Other

Other expenses as approved in writing by MassDEP in advance of the expense. Includes recycling processing costs over \$50 per ton.

Outreach & Education

Waste reduction and/or outreach and education materials, signs, mailings (and applicable postage costs)
Conferences and memberships (\$750 per year),
Training costs, waste-audits, etc.
Educational speaker fees (solid waste and recycling topics)
Waste collection mobile applications and fees

Public Spaces

Public space/outdoor event recycling containers

Reuse

Establishing and/or maintaining a municipally operated swap-shop
\$5,000 annually on municipally owned Things/Tool Libraries (\$1,000 annually for third-party owned)
\$4,000 annually for municipally located Repair Events (excluding food/refreshments)
Reuse events

Schools

School recycling and composting: stipend for coordinating school-wide or district-wide recycling/composting program; dishwasher
School composting: collection and processing costs
School recycling and composting: equipment to support source reduction, recycling, composting

Source Reduction

Specific source reduction purchases: reusable tray and silverware for cafeterias, reusable shopping bags or reusable water bottles, installed water filling stations

Toxics Reduction

HHW collection event set-up fees, second HHW event in calendar or fiscal year
School chemical cleanouts
Environmentally Preferred Products FAC85, Categories 1-7

Recycling Dividends Program Worksheet

MassDEP RDP Website

APPLICATION DEADLINE JUNE 10, 2020

			Point Value	Your Points*
SW Reduction <ul style="list-style-type: none"> Program Basics Fast Facts Mass Communities w/ PAYT 2011-2018 Map Grants 	PAYT/SMART: Full Program - all trash in bags, stickers, tags, punch cards		4	
	PAYT/SMART: ≤35-gal per week incl in basic service, fee for excess trash in PAYT/SMART bags			
	PAYT/SMART: EOW trash collection in 64-gal carts			
	PAYT/SMART: ≤35-gal per week incl in basic service, fee for excess trash using tags, stickers		3	
	Trash limit: 48-gal cart/wk			
	Trash limit: EOW trash collection in 96-gal carts			
Trash limit 64-gal/wk		2		
Organics <ul style="list-style-type: none"> MassDEP Section 8 Proposal 	Town-wide weekly organics collection		3	
	Drop-off collection of organics and Subsidized Home Composters for Residents		2	
	Organics collected weekly-pilot – Municipally funded, 400 hh min.		1	
	Subsidized Home Composters for Residents			
Bulky Items	Bulky items, min. fee \$5, collection of 3 or more: Mattresses, upholstered or wood furniture, toilets, sinks & carpet		2	
Reuse <ul style="list-style-type: none"> MassDEP 	Permanent Swap Shop opened year round		2	
	Repair Events, 3/yr		1	
	Zero Waste Days, 2/yr			
	Tool Library/Library of Things			
Yard Waste <ul style="list-style-type: none"> MassDEP UMass 	Yard waste, curbside min. 20 wks		2	
	Yard waste, drop off open min. 50 wks			
	Yard waste, drop off open min. 30 wks		1	
HHW	HHW collection event - min. 6 x/year		2	
	HHW collection event - min. 2 x/year		1	
CHARM	CHARM - RECYCLING <u>8 or more</u> : <i>Automotive</i> , books/media, bulky rigid plastics, carpet, electronics, Styrofoam, white goods, mattresses (worth 3 items), mercury, paint, textiles, wood, plastic bags/film, fire extinguishers + propane tank, all types of household batteries, shredded paper	Open 12x/yr	2	
		Open 6x/yr	1	
ADOPTED Comp Hauler Regs <ul style="list-style-type: none"> MassDEP 	ADOPTED - Comprehensive Hauler Regulations that require haulers provide recycling to all generators, residential and commercial as bundled service. Mandatory Recycling is required of all generators.		2	
ENFORCED Res Curbside Recycling <ul style="list-style-type: none"> MassDEP 	Muni enforces Mandatory and/or Quality Recyclables at curb	min. 19 hrs/wk	3	
		min. 10 hrs/wk	1	
	Hauler enforces Mandatory and/or Quality Recyclables at curb	via hauler contract	3	
Muni enforces hauler regulation that requires private haulers provide bundled service to all residential generators at a rate that reflects the cost of both services.				
Education <ul style="list-style-type: none"> RecycleSmartMA IQ Kit Open Source Outreach Materials 	Complete 5 activities, Full IQ Kit implementation counts as 5 activities.		1	
Recycling Center Access	Recycling Ctr. open to Local Haulers		2	
	Recycling Ctr. open to businesses, residents not served by municipal program or non-residents		1	
Textile Recovery <ul style="list-style-type: none"> MassDEP 	Meets 5 textile recycling activities		1	
Total Points: Minimum 8 Maximum 26				

*Only one number should be entered in each "Your Points" box.