



Department of
**Environment &
Conservation**



Waste Reduction Grant Manual

Opportunity for Funding

Tennessee Department of Environment & Conservation | Grant Manual | April 2018



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Waste Reduction Grant

Fiscal Year 2018-2019

Application Manual

Prepared by:



Division of Solid Waste Management

Materials Management Programs

William R. Snodgrass Tennessee Tower

312 Rosa L. Parks Ave, 14th Floor

Nashville, TN 37243

Overview

The goal of the Solid Waste Management Act of 1991 is to reduce by twenty-five percent (25%) the amount of solid waste disposed in Class I municipal solid waste disposal facilities. This Act established the Solid Waste Management Fund to be used for the following:

- T.C.A. §68-211-825 states, “From funds available from the solid waste management fund, the department shall 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 site. Such equipment may include, but is not limited to, containers, balers, crushers, and grinders.”
- T.C.A. §68-211-830, states “From funds available from the solid waste management fund established by §68-211-821, the department may award matching grants to persons to promote the development of new technology for solid waste and recovered materials management, the use of solid waste as a fuel substitute, or innovative solid waste management infrastructure development.”

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.

The Department of Environment and Conservation (State) 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 of the more populous regions and the state. Qualitative goals may be expanding the types of materials collected, providing a service to an underserved area, improving efficiencies, and improving quality of material recovered. Quantitative goals may be increased recovery rates, capture rates, participation rates, set out rates, or decreasing costs per households served. The Waste Reduction Grant takes this into consideration by providing two competitive funding allocations for applicants based upon the Four Tiers of an Integrated Solid Waste Management System, found in Table VI-1 of the 2025 Plan (pages 144-149).

- Rural counties with populations less than or equal to 50,000 and the cities, solid waste authorities, or non-profit organizations within those counties. Total grant offering is \$1,000,000. Funding maximum per applicant is \$200,000. Tiers 1 and 2 will compete with each other.
- Suburban and urban counties with populations of 50,001 or greater and the cities, solid waste authorities, or non-profit organizations within those counties. Total

grant offering is \$2,000,000. Funding maximum per applicant is \$500,000. Tiers 3 and 4 will compete with each other.

There are three priorities for this grant:

- Applicants that are located in the following distressed counties:

Bledsoe	Campbell	Clay	Cocke
Fentress	Grundy	Hancock	Hardeman
Haywood	Houston	Jackson	Lake
Lauderdale	McNairy	Morgan	Perry
Scott	Van Buren	Wayne	

- Applicants that are located in the following top 5 counties by population:

Davidson	Hamilton
Knox	Rutherford
Shelby	

- Applicants that develop public-private partnerships that contribute resources to the project. This partnership may include match funding, contracting, or other contributions through the partnership.

Purpose of the Grant

The Waste Reduction Grant supports the implementation of 2015-2025 Solid Waste and Materials Management Plan Objectives (<https://www.tn.gov/environment/program-areas/solid-waste/2015-2025-solid-waste-management-plan.html>). It is the State’s intent with this grant to support local governments’ efforts toward achieving their waste reduction and recycling goals. Successful proposals will demonstrate how the requested equipment and facility will improve operating efficiencies or;

- Increase recycling access and participation (Objective 2), by enhancing drop-off and curbside programs
- Increase diversion of organics (Objective 4), by supporting organics recovery and diversion programs
- Support new waste reduction and recycling technologies (Objective 5)

Deadline to Submit

One application (with an original signature) and the narrative should be submitted to and received by the Department of Environment and Conservation, Division of Solid Waste Management on or before Friday, June 29, 2018 at 4:30 p.m. CDT. Applications received after 4:30 p.m. CDT on June 29, 2018 will be returned to the applicant without review.

ADDRESS:

Tennessee Department of Environment and Conservation

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

Electronic applications submitted in a .pdf format to Loretta.Harrington@tn.gov or saved to a USB Drive and mailed to the address above are encouraged.

GRANT TIMELINE

The anticipated timeline for this grant offering is as follows:

- April 5, 2018: Request for project proposals announced
- June 29, 2018: Deadline for application and technical narrative submittal, start processing applications
- September 28, 2018: Target date to complete review and recommend grant awards
- January 2, 2019: Public Announcement of Awards
- January 15, 2019: Send grant offer to successful applicants
- February 28, 2019: Complete execution of grant contracts

Eligibility

Tennessee counties, cities, solid waste authorities 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 for grants under T.C.A. §68-211-825 and 830.

All counties and cities in the State of Tennessee are eligible to receive this waste reduction grant. This also includes the recycling rebate counties as defined in T.C.A. §68-211-825(b).

