



Department of  
**Environment &  
Conservation**



# Hub and Spoke Grant Manual

Opportunity for Funding

Tennessee Department of Environment & Conservation | Grant Manual | April 2017



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# Hub and Spoke Grant

Fiscal Year 2017

## Application Manual

Prepared by:



### **Division of Solid Waste Management**

Materials Management Programs

William R. Snodgrass Tennessee Tower

312 Rosa L. Parks Ave, 14<sup>th</sup> Floor

Nashville, TN 37243

## Overview

The Solid Waste Management Act of 1991 (T.C.A. §68-211-825) established the Solid Waste Management Fund to be used in part to establish a matching grant program for the purchase of equipment needed to establish or upgrade recycling at a public or not-for-profit recycling collection or processing site. Such equipment may include, but is not limited to containers, transport equipment, sort lines, sorters, balers, and buildings or storage. The goal of the Act is to reduce the amount of solid waste disposed of at Class I disposal facilities by twenty-five percent (25%).

The Department of Environment and Conservation acknowledges that not all local jurisdictions are the same and they may wish to take different approaches toward achieving the State's solid waste reduction and diversion goals. Regions with smaller populations may focus efforts toward achieving qualitative goals rather than quantitative goals for the more populous regions and the state. Qualitative goals include expanding the types of materials collected, providing a service to an underserved area, improving efficiencies, and improving quality of material recovered. Quantitative goals include increased recovery rates, capture rates, participation rates, set out rates, or decreased costs per household served.

In 2011 the Department began funding Hub and Spoke Grants to promote increased recycling across the state through cooperative partnerships among solid waste planning regions, counties, and municipalities. These partners define activities that each may undertake to reduce operational costs, promote recycling, and increase revenues for local governments participating in these cooperative partnerships.

"Hub" is defined as a centralized material processing facility that takes advantage of the economies of scale in processing, storing, and marketing recyclable commodities collected from multiple solid waste planning regions. These may also act as "spokes" within their own jurisdictions. "Spoke" is defined as a program that specifically and exclusively collects and transports recyclable commodities to their respective hubs in as efficient a manner as possible, taking advantage of the cost savings associated with not investing in processing equipment and facilities. A "Hub and Spoke Project" is defined as a recycling collection and processing system operated by three (3) or more local governments across multiple solid waste planning regions to include counties, municipalities, solid waste authorities, or non-profit recycling organizations. Working together, these programs reap cost advantages through increased recycling volumes, minimized operational costs, and specific, focused activities that each local government performs in the operation.

The FY2016-17 Hub and Spoke Grant is divided into two competitive funding allocations for applicants.

- Applications for existing or newly awarded hub facilities. Total grant offering for hub projects is \$1,000,000. Funding maximum per applicant is \$1,000,000. All hub applications will be pooled and will compete with each other for available funding.
- Applications for spoke programs to existing or newly awarded hub facilities. Total grant offering for spoke projects is \$1,000,000. Funding maximum per applicant is \$300,000. All spoke applications will be pooled and will compete with each other for available funding.

A local match of 10%-50% is required based on an economic index that includes factors such as per capita income and property values in the jurisdiction to be served.

There are two priorities for this grant:

- Applicants with written agreements with three or more local governments, of which one must be outside of a single county solid waste planning region.
- Applicants requesting funding for programs within the underserved areas of Northwest Tennessee or First Tennessee Development Districts.

## ***Purpose***

The Hub and Spoke Grant supports the implementation of [2015-2025 Solid Waste and Materials Management Plan](http://www.tennessee.gov/environment/topic/sw-2015-2025-solid-waste-and-materials-management-plan) Objectives (www.tennessee.gov/environment/topic/sw-2015-2025-solid-waste-and-materials-management-plan). It is TDEC's intent with this grant to support efforts of local governments toward achieving their waste reduction and recycling goals for the state. Successful applications will demonstrate how the proposed project will improve operating efficiencies or:

- Increase material tonnages (Objective 1)
- Increase recycling access and/or participation (Objective 2)
- Promote material processing and end use in Tennessee (Objective 3)
- Support new waste reduction and recycling technologies (Objective 5)

The Hub and Spoke partners of any Hub and Spoke Program must acknowledge all active, participating partners within the Technical Narrative on each of their respective Hub and Spoke Grant applications. Those applicants that fail to do so will be deemed ineligible and it is therefore critical that all participating entities discuss the grant offering and their particular roles within the Hub and Spoke Program. While hub and spoke applications are accepted and rated individually, applications that pertain to a single Hub and Spoke

program should give a unified vision of the needs and goals of their particular program as a whole.

### ***Deadline to Submit***

One complete application with an original or digital signature shall be submitted to and received by the Department of Environment and Conservation, Division of Solid Waste Management, on or before Monday, July 3, 2017 by 4:30 p.m. CDT. Applications received after 4:30 p.m. CDT on Monday, July 3, 2017 will be returned to the applicant without review. A complete application consists of a completed Grant Application (Form CN-0915 with digital or an original signature), Recycling Hub and Spoke Budget Worksheet Attachment 1 identifying project needs, and prepared responses to the Technical Narrative Questions Attachment 2.

#### **Tennessee Department of Environment and Conservation**

Division of Solid Waste Management  
Materials Management Program  
William R. Snodgrass Tennessee Tower  
312 Rosa L. Parks Ave, 14<sup>th</sup> Floor  
Nashville, TN 37243

Electronic applications are encouraged. Submit applications and proposals in a .pdf format to [Loretta.Harrington@tn.gov](mailto:Loretta.Harrington@tn.gov) via email or saved to a USB drive media and mailed to the address above before the deadline for consideration.

#### **GRANT TIMELINE**

The anticipated timeline for this grant offering is as follows:

April 3, 2017:	Request for applications announced
July 3, 2017:	Deadline for application submittal, start processing applications
July 31, 2017:	Rate, recommend and prepare contracts for grant awards
Oct. 2, 2017:	Announce awards and prepare grant contacts
Oct. 16, 2017:	Send grant offer to successful applicants
Nov. 27, 2017:	Mail fully executed grants
Jan. 27, 2018	Grantee submit bid package
March 3, 2018	Grantee submit formal written agreements, between the public and private partners detailing the partnerships and roles of each partner

Dec. 31, 2018            Equipment and or facility shall be installed or made operational  
November 27, 2022   Grant ends

## ***Eligibility***

Tennessee counties, municipalities, and organizations which have been determined to be tax exempt nonprofit recycling organizations who are designated as 501(c)(3) by the Internal Revenue Service may apply.