Applicants may not request equipment that is otherwise available at privately owned facilities that serve the relevant geographical area. If an applicant demonstrates that the equipment is an indispensable component of a project and will not compete with privately owned facilities, the State may consider funding. 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.

To be eligible for funding, the requested equipment or facility must be included in the 2017 update to the Region's Solid Waste Plan (Annual Progress Report) submitted prior to March 31, 2018.

Eligible waste reduction equipment includes key equipment needed to establish new collection or processing capacity, to improve existing collection or processing operations, or to prepare materials for transport and marketing. Eligible facilities shall receive and distribute materials for waste reduction purposes.

Eligible equipment request includes, but is not limited to the following:

- roll carts made with recycled content and embedded RFID tags
- containers made with recycled content if possible
- grinders
- chippers
- waste-to-energy, such as gasification boiler and densifiers
- forklifts
- skid steer loaders
- Collection trucks with a gross vehicle weight rating (GVWR) of 10,000 pounds or higher will be considered

Eligible facilities request includes, but is not limited to:

- site and design plans for waste reduction activities
- site preparation for waste reduction activities
- consultant and construction services for waste reduction activity facilities

Ineligible requests include:

- collection trucks with a gross vehicle weight rating (GVWR) less than 10,000 pounds
- balers
- shredders
- sorters
- separators
- crushers/pulverizers

- conveyors
- facilities used for long term storage
- equipment or facility that aides in increased disposal of materials in Class I disposal facilities or directly competes with existing private enterprises in the applicant’s geographical area (T.C.A. §68-211-825(a))

Furthermore, applicants previously awarded 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 are ineligible.

Funding

The State has set aside \$3,000,000 for this offering for FY 2018-2019. No grant may exceed \$200,000 for tiers 1 and 2 or \$500,000 for tiers 3 and 4. A match of 10%-50% is required.

In-kind contributions will not be considered for this solicitation.

This grant offering has three priorities for funding. Applicants will receive extra points if their projects meet criteria in any of these three priority areas. The priorities are:

- Applicants that are located in the following distressed counties:

Bledsoe	Campbell	Clay	Cocke
Fentress	Grundy	Hancock	Hardeman
Haywood	Houston	Jackson	Lake
Lauderdale	McNairy	Morgan	Perry
Scott	Van Buren	Wayne	

- Applicants that are located in the following top 5 counties by population:

Davidson	Hamilton
Knox	Rutherford
Shelby	

- Applicants that develop public-private partnerships that contribute resources to a funded project. This can include supporting match funding, contracting agreements or other contributions through the partnership.

The State will award grant funds based on the estimates included in the grant application and will not be increased. It is important that applicants research the equipment or facility

they are seeking to purchase and obtain accurate price information prior to submitting their application. Only equipment or facility identified in the application and awarded will be funded so proper planning and applicant should do research before submitting application. The State reserves the right to fund partially projects submitted in the award process to meet the objectives of the 2015-2025 Solid Waste and Materials Management Plan.

Format and Checklist

	CHECK
Completed the standard Grant Application form (CN-0915) signed and certified by a legally authorized representative for the applicant. Note: 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.	
Completed Technical Narrative describing the applicant’s proposed project for which funding is requested. Note: Equipment and facility requests must be included in the 2017 Annual Progress Report as an identified need by the region’s solid waste board.	
Completed Title VI Pre-Audit Survey form (CN-1448). Note: Funded projects will need to complete a Title VI Training Certification if selected for funding prior to first payment.	
Include manufacturer specifications and accurate price quotes for all equipment and facility needs requested. Note: The State bases the contract budget on price quotes submitted in application. The State will not change or amend the contract due to contracting rules of this grant.	
Submit completed grant proposal package.	

Applicants can find forms and attachments relative to this grant offering at the end of this grant manual or the State’s website.

NOTE: Applicants are responsible for providing relevant, factual, and correct information regardless of who prepares the application.

Selection Criteria

The State will conduct an administrative review of applications for completeness. The State will not proceed in rating incomplete or ineligible project proposals. Upon receipt and determination of a complete eligible application, the Technical Narrative will be evaluated

and scored by a technical team of raters (3 or more) using the Scoring Rubric included in this manual. Each rater will assign weighted scores for each question. The minimum average score for funding is 70 points.

The raters will recommend applicants receiving the highest average score for project funding to the extent that funding is available. The State may additionally consider funding for identified priority projects that provide a service to an underserved area, demographic, geographic distribution, or represent a variety of project types (i.e. collection, processing, and transportation).

The State will score all applications based on the following criteria and weightings. Identified priority projects may receive additional consideration to meet 2025 Plan Objectives.

CRITERIA AND WEIGHTINGS

Establishment of Priority	10 points
Project Description and Regional Planning	25 points
Materials Management and Diversion	25 points
Education Plan	25 points
Project Sustainability	25 points
Total	110 points

Each question asked in the Technical Narrative is very important. Applicants should thoroughly develop the project proposal and supply an adequate description for each criterion to ensure raters have a complete understanding of the applicant's proposed project. While some questions may seem to be similar, the applicant should respond in its entirety as it relates to the project for each question. Applicants should follow the Technical Narrative format, section by section. Give particular attention to sections with higher point values as the State will not fund projects failing to achieve an average minimum score of 70.

Funding Conditions

Applicants shall be prepared to proceed with the project as soon as they receive a fully executed grant contract. 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. Inactivity on awarded projects for greater than six months will result in loss of funding and contract termination.

The State will determine the local match using an economic index based upon factors that include, but are not limited to, per capita income and property values of the county

applicant. Reimbursement may not exceed 50% of the approved total eligible project costs. A local share match table is included in this grant proposal solicitation for reference.

- Matching funds are required at the time of grant reimbursement.
- Grantees are required to contract with engineering or construction consultant to prepare technical schematic documents and provide oversight of project work, as may be required by state law or local codes.
- The State will not consider in-kind contributions.

It is important that applicants research the equipment needed to submit accurate market valued price quote with their application. The State will award the grant based on the estimates included in the grant project proposal application not to exceed \$200,000 for tiers 1 and 2 or \$500,000 for tiers 3 and 4.

The State'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 (Promote Material Processing and End Use in Tennessee) by requiring equipment to be made with recycled content, when available. Include recycled content specifications when requesting price quotes. The State reserves the right to suggest equipment that meets this expectation.

The applicant's proposed equipment shall include a five (5) year manufacturer's service plan effective from date of installation for the duration of this grant to insure sustainable operation. This service plan is grant eligible and should be a separate line item for each piece of requested equipment if not already included with the purchase of the equipment.

The funded projects must submit with their signed grant contract a Title VI Certification of Training that covers the applicant and the Title VI coordinator for the organization. If the organization does not have a Title VI training program, the State provides resources for adoption and for training to meet this requirement. The State requires completion of the Title VI training certification immediately upon funding.

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. The State only authorizes the below contacts to speak on the State's behalf for this funding opportunity. All applicants and proposers shall direct their communications (regular mail, express mail, electronic mail), concerning this application and award process 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, 14th Floor
Nashville, TN 37243

General and Administrative Questions:

Loretta Harrington, Grant Program Manager
615-532-0086
Loretta.Harrington@tn.gov

Technical Questions:

Seth McCormick, Recovered Materials
Technical Lead
615-532-0075
seth.mccormick@tn.gov

Applicant's Contacts:

In the grant application and project proposal, the applicant shall designate an additional technical representative authorized to speak on the organization's behalf for common project communications if the State funds the project. The State will add this individual to funded projects under this grant contract to authorize future common project communications.

The State will include the executive officer, mayor, or authorized designee on all contract correspondence that affect project monitoring and the grant administration.

Frequently Asked Questions

1. *What method does the State use for grant project 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. Normally it takes about 30 days from reimbursement request to payment reimbursement if all documentation is correct.

2. *When can the grant project begin?*

Funded Projects may begin **after** the State notifies the grantee that the grant contract is in place and fully executed.

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 the State approves the bid prior to the grantee making obligations for purchases. The grantee must submit vendors' bids for equipment purchases for State approval prior to receiving equipment. Any equipment received and purchased prior to the begin date of the executed contract, the State will not reimburse. Failure to submit bids for approval prior to committing funds may result in denial of costs.

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

The grantee may submit reimbursement invoices after purchasing equipment and the applicant installs, makes operational, and the State inspects for confirmation. The grantee then completes a Tennessee Invoice for Reimbursement request form and provides supporting documentation (proof of payment) before the State releases grant funds.

The State will make payment electronically through the Supplier Direct Deposit Authorization (SDDA) Form. The State Requires grantees to provide banking account information in order to receive grant reimbursements. The State will provide the SDDA form for all grant-funding 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. The State will use timelines submitted by the grantees in the application to build *Scope of Services* milestones and to assure the grantee has sufficient time for purchases and work activities.

Inactivity in the grant for six months or failure to meet grantee's timeline will result in loss of funding and grant termination.