The requested equipment or facilities must be included in the 2016 update to the Region's Solid Waste Plan and submitted by the due date of March 31, 2017. Eligible equipment includes key equipment needed for collection, hauling, sorting, processing, baling, or other operations to prepare recovered materials for transport and marketing.

Eligible Spoke equipment includes, but is not limited to equipment used to collect and recover materials such as recycling carts made with recycled content and embedded RFID tags, containers, compactor/receivers for single stream collection, and walking floor trailers. Collection trucks with a gross vehicle weight rating (GVWR) of 10,000 pounds or higher will be considered. There are limited infrastructure developments available to spokes, such as supplying 3-phase power for compactors at convenience centers, whose eligibility will be at the discretion of TDEC. All infrastructural developments must be directly related to the collection and transportation of recyclable materials. Applicants applying for consideration as spokes will be deemed ineligible if they list hub equipment.

Eligible Hub projects may request equipment or facilities to process recovered materials such as high capacity balers, glass crushers, densifiers, sorting systems, fork lifts, scales, and other equipment or facilities that are used to prepare materials for market. Hubs may also request funding support for infrastructure development or improvements.

Equipment that causes the applicant to directly compete with existing private enterprises in the applicant's geographical area (T.C.A. § 68-211-825(a)) is not eligible under this grant. Other ineligible requests include collection trucks with a gross vehicle weight rating (GVWR) less than 10,000 pounds and any equipment that aides in increased disposal of materials in Class I municipal solid waste disposal facilities.

Furthermore, applicants previously awarded a Hub and Spoke Grant or a Waste Reduction Grant from the Solid Waste Management Fund in the last two years that are currently under contract with open balances or who have failed to meet the obligations of additional Division of Solid Waste grant contracts in the last two years are ineligible. In addition, projects that require land will need to demonstrate that the necessary land is secured for the project prior to the final execution of the grant contract.

## Funding

The Department has budgeted \$2,000,000 total for Hub and Spoke Grants. Of that amount, the Department has allocated \$1,000,000 for hub (processing) projects, and \$1,000,000 for spoke (collection) projects. No hub grant may exceed \$1,000,000 while no spoke grant may exceed \$300,000. A match of 10%-50% is required as indicated in the Hub and Spoke Grant Match Requirement Table (Attachment 3).

Grant awards will be made based on the estimates included in the grant application and will not be increased. It is important that applicants research the equipment they are seeking to purchase and obtain accurate price information prior to submitting their application. Only equipment identified in the application will be funded, so proper planning and research should be done by the applicant before submitting an application. The State reserves the right to partially fund projects based on the application pool to attain the objectives of this grant. If services or equipment are vital to the project, the applicant should clearly indicate these services or equipment in their application.

## Format and Checklist

### FORMS AND ATTACHMENTS

### CHECK

<p>Complete Grant Application (Form CN-0915) and sign.</p> <p>A legally authorized representative must sign and certify for the applicant. Signees other than the executive officer or mayor must include a resolution from the applicant's governing body giving authority to sign for the applicant.</p>	
<p>Complete the appropriate Hub Budget Worksheet or Spoke Budget Worksheet in Attachment 1a or 1b and include in application package.</p> <p>Provide price quotes for all requested items to assure that cost information is accurate. Grant award amount will be based on this pricing information included from this worksheet and will not be changed.</p>	
<p>Complete the Technical Narrative Questions in Attachment 2.</p> <p>Use the Scoring Rubric from Attachment 4 as a guide for responding to questions. This will aid in receiving the highest rating possible.</p>	
<p>Attach any additional informational or technical documents to augment the applicant's Technical Narrative responses.</p> <p>Provide a print or PDF copy of the budget or resolution for budget</p>	



expansion and a print or PDF copy of the Objective 3: <b>Promote Material Processing and End Use in Tennessee</b> section of the most recent Annual Progress Report.  Complete an Individual Accountability Report for projected in-kind match if applicable.	
Complete the Title VI Pre-Audit Survey CN-1448 in Attachment 5	
Submit the complete packet, as listed above so it arrives in the Division of Solid Waste Management's office no later than 4:30 p.m. (close of business) on <b>July 3, 2017</b> .	

Forms and attachments relevant to this grant offering may be found at the end of this grant manual and on the TDEC website.

### ***Selection Criteria***

Applications will first be reviewed for completeness and eligibility. Upon receipt of an eligible complete application, the Technical Narrative Questions will be evaluated and scored by a team of raters (3 or more) using the Scoring Rubric provided in Attachment 4. Weighted scores for each question will be assigned by each rater. The minimum score to receive funding is 70 points. Applicants receiving the highest average score will be recommended for funding to the extent that funding is available.

Applicants applying as hubs will complete the Hub Budget Worksheet and the Hub Technical Narrative Questions. Applicants applying as spokes will complete the Spoke Budget Worksheet and Spoke Technical Narrative Questions. The applicant's intended program (hub or spoke) **must** match the proper Budget Worksheet and Technical Narrative Questions or the applicant's proposal will be considered ineligible. Applicants wishing to apply for funding to develop both hub (processing) and spoke (collection) programs must submit two separate applications which will be rated independently. Under this scenario, funding for one program does not impact the funding of another.

Final consideration may also be given to projects that provide a service to an underserved area or demographic, are distributed geographically, and represent a variety of project types (i.e. collection, processing, and transportation).

All applications will be scored based on the following criteria and weightings:

**CRITERIA AND WEIGHTINGS**

Project Description	35 points
Program Benefits	35 points
Project Sustainability	20 points
Program and Operational Priorities	10 points
<b>Total</b>	<b>100 points</b>

***Funding Conditions***

Applicants selected for grant funds must follow all terms and conditions within the grant contract. Awardees will be expected to submit or maintain for inspection during normal hours operational data relative to daily operations to include but not limited to weights, commodity types, residual rates, marketing, safety logs, and equipment maintenance logs.

Awardees shall also demonstrate minimum operating standards as specified in the "*Hub and Spoke Program Standards*." Eligibility for future dedicated Hub and Spoke funding will be contingent upon achieving and maintaining the established standards.

Prior to any funds being released a grant project management conference must be conducted with program staff to review the terms and conditions of the grant contract including bid process and reimbursement.

Applicants shall be prepared to proceed with the project as soon as a fully executed grant is received. Local funding for costs in excess of the grant award shall be approved and available upon receipt of a fully executed grant to avoid unnecessary delays.

The local match shall be determined by the Department, using an economic index based upon factors which include, but are not limited to, per capita income and property values of the county applicant (Attachment 3). Reimbursement may not exceed 50% of the approved total eligible project costs.