6. *What are the grantee's responsibilities for the project after the State reimburses the grant in full?*

Grantees must maintain financial documents for audit purposes for five years after

the State reimburses the grant in full. The grantee must properly maintain and operate the equipment purchased in accordance with the manufacturer's service plan 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 State's Grant Program Manager listed in this manual can provide specific details for any other responsibilities required. The Grantee must submit annually in the Municipal Solid Waste Region's Annual Progress Report waste reduction efforts and information related to the equipment or facility operation.

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

Yes, an applicant may apply for each grant solicitation, if the applicant has completed all activities from prior grant funding and the State has paid the grantee in full. If the applicant has failed to complete the terms of an awarded Division of Solid Waste Management's grant or has terminated, all grant projects from that grantee are ineligible for two years.

8. *Can we submit supplemental documents?*

Yes, the applicant may submit supplemental documents, but only to the extent that these documents support the narrative information provided and the applicant submits these documents at the time of application submittal. Excess documentation can be cumbersome to evaluate and may detract from the reviewer's ability to make good decisions concerning projects. The applicant should include only **necessary** supplemental documents.

9. *Where can I find grant documents?*

The State posts the grant manual, application and associated forms, and Frequently Asked Questions on the State's website: <https://www.tn.gov/environment/program-areas/solid-waste/materials-management-program/grants-administration.html> for the applicant's convenience.

For fillable forms PDF format, please contact Lynn Tutor at lynn.tutor@tn.gov.

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/procurement.html>. If 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 workshops be available?

Date	Location	Time
April/May 2018	Knoxville Environmental Field Office 3771 Middlebrook Pike Knoxville, TN 37921	9:00 a.m. – 12:00 p.m. CST
April/May 2018	Jackson Environmental Field Office 1625 Hollywood Drive Jackson, TN 38205	9:00 a.m. – 12:00 p.m. CST
April/May 2018	Columbia Environmental Field Office 1421 Hampshire Pike Columbia, TN, 38401	9:00 a.m. – 12:00 p.m. EST

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 form (CN-1448). A copy of that form is located in this grant package.

When the State offers funding for a grant project to the applicant, the State will send a Title VI Certification of Training form (CN -1515) for the applicant’s organization to complete. Proof of training for the organization’s Title VI coordinator and the project supervisor will be required. The grantee must submit this form with the signed contract.

If the organization does not have a Title VI program, the State has various resources that may assist the applicant in the administration of this grant.

You may read more about the State’s Title VI information at this web link:
<https://www.tn.gov/environment/program-areas/redirect---policy-and-sustainable-practices/opsp-title-vi-and-environmental-justice.html>.

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

There are only two contacts (a technical contact and an administrative contact) that represent the State and can provide official information relative to this grant proposal solicitation. You can locate their contact information in the contact section of this grant manual. The State does not authorize any other State contacts to answer on behalf of this program. The State will not honor misinformation from unidentified contacts.

Application Submission Form



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

GRANT APPLICATION

1. APPLICATION IS FOR:

<input type="checkbox"/> RECYCLING EQUIPMENT	<input type="checkbox"/> USED OIL	<input type="checkbox"/> WASTE REDUCTION	<input type="checkbox"/> OTHER
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2. APPLICANT INFORMATION

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

3. TYPE OF ORGANIZATION

<input type="checkbox"/> COUNTY	<input type="checkbox"/> SOLID WASTE AUTHORITY	<input type="checkbox"/> FOR PROFIT ORGANIZATION	<input type="checkbox"/> PROPRIETORSHIP	<input type="checkbox"/> NOT FOR PROFIT ORGANIZATION
<input type="checkbox"/> MUNICIPALITY	<input type="checkbox"/> PLANNING REGION	<input type="checkbox"/> CORPORATION	<input type="checkbox"/> PARTNERSHIP	<input type="checkbox"/> 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.

<p>→ SIGNATURE OF AUTHORIZED REPRESENTATIVE</p> <p>PRINTED NAME</p> <p>PHONE NUMBER</p>	<p>TITLE</p> <p>DATE</p> <p>EMAIL ADDRESS</p>
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OFFICIAL USE ONLY

<p style="text-align: center;">REVIEWER'S SIGNATURE _____ DATE _____</p>	<p>NOTES:</p>
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CN-0915 (Rev. 06-16)

RDA SW21

Technical Narrative Questions

I. Establishment of Priority – 10 points

- 1.) The State's priority is to support distressed counties in this grant offering. If the applicant is a distressed county, select the county below from the listing:

Bledsoe	Campbell	Clay	Cocke
Fentress	Grundy	Hancock	Hardeman
Haywood	Houston	Jackson	Lake
Lauderdale	McNairy	Morgan	Perry
Scott	Van Buren	Wayne	

- 2.) Applicants that are located in the following top 5 counties by population:

Davidson	Hamilton
Knox	Rutherford
Shelby	

- 3.) Does this project utilize a partnership (public or private) where the partners participate materially to the project completion?

If yes, describe the details of the partnership and specific contributions of each participant. Also, indicate if any partner match funding and the nature of the match that the grantee will utilize for this grant project.

II. Project Description and Regional Planning– 25 Points

- 1.) Describe the proposed project, including its goals and objectives. What criteria and methods will the applicant use for measuring and determining the success in accomplishing the proposed project goals and objectives?
- 2.) Describe the key activities needed to accomplish the goals and objectives of this project noted in the previous question. Provide a general, anticipated project plan timeline (e.g. activity occurs in months 1-3, months 4-6, year 1, year 2, etc.). *The State will use the timeline to develop Scopes of Services of successful projects. It is critical to develop a realistic timeline taking into consideration the amount of time needed to bid, select, order, and install the equipment and the facility. Grant timelines and scopes cannot be amended once executed. Failure to meet established milestones or deadlines may negatively impact funding and reimbursement.*
- 3.) Establish project background by responding to these questions. Will the project provide a service that is currently not available in the area? Will the project expand participation or access in an existing program? What area and population will the project serve? How many households or customers do you currently serve?

- 4.) If applicant plans to use the equipment for material collection, provide a map of the applicants proposed service locations.
- 5.) Describe how the proposed equipment or facility integrates with existing infrastructure and systems within the Region. Include how locations identified in above question 4 integrate with existing infrastructure and systems.

III. Materials Management and Diversion – 25 Points

- 1.) Identify materials the applicant currently manages. How many tons did the applicant collect in 2017? What are the material sources? Estimate capture rates for each material managed by the applicant.
- 2.) List any additional materials to be managed not listed in previous question with the requested equipment or facility. How will applicant use the proposed equipment or facility to increase tonnages, improve capture rates, increase capacity, or decrease the amount of residual (landfilled) for the next five years for all materials?
- 3.) Describe how this project supports and falls within the applicant's expected operational plan in detail. How will the applicant collect, transport, or process material(s) (i.e. baled, compacted, ground for volume reduction)? Describe how the applicant collects materials to be recycled, diverts materials from Class I solid waste disposal facilities, or beneficially uses. What is the applicant's business plan for the use or sale of processed or collected commodities? Describe the applicant's marketing strategies and estimate the amount of unmarketable material (residual rate).
- 4.) What new efforts does the applicant plan to use to increase the collected material volume in addition to this proposed grant project?

IV. Education Plan – 25 points

- 1.) Describe the applicant's goals for public education or promotional plan for the waste reduction and recycling program.
- 2.) Describe the project's education plan, timeline for meeting milestones, and target audience. The applicant should include media used, education and promotion message, frequency of message, and how the applicant will inform the target audience about proper participation. Include budget or estimated cost for each milestone or provide a budgeted amount for each person served.
- 3.) Describe the proposed project's educational message the applicant will use to improve project performance when engaging the public.
- 4.) Identify any participating educational partners contributing to this project, and describe what each partner will contribute to this project's education plan.

V. Project Sustainability – 25 points

- 1.) Prepare a grant budget and line item detail. Provide price quotes and specification sheets, including recycled content when available, for all equipment requests. Attach supplemental documents or tables, as necessary.

- 2.) Describe cost and program efficiencies realized by project implementation (e.g. return on investments, savings in labor, cost avoidance, fuel, contractor, and transportation cost, etc.).
- 3.) Describe the applicant's plan for funding the continuation of the program and funding those costs not fully funded by the grant. Examples may include: reinvestment of revenues, debt service fund, dedicated fund reserves, revenue or cost sharing, etc.
- 4.) The State will require applicants requesting funding to purchase equipment maintenance plans or where applicable to provide regular facility maintenance. What steps will the applicant take to plan for and establish a capital improvement fund to replace the equipment at the end of its useful life? Describe the applicant's current service and preventive maintenance plan. Include scheduled maintenance of the facility and equipment currently operated. Detail a plan the applicant will use to establish a capital improvement fund for maintenance, repair, or replacement of the equipment and facility moving forward. If the requested equipment is to replace existing equipment, provide a copy of the maintenance logs and schedule for the equipment being replaced.
- 5.) What is the plan for evaluating the implementation and outcome of the proposed project to insure success and who is the person responsible for performing the evaluation?