- Matching funds are required at the time of grant reimbursement.
- In-kind contributions will be considered, up to a maximum of 50% of the total grantee local match requirement. Applicants wishing to utilize in-kind contributions will need to complete an Individual Accountability Report

<http://www.tennessee.gov/environment/article/sw-mm-grants-administration>

- and submit it with the rest of their application materials.

A sample scope of services detailing expectations is included in Attachment 6 for review prior to submitting the application. Minor changes may be made based on contract review and applicability to projects.

It is important that applicants research the equipment needed to submit accurate price quotes with their application. Grant awards will be made based on the estimates included in the grant application. Proposals for hub programs are not to exceed \$1,000,000. Proposal for spoke programs are not to exceed \$300,000.

The Department's intent with this grant offer is to promote environmentally preferable purchasing in support of the 2025 Solid Waste and Materials Management Plan Objective 3 by requiring equipment to be made with recycled content, when available.

### **TDEC SUSTAINABILITY STATEMENT**

*The Tennessee Department of Environment and Conservation (TDEC) acknowledges that the products and services we procure have fundamental human health, environmental, and economic impacts, and that purchasing decisions should exemplify our commitment to sustainability and to protecting the environment and the quality of life of Tennesseans. TDEC endeavors to reduce the environmental impacts of its operations and to promote fiscal responsibility and community and environmental stewardship by integrating sustainability considerations in sourcing processes while continuing to observe general state purchasing laws and procurement policies.*

### **TDEC TITLE VI STATEMENT**

*The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.*

## **Contact**

The persons named below shall be the sole points of contact throughout the application and award process. All communications (regular mail, express mail, electronic mail), concerning this application and award process must be addressed to:

### **Tennessee Department of Environment and Conservation**

Division of Solid Waste Management  
Materials Management Program  
William R. Snodgrass Tennessee Tower  
312 Rosa L. Parks Avenue, 14<sup>th</sup> Floor  
Nashville, TN 37243

#### **General and Administrative Questions:**

Loretta Harrington, Grant Program Manager  
615-532-0086  
[Loretta.Harrington@tn.gov](mailto:Loretta.Harrington@tn.gov)

#### **Technical Questions:**

Paula Mitchell, Recovered Materials Manager  
615-532-0075  
[Paula.Mitchell@tn.gov](mailto:Paula.Mitchell@tn.gov)

## ***Frequently Asked Questions***

### **1. *What method is used for grant project expense funding?***

Payment of project expenses is on a reimbursement basis. The Grantee must make payments for equipment purchased, and then submit required invoice documentation to TDEC for reimbursement.

### **2. *When can the grant project begin?***

Projects may begin **after** the Grantee is notified by State that the grant has been fully executed. Also, vendors' bids for equipment purchases must be submitted and approved by the State prior to receiving equipment. Any equipment received/purchased prior to the begin date of the executed contract will not be reimbursed. Failure to submit bids for approval prior to committing funds may result in denial of costs.

### **3. *Do I have to follow a bidding process?***

Yes, the grant contract requires all Grantees to follow a competitive bidding process, where practical. While some local governments may use optional purchasing policies, the bidding process used must be justified and must be approved by the State prior to the grantee making obligations for purchases.

### **4. *When can I request reimbursement for expenses relative to the grant project?***

Reimbursement invoices must be submitted after equipment has been purchased, installed, operational, and inspected by the State. The Grantee completes a Tennessee Invoice for Reimbursement form and provides supporting documentation (proof of payment) before grant funds will be released.

Payments will be made electronically through the Automated Clearing House (ACH). Grantees will be required to provide banking account information in order to receive grant reimbursements. The ACH form will be included in all grant offers.

### **5. *How long will I have to complete the grant project?***

All grants are issued with a maximum contract term of five (5) years. The grant *Scope of Services* contains specific milestones that must be met, including completion dates for purchases and work activities. Grantees must be precise in the timelines submitted in the application to assure that sufficient time is allowed for purchases and work activities.

### **6. *What are the grantee's responsibilities for the project after the grant is paid in full?***

Grantees must maintain financial documents for audit purposes for three years after the grant is paid in full. Equipment purchased must be properly maintained and operated for a term of five (5) years after grant award or the Grantee must repay a prorated amount to the State. Some grants may have other responsibilities. The Division's Grant Program Manager can provide more specific details on any other responsibilities required.

**7. Can applicants that have received funding in a prior year apply again this year?**

Yes, an applicant may apply for each grant solicitation, if all activities from prior grant funding have been completed and the grantee paid in full.

**8. Can we submit supplemental documents?**

Yes, supplemental documents may be submitted, but only to the extent that these documents support the narrative information provided and are submitted at the time of application. Excess documentation can be cumbersome to evaluate and may detract from the reviewer’s ability to make good decisions concerning projects. Only **necessary** supplemental documents should be included.

**9. Where can I find grant documents?**

The grant manual, application and associated forms, and Frequently Asked Questions are posted at the Department’s website:

<http://www.tennessee.gov/environment/topic/about-grants>

**10. What is the Grant Recipient Accountability?**

The grant recipient will be responsible for the following:

- a) **Accounting System** - Each recipient is responsible for maintaining an accounting system which meets generally accepted accounting principles and for maintaining financial records to properly account for the expenditure of all grant and matching funds.
- b) **Grant and Contract Accountability Policy** - The local applicant will fulfill the conditions of the written contract.
- c) **Contracts** - Grantees who do not have a written local procurement procedure must follow State of Tennessee procurement policies, <https://www.tn.gov/generalservices/section/central-procurement-office>. If their project is selected for funding, grantees will be required to provide a copy of their local procurement procedures once a fully executed grant contract is received.

**11. When will a workshop be available?**

Date	Location	Time
Wednesday April 5 - Friday, April 7, 2017	Natchez Trace State Park, 24845 Natchez Trace Rd Wildersville, Tennessee 38388	Begin at noon on April 5 and conclude by 1 p.m. on April 7

**12. When a grant is awarded, what are my Title VI responsibilities?**

When applying for this grant, the applicant must complete a Title VI Pre-Audit Survey CN-1448. A copy of that form is located in this grant package. You may read more

about the Department's Title VI information at this web link:  
<http://www.tennessee.gov/environment/topic/policy-title-vi-and-environmental-justice> . If your organization does not have a Title VI program, the Department has various resources that may assist you in the administration of this grant.

**13. If I have a question, who do I contact during the solicitation phase?**

There are only two contacts (a technical contact and an administrative contact) that can provide official information relative to this grant proposal solicitation. These individuals and their contact information may be found in the *contact* section of this grant manual. Any other Department contacts are not authorized to answer on behalf of this program.



STATE OF TENNESSEE  
 DEPARTMENT OF ENVIRONMENT AND CONSERVATION  
 DIVISION OF SOLID WASTE MANAGEMENT  
 MATERIALS MANAGEMENT PROGRAM  
 WILLIAM R. SNODGRASS TENNESSEE TOWER  
 312 ROSA L. PARKS AVENUE, 14TH FLOOR  
 NASHVILLE, TN 37243

**RESET**  
**PRINT**

← RETURN APPLICATION TO THIS ADDRESS

DATE
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**GRANT APPLICATION**

**1. APPLICATION IS FOR:**

RECYCLING EQUIPMENT     USED OIL     WASTE REDUCTION     OTHER \_\_\_\_\_

**2. APPLICANT INFORMATION**

AGENCY / ORGANIZATION NAME			FEIN#		
ADDRESS		CITY	STATE	ZIP	TN COUNTY Enter County

**3. TYPE OF ORGANIZATION**

COUNTY     SOLID WASTE AUTHORITY     FOR PROFIT ORGANIZATION     PROPRIETORSHIP     NOT FOR PROFIT ORGANIZATION  
 MUNICIPALITY     PLANNING REGION     CORPORATION     PARTNERSHIP     OTHER (SPECIFY)

**3a. NON PROFIT ORGANIZATION**

CHARTERED IN TENNESSEE? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE OF CHARTER	IRS CLASSIFICATION	ATTACH A COPY OF APPROVAL LETTER FOR CHARTER OR 501(c)(3) EXEMPTION
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**4. CONTACT PERSON** PROVIDE NAME OF PERSON RESPONSIBLE FOR ALL GRANT ACTIVITIES (i.e. BIDDING, PURCHASING)

CONTACT PERSON NAME		PHONE	FAX	E-MAIL
MAILING ADDRESS		CITY	STATE	ZIP

**5. CERTIFICATION**

I certify under penalty of law that this document and all attachments were prepared by me, or under my direction or supervision. The submitted information is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. As specified in Tennessee Code Annotated Section 39-16-702(a)(4), this declaration is made under penalty of perjury.

→

→

SIGNATURE OF AUTHORIZED REPRESENTATIVE	TITLE
PRINTED NAME	DATE
PHONE NUMBER	EMAIL ADDRESS

**OFFICIAL USE ONLY**

REVIEWER'S SIGNATURE	DATE	NOTES:
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CN-0915 (Rev. 06-16)

RDA SW21



## Attachment 1a Hub Budget Worksheet

Project Name \_\_\_\_\_

Vendor Number \_\_\_\_\_

Identify all equipment requested. Number in priority order, as all requested equipment may not be funded based on funds available. Identify the quantity, estimated unit cost, and total costs for each equipment type. Indicate the location where the equipment will be utilized. Complete the budget calculation in grey below.

Eligible Equipment	Priority Order	Quantity	Estimated Unit Cost	Total Cost	Location
Baler, Horizontal					
Densifier					
Glass Crusher					
Glass Pulverizer					
Paper Shredder					
Conveyor					
Metering Drum Feeder					
Sorting Equipment, specify:					
Forklift					
Skid Steer Loader					
Scales (Truck or Pallet – Please specify)					
Infrastructure development, specify:					
Professional fees, specify:					
Total Estimated Project Cost (Sum of Total Cost Column)				\$	
Matching Share <sup>1</sup> _____%				\$	
In-kind / Force Account Share (not to exceed 50% of Matching Share)				\$	
Remaining Project Cost (Total Estimated Project Cost – (Matching + In-Kind Shares))				\$	
Maximum Grant Award (not to exceed \$1,000,000)				\$	
Additional Local Share (if project costs exceed maximum grant award)				\$	

<sup>1</sup> See Grant Match Requirement Table in Attachment 3

## Attachment 1b Spoke Budget Worksheet

Project Name \_\_\_\_\_

Vendor Number \_\_\_\_\_

Identify all equipment requested. Number in priority order, as all requested equipment may not be funded based on funds available. Identify the quantity, estimated unit cost, and total costs for each equipment type. Indicate the location where the equipment will be utilized. Complete the budget calculation in grey below.

Eligible Equipment	Priority Order	Quantity	Estimated Unit Cost	Total Cost	Location
Recycling Carts with RFID, specify capacity: _____					
Recycling Collection Trailer (no internal walls)					
Front-Load or Roll-Off Containers, specify size: _____					
Compactor (Recycling Only)					
Receiver Box, specify size: _____					
Walking Floor Trailer					
Truck with gross vehicle weight rating (GVWR) of 10,000 pounds or higher					
Infrastructure Development, specify:					
Professional Fees, specify:					
Total Estimated Project Cost (Sum of Total Cost Column)				\$	
Matching Share <sup>2</sup> _____%				\$	
In-kind / Force Account Share (not to exceed 50% of Matching Share)				\$	
Remaining Project Cost (Total Estimated Project Cost - (Matching + In-Kind Shares))				\$	
Maximum Grant Award (not to exceed \$300,000)				\$	
Additional Local Share (if project costs exceed maximum grant award)				\$	

<sup>2</sup> See Grant Match Requirement Table in Attachment 3

### Individual Accountability/Equipment Report (IAR) - Cumulative

\*\*\*Disclaimer: Please report cumulative totals, per volunteer/employee/equipment. For example- each line item can support x employee for working y hours, or x material at y amount/value. As a grantee, you are required to keep detailed information to support those cumulative totals. Volunteer/Organization name can be reported as a cumulative totals.

In-Kind (Volunteer/Equipment)					
Date	In-Kind Item/Volunteer Name	Work Description	Hours	Rate of Pay or Value of Item(s)	Gross Pay or
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
				<b>Total</b>	\$ -

EXAMPLE

Grantee Staff Workforce					
Date	Employee Name	Work Description	Hours	Rate of Pay or Value (\$)	Gross Pay or
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
				<b>Total</b>	\$ -

I certify, to the best of my knowledge and belief, that the costs or disbursements are in accordance with the terms of the project, the request for payment represents the monies due which have not been previously requested, an inspection has been performed, and all work is in accordance with the terms of the award.

**Authorized** \_\_\_\_\_  
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
**Print Name** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*Only forms submitted with original signatures will be processed.

**Attachment 2a**  
**Hub Technical Narrative Questions**

**I. Project Description – 35 points**

For all descriptions, please limit the response to only relevant information for that question. Please be sure to include how the answer for each response was reached.

1. For which local governments, municipalities, and jurisdictions do you currently process recyclables?
  - a. Describe your plans to expand and grow the list of governments, municipalities, and jurisdictions for which you process recyclables.
  