Supporting Documentation

- Regional maps, including service area, solid waste and recycling collection or processing sites, etc.,
-optional
- Other documents related to the grant proposal or equipment request-optional

Narrative Prepared by: _____

Name of Preparer's Organization: _____

Telephone: _____

E-mail address: _____

Scoring Rubric

Establishment of Priority – 10 Points Maximum			
7-10 Points	4-6 Points	0-3 Points	Score
<ul style="list-style-type: none"> • Project clearly supports Objectives 2, 4, or 5 • Project is a public-private partnership and the contributions of each partner are clearly established • Applicant identifies as a distressed county 	<ul style="list-style-type: none"> • 2 of the 3 priorities are clearly established* <p style="margin-left: 20px;">*public-public partnerships will be given less points than public-private partnerships</p>	<ul style="list-style-type: none"> • 1 of the 3 priorities are clearly established 	
Project Description and Regional Planning – 25 Points Maximum			
18-25 Points	9-17 Points	0-8 Points	Score
<ul style="list-style-type: none"> • Clearly defines project, and the need is relevant • Clearly identifies the project goals and measures • Project timeline is clear and realistic • Project clearly fills current need in the area 	<ul style="list-style-type: none"> ▪ Provides a moderate description that defines project, and the need is somewhat relevant • Provides a moderate description that identifies project goals and measures • Project timeline has few to moderate elements that are unclear or unrealistic • Project has few to moderate elements unclear describing the filling of current needs in the area 	<ul style="list-style-type: none"> • Poorly defines project, and need is not relevant • Poorly identifies project goals and measures • Project timeline unclear, unrealistic, or absent • Project does not fill current need in the area • Answer content is unresponsive to the questions proposed 	
Materials Management and Diversion – 25 Points Maximum			
18-25 Points	9-17 Points	0-8 Points	Score
<ul style="list-style-type: none"> • Clearly identifies materials managed by the applicant • Clearly identifies how project will increase tonnages, improve capture rates, increase capacity, or decrease amount of material to be landfilled • Clear description of operation plan logistics: collection, transport, and processing; recycling and diversion; business plan for use or sale of commodities 	<ul style="list-style-type: none"> • Lacks information needed to clearly identify materials managed by the region • Lacks information needed to clearly identify how project will increase tonnages, improve capture rates, increase capacity, or decrease amount of material to be landfilled • Lacks information needed to clearly describe operational plan logistics: collection, transport, and processing; recycling and diversion; business plan for use or sale of commodities 	<ul style="list-style-type: none"> • Poorly identifies materials managed by the region • Poorly identifies how project will increase tonnages, improve capture rates, increase capacity, or decrease amount of material to be landfilled • Lacks description of operation plan logistics: collection, transport, and processing; recycling and diversion; business plan for use or sale of commodities 	
Education Plan – 25 Points Maximum			

18-25 Points	9-17 Points	0-8 Points	Score
<ul style="list-style-type: none"> Clearly defines goals of public education and promotion plan for program Clearly defines plan to meet listed goals: target audience, media, message(s), budget, and any partners Clear description of project message 	<ul style="list-style-type: none"> Lacks information needed to clearly define goals of public education and promotional plan for program Lacks information needed to clearly define plan to meet listed goals: target audience, media, message(s), budget, and any partners Unclear description of project message 	<ul style="list-style-type: none"> Fails to define goals of public education and promotion plan for program Fails to define plan to meet listed goals: target audience, media, message(s), budget, and any partners Poor description of project message 	

Project Sustainability – 25 Points Maximum

18-25 Points	9-17 Points	0-8 Points	Score
<ul style="list-style-type: none"> Full description of project budget, including price quotes, specification sheets, line item detail, and any necessary supplemental documents Clear plan for funding continuation of program or any costs not fully covered by grant Clear plan for maintenance and capital improvement fund (if applicable) Clear plan for evaluating implementation and outcome of project 	<ul style="list-style-type: none"> Lacks information needed to clearly describe project budget, including price quotes, specification sheets, line item detail, and any necessary supplemental documents Lacks information needed to clearly understand plan for funding continuation of program or any costs not fully covered by grant Lacks information needed to clearly understand plan for maintenance and use of capital improvement fund (if applicable) Lacks information needed to clearly understand plan for evaluating implementation and outcome of project 	<ul style="list-style-type: none"> Poor description of project budget, including price quotes, specification sheets, line item detail, and any necessary supplemental documents Poor plan for funding continuation of program or any costs not fully covered by grant Poor plan for maintenance and capital improvement fund (if applicable) Poor plan for evaluating implementation and outcome of project Answer content is unresponsive to the questions proposed 	

This Section Leave Blank – State Use Only

<input type="checkbox"/> Fully Funded at \$ _____	<input type="checkbox"/> Partially Funded at \$ _____	<input type="checkbox"/> Proposal Not Funded	Total Score:
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Rater Explanation/Comments:

Grant Rater: 1 2 3 4 5 6	Date:	Reviewed By:
---------------------------------	--------------	---------------------

Equipment Priority Worksheet

Project Name _____

Vendor Number _____

Identify project equipment and facility improvements requested. As the grant may not fully fund proposed project, provide in priority order the ranking of equipment. Identify project dependent equipment first. Identify the quantity, documented estimate unit cost for each equipment type. Indicate the storage location (primary or home) where applicant will maintain equipment. When complete transfer appropriate information to the Grant Budget Worksheet.