2. What commodities do you currently accept?
  - a. Does the proposed project expand the list of accepted commodities? Yes\_\_\_ No\_\_\_
  - b. If so, describe:
  
3. Describe your current sorting and processing strategies and capabilities.
  - a. Does the proposed project increase material sorting and processing efficiency? Yes\_\_\_ No\_\_\_
  - b. If so, what is the expected increase? \_\_\_\_\_ tons sorted or processed per hour
  - c. If so, describe how you came to this metric:
  
4. What is your current residual rate? \_\_\_\_\_%
  - a. Does the proposed project affect your residual rate? Yes\_\_\_ No\_\_\_
  - b. If so, what is the expected decrease? \_\_\_\_\_%
  - c. If so, describe how you came to this metric:
  
5. What strategies will you use to maintain or reduce residual rates beyond the proposed project?
  
6. Include preventative maintenance plans for all proposed equipment replacements or purchases relevant to your project. Successfully funded projects must maintain a preventative maintenance program.

## **II. Program Benefits – 35 points**

7. What is the net expected outcome of this hub project? How will this project help meet the region's goals for recycling? What is the vision for the future of your Hub and Spoke program and how does this proposed hub project move your program towards that vision? Please use as many details and attachments as you feel necessary to give a thorough overview of your project and a description of its place within the region's municipal solid waste plan. Be sure to relate your descriptions and strategies to the metrics given in the Hub Project Description questions. Be sure to align this project with the following 2025 Plan Objectives:
  - Increased material tonnage (Objective 1)
  - Increased recycling access and/or participation (Objective 2)
  - Promotion of material processing and end use in Tennessee (Objective 3)
  - New waste reduction and recycling technology (Objective 5)
  
8. What are some of the threats facing your program? What are your plans to address those threats in the future and how does the proposed hub project impact them?
  
9. Include an anticipated timeline for the roll-out of your proposed hub project, beginning at the grant stage and ending at the full implementation of your proposed project. Include bidding processes, awarding procurement, receiving, installation, and projected final inspection request.
  
10. Describe any public outreach or promotions intended to promote public support for the proposed project.
  
11. Does the proposed project compete with the private service or duplicate existing public services provided within the municipal solid waste planning region? Yes\_\_\_ No\_\_\_ If Yes, explain.

## **III. Project Sustainability – 20 points**

12. Describe the project's current efforts to insure long term financial viability such as the use of profit sharing, processing fees, reinvestment strategies, enterprise fund accounting, market agreements, or other considerations to insure long term sustainability. Describe any other funds that are planned to be used to support the project and how?

13. Who is responsible for marketing the applicant's material? Describe the process for marketing these commodities (sole contracts, spot markets, where they are marketed, etc.)
  
14. Describe your end-markets for recycled materials. Are the markets local, within the State of Tennessee, or outside of the State? Describe how the proposed project will impact these markets.
  
15. Is the local match and additional local share included in the applicable agency budget?
  - a. Yes\_\_\_\_\_ If so, provide a copy of the budget with the relevant line items highlighted
  - b. No\_\_\_\_\_ If so, provide the resolution for budget expansion

**IV. Operational and Program Priorities – 10 bonus points**

16. Identify any associated hubs or spoke and their role in the proposed project.

Partner	Organization Name	Role and/or Contribution
Public Sector / Local Government		
Private Sector / For Profit Enterprises		
Nonprofit		
Educational Institutions		
Other		

17. Does this proposal include any projects located in the Northwest Tennessee or First Tennessee Development Districts?

18. Provide a copy of all partnership agreements, material specification requirements, or funding agreements that are used to maintain the long term sustainability of the project.

**Supporting Documentation**

- Regional maps, including service area, solid waste and recycling collection/processing sites, etc., optional
- Other documents related to the grant proposal/equipment request (i.e. equipment spec. sheets, contracts), optional

Narrative Prepared by: \_\_\_\_\_

Name of Preparer's Organization: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Attachment 2b**  
**Spoke Technical Narrative Questions**

**I. Project Description – 35 points**

For all descriptions, please limit the response to only relevant information for that question. Please be sure to include how the answer for each response was reached.

1. To which hub do you currently send or intend to send your collected recyclable materials to process?
  
2. What commodities does your spoke currently collect?
  - a. Does the proposed project expand the list of collected commodities? Yes\_\_\_ No\_\_\_
  - b. If so, describe:
  
3. Are your currently collected materials all accepted at your local hub? Yes\_\_\_ No\_\_\_
  - a. If no, list those materials and describe your process for getting those materials to market?
  
4. Describe your current collection infrastructure. Include locations and container types.
  - a. What is your current collection capacity of recyclable materials? \_\_\_\_\_cubic yards
  - b. Does the proposed project increase this collection capacity Yes\_\_\_ No\_\_\_
  - c. If so, what is the expected increase? \_\_\_\_\_cubic yards
  - d. If so, describe how you came to this metric:
  
5. What is your current public participation rate? \_\_\_\_\_%
  - a. Does the proposed project increase public access or participation? Yes\_\_\_ No\_\_\_
  - b. If so, what is the expected increase? \_\_\_\_\_%
  - c. If so, describe how you came to this metric:
  
6. What is your current contamination rate? \_\_\_\_\_%
  - a. Does the proposed project affect your contamination rate? Yes\_\_\_ No\_\_\_
  - b. If so, what is the expected increase or decrease? \_\_\_\_\_%
  - c. If so, describe how you came to this metric:



7. What strategies will you take to maintain or reduce contamination rates beyond the proposed project?
  
8. Describe your current transportation strategy to move materials to your local hub.
  - a. What is the round-trip mileage for getting your recyclable materials to your local hub?  
\_\_\_\_\_ miles
  - b. Does the proposed project affect this transportation strategy? Yes\_\_\_ No\_\_\_
  - c. If so, please describe:
  
9. Include preventative maintenance plans for all proposed equipment replacements or purchases relevant to your project. Successfully funded projects must maintain a preventive maintenance program.

**II. Program Benefits – 35 points**

10. What is the net expected outcome of this spoke project? How will this project help meet the region's goals for recycling? What is the vision for the future of your Hub and Spoke program and how does this proposed spoke project move your program towards that vision? Please use as many details and attachments as you feel necessary to give a thorough overview of your project and a description of its place within the region's municipal solid waste plan. Be sure to relate your descriptions and strategies to the metrics given in the Hub Project Description questions. Be sure to align this project with the following 2025 Plan Objectives:
  - a. Increased material tonnage (Objective 1)
  - b. Increased recycling access and/or participation (Objective 2)
  - c. Promotion of material processing and end use in Tennessee (Objective 3)
  - d. New waste reduction and recycling technology (Objective 5)
  
11. What are some of the threats facing your spoke program? What are your plans to address those threats in the future and how does the proposed spoke project impact them?
  
12. Include an anticipated timeline for the roll-out of your proposed spoke project, beginning at the grant stage and ending at the full implementation of your proposed project. Include bidding processes, awarding procurement, receiving, installation, and projected final inspection request.

13. Describe any public outreach or promotions intended to promote public support for the proposed project.
14. Does the proposed project compete with private service or duplicate existing public services provided within the municipal solid waste planning region? Yes \_\_\_ No\_\_\_ If Yes, explain

**III. Project Sustainability – 20 points**

15. Describe the project's current efforts to insure long term financial viability such as the use of profit sharing, collection fees, reinvestment strategies, enterprise fund accounting, or other considerations to insure long term sustainability. Describe any other funds that are planned to be used to support the project and how?
16. Describe any collection agreements with private or non-public sectors to collect recyclable materials in your jurisdiction? If applicable, provide written copies of these agreements.
- a. Describe any plans you have to increase private or commercial participation in your collection services.
17. Is the local match and additional local share included in the applicable agency budget?
- a. Yes\_\_\_\_\_ If so, provide a copy of the budget with the relevant line items highlighted
  - b. No\_\_\_\_\_ If so, provide the resolution for budget expansion

**IV. Operational and Program Priorities – 10 bonus points**

18. Identify any associated hubs or spokes and their role in the proposed project.

Partner	Organization Name	Role and/or Contribution
Public Sector / Local Government		
Private Sector / For Profit Enterprises		
Nonprofit		
Educational Institutions		
Other		

19. Does this proposal include any projects in the Northwest Tennessee or First Tennessee Development Districts?

20. Provide a copy of all partnership agreements, material specification requirements, or funding agreements that are used to maintain the long term sustainability of the project.

**Supporting Documentation**

- Regional maps, including service area, solid waste and recycling collection/processing sites, etc., optional
- Other documents related to the grant proposal/equipment request (i.e. equipment spec. sheets, contracts), optional

Narrative Prepared by: \_\_\_\_\_

Name of Preparer’s Organization: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Attachment 3**  
**Recycling Hub and Spoke Grant Match Requirement Table**

<b>County</b>	<b>Match % Rate Required</b>	<b>Population</b>	<b>Tier</b>	<b>County</b>	<b>Match % Rate Required</b>	<b>Population</b>	<b>Tier</b>
<b>Anderson</b>	50%	75,528	Tier III	<b>Lauderdale</b>	10%	27,382	Tier II
<b>Bedford</b>	30%	46,627	Tier II	<b>Lawrence</b>	20%	42,274	Tier II
<b>Benton</b>	10%	16,145	Tier I	<b>Lewis</b>	10%	11,906	Tier I
<b>Bledsoe</b>	10%	13,931	Tier I	<b>Lincoln</b>	40%	33,637	Tier II
<b>Blount</b>	50%	126,339	Tier IV	<b>Loudon</b>	50%	50,771	Tier III
<b>Bradley</b>	40%	102,975	Tier IV	<b>Macon</b>	10%	23,003	Tier I
<b>Campbell</b>	20%	39,918	Tier II	<b>Madison</b>	50%	98,178	Tier III
<b>Cannon</b>	10%	13,757	Tier I	<b>Marion</b>	40%	28,407	Tier II
<b>Carroll</b>	20%	28,370	Tier II	<b>Marshall</b>	30%	31,269	Tier II
<b>Carter</b>	20%	56,886	Tier III	<b>Maury</b>	50%	85,515	Tier III
<b>Cheatham</b>	40%	39,764	Tier II	<b>McMinn</b>	40%	52,626	Tier III
<b>Chester</b>	10%	17,379	Tier I	<b>McNairy</b>	20%	26,267	Tier II
<b>Claiborne</b>	20%	31,592	Tier II	<b>Meigs</b>	10%	11,701	Tier I
<b>Clay</b>	10%	7,765	Tier I	<b>Monroe</b>	30%	45,233	Tier II
<b>Cocke</b>	20%	35,374	Tier II	<b>Montgomery</b>	50%	189,961	Tier IV
<b>Coffee</b>	40%	53,623	Tier III	<b>Moore</b>	30%	6,319	Tier I
<b>Crockett</b>	20%	14,668	Tier I	<b>Morgan</b>	10%	21,660	Tier I
<b>Cumberland</b>	40%	57,985	Tier III	<b>Obion</b>	30%	30,941	Tier II
<b>Davidson</b>	50%	668,347	Tier IV	<b>Overton</b>	20%	22,028	Tier I
<b>Decatur</b>	30%	11,666	Tier I	<b>Perry</b>	10%	7,822	Tier I
<b>DeKalb</b>	20%	19,268	Tier I	<b>Pickett</b>	10%	5,124	Tier I
<b>Dickson</b>	40%	50,575	Tier III	<b>Polk</b>	20%	16,730	Tier I
<b>Dyer</b>	30%	37,935	Tier II	<b>Putnam</b>	30%	74,165	Tier III
<b>Fayette</b>	50%	39,011	Tier II	<b>Rhea</b>	20%	32,641	Tier II
<b>Fentress</b>	10%	17,855	Tier I	<b>Roane</b>	50%	52,748	Tier III
<b>Franklin</b>	40%	41,402	Tier II	<b>Robertson</b>	40%	68,079	Tier III
<b>Gibson</b>	30%	49,472	Tier II	<b>Rutherford</b>	50%	288,906	Tier IV
<b>Giles</b>	30%	28,853	Tier II	<b>Scott</b>	10%	21,987	Tier I
<b>Grainger</b>	10%	22,864	Tier I	<b>Sequatchie</b>	20%	14,704	Tier I
<b>Green</b>	30%	68,335	Tier III	<b>Sevier</b>	50%	95,110	Tier III
<b>Grundy</b>	10%	13,425	Tier I	<b>Shelby</b>	50%	938,803	Tier IV
<b>Hamblen</b>	40%	63,036	Tier III	<b>Smith</b>	30%	19,009	Tier I
<b>Hamilton</b>	50%	351,220	Tier IV	<b>Stewart</b>	20%	13,279	Tier I
<b>Hancock</b>	10%	6,657	Tier I	<b>Sullivan</b>	50%	157,047	Tier IV
<b>Hardeman</b>	10%	25,965	Tier II	<b>Sumner</b>	50%	172,706	Tier IV
<b>Hardin</b>	20%	25,870	Tier II	<b>Tipton</b>	40%	61,623	Tier III
<b>Hawkins</b>	40%	56,735	Tier III	<b>Trousdale</b>	20%	8,002	Tier I
<b>Haywood</b>	20%	18,185	Tier I	<b>Unicoi</b>	20%	17,963	Tier I
<b>Henderson</b>	30%	28,009	Tier II	<b>Union</b>	10%	19,113	Tier I
<b>Henry</b>	30%	32,204	Tier II	<b>Van Buren</b>	10%	5,633	Tier I
<b>Hickman</b>	20%	24,384	Tier I	<b>Warren</b>	30%	39,969	Tier II
<b>Houston</b>	10%	8,267	Tier I	<b>Washington</b>	50%	126,242	Tier IV
<b>Humphreys</b>	30%	18,135	Tier I	<b>Wayne</b>	10%	16,913	Tier I
<b>Jackson</b>	10%	11,568	Tier I	<b>Weakley</b>	20%	34,373	Tier II
<b>Jefferson</b>	40%	52,677	Tier III	<b>White</b>	20%	26,301	Tier II
<b>Johnson</b>	10%	17,859	Tier I	<b>Williamson</b>	50%	205,226	Tier IV
<b>Knox</b>	50%	448,644	Tier IV	<b>Wilson</b>	50%	125,376	Tier IV
<b>Lake</b>	10%	7,631	Tier I				