A. Eligible Equipment (Capital Purchases)	B. Priority Order	C. Quantity	D. Documented Estimate Unit Cost	E. Total Costs	F. Location(s)
Recycling Carts with RFID, specify capacity:_____					
Recycling Collection Container, specify capacity:_____					
Roll Off Containers, specify size:_____					
Compactor (Recycling Only)					
Receiver Box, specify size:_____					
Truck with gross vehicle weight rating (GVWR) of 10,000 pounds or higher					
Chippers					
Densifier					
Grinders					
Waste-to-energy, specify:					
Forklift					
Skid Steer Loader					
Infrastructure development, specify:					
Professional fees, specify:					
Other:					
1. (Total all Light Green Columns) Sub-Total:				\$	
2. (Total all Light Blue Columns) Sub-Total:				\$	
3. (Total of Light Green and Light Blue) Total Amount Requested:				\$	

Continue:

Enter sum of column E. for the light green into Sub-Total Row 1 in Budget Sheet Item-"20-Capital Purchase² in the first column "Grant Contract"

Enter sum of column E. light blue into Sub-Total Row 2 AND in Budget Sheet Item-"4,15-Professional Fee, Grant and Award²" in the first column "Grant Contract"

Enter sum of column E . Sub-Totals light green and light blue in Total Row 3 AND in Budget Sheet Item "25 Grand Total" in the first column "Grant Contract"

Enter Grantee Match Percent Here: _____ % County Tier Here: _____

Attachment #2 GRANT BUDGET WORKSHEET

The grant budget line-item amounts below shall be applicable only to expense incurred during the following
Applicable Period: _____ **Application for Fiscal Year:** _____

POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION ³	TOTAL PROJECT
1. 2	Salaries, Benefits & Taxes			
4, 15	Professional Fee, Grant & Award ²			
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications			
11. 12	Travel, Conferences & Meetings			
13	Interest ²			
14	Insurance			
16	Specific Assistance To Individuals			
17	Depreciation ²			
18	Other Non-Personnel ²			
20	Capital Purchase ²			
22	Indirect Cost			
24	In-Kind Expense and Forced Account			
25	GRAND TOTAL			

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.state.tn.us/finance/act/documents/policy3.pdf>).

² Applicable detail follows this page if line-item is funded.

³ A Grantee Match Requirement is detailed by this Grant Budget, and the maximum total amount reimbursable by the State pursuant to this Grant Contract, as detailed by the "Grant Contract" column above, shall be reduced by the amount of any Grantee failure to meet the Match Requirement.

NOTE:

Item - 20 Capital Purchase: Any county expenditure for land, equipment, buildings, leasehold improvements, and other fixed assets

GRANT BUDGET LINE-ITEM DETAIL:

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	
TOTAL	

CAPITAL PURCHASE	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	
TOTAL	

Waste Reduction Grant Match Requirement Table

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

Top 5 Populous Counties:

Davidson, Hamilton, Knox, Rutherford, and Shelby counties will all have a 50% match rate

Title VI Pre-Audit Survey



DEPARTMENT OF ENVIRONMENT AND CONSERVATION
OFFICE OF POLICY AND PLANNING
William R. Snodgrass TN Tower
312 Rosa L. Parks Avenue, 2nd Floor
Nashville, TN 37243

TITLE VI PRE-AUDIT SURVEY

Name of entity: _____ Phone number: _____

Type of entity. (choose one): Government/Municipality Private Business Non-Profit

Address: _____

City: _____ State: _____ Zip Code: _____ County: _____

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, including Title VI of the Civil Rights Act of 1964, which bars discrimination on the basis of race, color, or national origin by any agency receiving Federal funds. The Civil Rights Restoration Act of 1987 clarifies that discrimination is prohibited throughout an entire agency if any part of the agency receives federal financial assistance. As a sub-recipient of TDEC, you are required to comply with Title VI and related nondiscrimination laws and regulations.

The following data is being collected for compliance with Title VI 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 or loan so that your compliance efforts can be reviewed.

Complete this survey and return it along with applicable copies with your grant application.