**Attachment 4**  
**Hub and Spoke Grant Scoring Rubric**

<b>Project Description – 35 Points Maximum</b>			
<b>35-23 Points</b>	<b>22-11 Points</b>	<b>10-0 Points</b>	<b>Score</b>
<ul style="list-style-type: none"> <li>• Project clearly identifies program participants and plans to expand</li> <li>• Project strategies are clearly articulated and developed</li> <li>• Project metrics are clearly defined and calculated.</li> <li>• Preventative Maintenance Plan and/or schedule is clearly established and utilized.</li> </ul>	<ul style="list-style-type: none"> <li>• Project identifies program participants but vaguely describes plans to expand</li> <li>• Project strategies are vaguely articulated and developed</li> <li>• Project metrics are vaguely defined and calculated.</li> <li>• Preventative Maintenance Plan and/or schedule is included but not clearly established and utilized.</li> </ul>	<ul style="list-style-type: none"> <li>• Project participants are missing or inaccurately identified and plans to expand are missing or poorly described</li> <li>• Project strategies are poorly articulated and developed or missing</li> <li>• Project metrics are poor defined and calculated or missing.</li> <li>• Preventative Maintenance Plan and/or schedule is not included and request is to replace equipment.</li> </ul>	
<b>Program Benefits – 35 Points Maximum</b>			
<b>35-23 Points</b>	<b>22-11 Points</b>	<b>10-0 Points</b>	<b>Score</b>
<ul style="list-style-type: none"> <li>• Project goals and outcomes have been clearly and thoroughly considered and explained</li> <li>• Project clearly supports the 2025 Plan Objectives.</li> <li>• Project threats are clearly identified and considered</li> <li>• Project timeline appears reasonable to meet project objectives</li> <li>• Clearly describes how the program will be promoted</li> </ul>	<ul style="list-style-type: none"> <li>• Project goals and outcomes are vaguely considered and explained.</li> <li>• Project supports the 2025 Plan Objectives to some limited degree.</li> <li>• Project threats are identified and considered</li> <li>• Project timeline may meet project objectives</li> <li>• Somewhat describes how the program will be promoted.</li> </ul>	<ul style="list-style-type: none"> <li>• Project goals and outcomes are poorly considered and explained.</li> <li>• Project does not support the 2025 Plan Objectives.</li> <li>• Project threats are vaguely identified and considered or missing</li> <li>• Project timeline vague, incomplete, or missing</li> <li>• Vague or missing description of how the program will be promoted.</li> </ul>	
<b>Project Sustainability – 20 Points Maximum</b>			
<b>20-14 Points</b>	<b>13-7 Points</b>	<b>6-0 Points</b>	<b>Score</b>
<ul style="list-style-type: none"> <li>• Organization has a clear plan likely to sustain the project beyond completion</li> <li>• Revenues are reinvested in the recycling program or shared between partners.</li> <li>• Private sector strategies are clearly identified and</li> </ul>	<ul style="list-style-type: none"> <li>• Organization has a plan that may sustain the project beyond completion</li> <li>• Revenues appear to be used as an incentive in the programs (i.e. schools) that generate the recycling.</li> <li>• Private sector strategies are</li> </ul>	<ul style="list-style-type: none"> <li>• Organization does not have a plan to sustain the project beyond completion</li> <li>• Revenues appear to be used to support programs other than recycling.</li> <li>• Private strategies are vaguely identified and described or</li> </ul>	

described <ul style="list-style-type: none"> <li>Local funds are committed in the budget and supporting documentation is provided.</li> </ul>	identified and described Local funds have been approved in a resolution for budget expansion and supporting documentation is provided.	missing <ul style="list-style-type: none"> <li>Local funds do not appear to be committed in the budget or through resolution. Supporting documentation is not provided.</li> </ul>	
<b>Program and Operational Priorities – 10 Points Maximum</b>			
<b>8-10 Points</b>	<b>4-7 Points</b>	<b>0-4 Points</b>	<b>Score</b>
<ul style="list-style-type: none"> <li>Project is a public/private partnership and the contributions of each partner are clearly established.</li> <li>Proposed project is in one of the identified areas of need.</li> <li>Formal agreements between hub and spoke partners are established.</li> </ul>	<ul style="list-style-type: none"> <li>2 of the 3 priorities are clearly established.*</li> </ul> <p>*public/private partnerships will be given greater points than public/public partnerships</p>	<ul style="list-style-type: none"> <li>1 of the 3 priorities is clearly established.</li> </ul>	
<b>This Section Leave Blank – State Use Only</b>			
<input type="checkbox"/> Fully Funded at \$ _____	<input type="checkbox"/> Partially Funded at \$ _____	<input type="checkbox"/> Proposal Not Funded	<b>Total Score:</b>
<b>Rater Explanation/Comments:</b>			
<b>Grant Rater: 1 2 3 4</b>		<b>Date:</b>	<b>Reviewed By:</b>

**Attachment 5**  
**Recycling Hub and Spoke Grant Title VI Pre-Audit Survey**



STATE OF TENNESSEE  
DEPARTMENT OF ENVIRONMENT AND CONSERVATION  
OFFICE of POLICY AND PLANNING  
William R. Snodgrass Tennessee Tower  
312 Rosa L. Parks Avenue, 2<sup>nd</sup> Floor  
Nashville, TN 37243  
**Title VI Pre-Audit Survey**

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Government/Municipality \_\_\_\_\_ Private Business \_\_\_\_\_ Non-Profit \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ County: \_\_\_\_\_ Phone: \_\_\_\_\_

Chief Administrator: \_\_\_\_\_ Title: \_\_\_\_\_

Compliance Officer: \_\_\_\_\_ Title: \_\_\_\_\_

The Tennessee Department of Environment and Conservation (TDEC) is a recipient of Federal financial assistance. Recipients are required to comply with various nondiscrimination laws and regulations, the focal point of which is Title VI of the Civil Rights Act of 1964. Title VI of the Civil Rights Act of 1964 bars discrimination against anyone in the United States because of race, color, or national origin by any agency receiving Federal funds. Additionally, the Civil Rights Restoration Act of 1987 defined "program" to make clear that discrimination is prohibited throughout an entire agency if any part of the agency receives Federal financial assistance. Thus, TDEC sub-recipients are required to comply with Title VI and related nondiscrimination laws and regulations.

The following racial data is being collected for compliance with Title VI of the Civil Rights Act of 1964 and will be used in accordance with applicable federal law. This form must be completed and returned to the TDEC program that administers your grant so that your compliance efforts can be reviewed.

1. What is the racial composition of the population in your geographic service area? \_\_\_\_\_
2. What is the racial composition of your advisory or governing board?  
\_\_\_\_\_
3. Does your advisory or governing board strive to ensure that the racial composition is at least proportionately reflective of the local community's racial minority population? Yes \_\_\_\_ No \_\_\_\_
4. Does your agency have a written policy of nondiscrimination stating that services or opportunities will be provided to all persons without regard to race, color, or national origin? Yes \_\_\_\_ No \_\_\_\_  
If yes, attach a copy of your policy to this survey.  
If no, when will your policy be developed?  
\_\_\_\_\_
5. Does your agency have a Limited English Proficiency (LEP) Plan to communicate with persons in your service area who do not speak English as their primary language or have limited ability to read, speak, write or understand English? Yes \_\_\_\_ No \_\_\_\_

## **Attachment 6**

### **Hub and Spoke Grant Sample Scopes of Services**

(Note: Scopes of Services may change at the time of contract execution)

- A.1. The Grantee shall provide the scope of services and deliverables (“Scope”) as required, described, and detailed in this Grant Contract.
  
- A.2. Planning and Installation. The Grantee shall perform all approved activities related to the grant project as described and detailed in the Grantee’s application.
  - a) Updated project plan timeline, if needed, shall be submitted within 30 days of grant execution and shall specify key milestones such as bidding, construction, installation, completion, operation, and grand opening unless a revised submission timeline is approved in writing by the State.
  - b) Formal written agreements, detailing the partnership and roles of each partner, shall be submitted within 120 days of grant execution unless a revised submission timeline is approved in writing by the State.
  - c) Bid package, with equipment and facility specifications listed in the Attachment 1 grant budget line-item detail, shall be submitted for review and approval to the Division within 60 days of contract execution unless a revised submission timeline is approved in writing by the State. Bidding shall be in accordance with local government bidding practices.
  - d) Equipment and facility needs shall be ordered within 30 days of receiving bid approval by the State, unless otherwise approved in writing by the State.
  - e) Equipment shall be installed or made operational at the location identified in the grant application promptly upon delivery to the site and no later than December 31, 2018.
  
- A.3. Operations. The Grantee shall operate the equipment and/or facility purchased pursuant to this grant and as detailed in the grant application for the purpose of implementing and/or establishing a Hub and Spoke.
  - a) Equipment and/or facility shall be operated primarily to manage the types of materials and sources of materials identified in the grant application.
  - b) Equipment and/or facility shall be operated as described in the operation plan.
  
- A.4. Project Sustainability. The Grantee shall implement the project’s long term financial plan as submitted in the grant application. The Grantee shall provide formal documentation of written agreements between Hub and Spoke partners within one-



hundred twenty (120) calendars of the execution of this contract unless a revised submission timeline is approved in writing by the State.

- A.5. Maintenance. The Grantee shall implement a maintenance plan and establish a capital improvement fund to ensure proper working order, replacement and maintenance of the equipment or facility for the terms and conditions of the Grant. The plan shall include a maintenance schedule that shall be submitted with final inspection and made available to the Department upon request.
- A.6. Standards. The Grantee shall insure that all equipment and/or facility purchased and operated pursuant to this grant meets the criteria detailed in Hub and Spoke Grant Program Standards document, dated May 2017, which is hereby incorporated by reference.
- A.7. Training. The Grantee shall provide a qualified and knowledgeable representative about solid waste and materials management systems and shall provide quality technical assistance on these topics to local governments within their district. Knowledgeable staff will be determined as one who has completed a national, state, or similarly recognized certification program. This shall be accomplished within six months of hire data or as approved by the State in writing.
- A.8. Final Inspection. The Grantee shall contact the Division to schedule the final inspection once construction and equipment installation is complete, operational, and:
  - a) All equipment must be entered into the Grantee's inventory and identified with appropriate tags (Contract term D.27. State Interest in Equipment or Motor Vehicles.)
  - b) All equipment must be routinely maintained, cleaned and serviced with maintenance logs (A.5. Scopes of Services) for the duration of grant.
  - c) All equipment and facilities funded through this grant must have signage with the following words, "This piece of equipment (or facility) was funded under a Hub and Spoke grant from the Tennessee Department of Environment and Conservation." These signs must be in letters at least 1 inch tall and be placed in a publicly visible location.

- A.9. Reporting. The Grantee shall maintain data for the duration of the grant to report to the Department, no more often than annually, the following metrics in a form prescribed by the Department:
- a) Progress towards achieving the benchmarks and standards as referenced in the Hub and Spoke Grant Program Standards document.
  - b) Progress toward achieving the 25% waste reduction and diversion goal including:
    - a. Tonnages collected and/or processed by commodity
  - c) Costs associated with running the program including:
    - a. Processing
    - b. Collection
    - c. Staffing
    - d. Transportation
  - d) Revenues received for the sale of the commodities. The sales should be broken out by commodity type on an average per ton basis.
  - e) Provide updated documentation of formal written agreements between Hub and Spoke partners that have not been included in scope A.4.
  - f) Unmet needs of the current program.
- A.10. Safety. The Grantee shall insure that Tennessee Occupational Safety and Health Administration (TOSHA) rules and local, state, and federal fire codes are adhered to at all times during the operation of the facilities and equipment.



Tennessee Department of Environment and Conservation,  
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