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. How does your advisory or governing board ensure that its racial composition reflective of the community's population? _____

4. Provide a copy of your agency's written policy of nondiscrimination stating that services or opportunities will be provided to all persons without regard to race, color, or national origin.

If you do not have one, adopt TDEC's sample policy: <http://www.tn.gov/environment/topic/opsp-title-vi-and-environmental-justice> and provide the date of your adoption: _____

5. Provide a copy of your agency's Limited English Proficiency (LEP) Plan to communicate with persons who do not speak English as their primary language or have limited ability to read, speak, write, or understand English.

If you do not have one, adopt TDEC's sample plan (hyperlink provided above) and provide the date of your adoption: _____

6. How does your agency provide and ensure Title VI training of its staff? _____

7. Provide a copy of your Title VI training program.

If your agency does not currently have a Title VI training program, use TDEC's online training module, and retain the Certificates of Completion for each staff member: <https://tdec.tn.gov/title6/index.html>.

8. How do you advertise your projects and programs to the public? _____

9. Provide a copy of your agency's procedures on reviewing Title VI complaints.

If you do not have one, use TDEC's sample procedures: <http://www.tn.gov/environment/topic/opsp-title-vi-and-environmental-justice> and provide the date of your adoption: _____

10. Has a federal or state agency found you in noncompliance with civil rights requirements? Yes No
If yes, please attach a copy of the complaint and findings.

11. Has a civil rights compliance review been conducted onsite by a federal or state agency within the past two years? Yes No

Attach your Title VI policy and procedure, LEP policy and procedure, and Title VI training program.

Declaration of Respondent: I declare that I have completed the data in this survey and to the best of my knowledge and belief, it is true, correct and complete.

Compliance Officer:

Printed Name and Title: _____

Signature: _____ Date: _____

Declaration of Chief Administrator or Supervising Authority: 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 Sec. 39-16-702(a)(4), this declaration is made under penalty of perjury.

Chief Administrator or Supervising Authority:

Printed Name and Title: _____

Signature: _____ Date: _____

Sample Scopes of Services

(Note: The State has provided these Scopes of Services as an example only of likely scopes. The State may change these at the time of contact execution to better align with project outcomes and legal direction. This is provided to help convey project implementation and outcome expectations only.)

A. SCOPE OF SERVICES AND DELIVERABLES

- A.1. The Grantee shall provide all service and deliverables as required, described, and detailed herein and shall meet all service and delivery timelines as specified by this Grant Contract.
- A.2. Title VI Certification. The Grantee shall submit a Title VI survey and Title VI Training Verification to the State provided to the Grantee by the State, or by using these forms posted on the Tennessee Title VI web page within thirty (30) days of contract execution and before requesting Grantee's first payment. After submission of the Title VI survey and Title VI Training Verification, the State shall review the Grantee's financial solvency and accountability procedures.
- A.3. Project Pre-Implementation Meeting. The Grantee shall attend a mandatory pre-implementation project review meeting wherein the State will review the grant contract expectations and contract scopes, explain, and a presentation of accountability for attaining said expectations shall be explained before any work can commence.
- A.4. Permissible Exceptions. The grantee shall put forth the best effort to meet timeline deadlines and deliverable expectations, but should it be necessary, the State may alter and modify deliverable expectations to a mutually agreed new timeline so long as there is no major impact to the general scope of services and final deliverables. The Grantee shall request such an alteration or modification in writing to revise dates relative to this project timeline due to unforeseen circumstances. Approval from the State must be in writing and certified prior to extending or modifying dates in the scopes of services.
- A.5. Planning and Installation. The Grantee shall perform all approved activities released to the grant project as described and detailed in the Grantee's application. The Grantee shall complete the following scope action steps as noted unless approved in writing by the State.
 - a. Updated project plan timeline, if needed, shall be submitted by the Grantee within thirty (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, between the public and private partners, detailing the partnership and roles of each partner, shall submit to the State by the Grantee within thirty (30) days of grant execution.
 - c. Bid package, with equipment and facility specifications listed in the approved grant budget line-item detail, shall be submitted to the State by the Grantee for review and approval within sixty (60) days of contract execution date. Bidding shall be in accordance with local government bidding practices as noted in section D. STANDARD TERMS AND CONDITIONS, Section D.20. Procurement. The Grantee shall order equipment within thirty (30) days of receiving bid approval by the State.
 - d. The Grantee shall install or make operational equipment at the location identified in the grant application promptly upon delivery to the site and no later than December 31, 2018.

- A.6. Operations. The Grantee shall operate equipment or facilities purchased pursuant to this grant and as detailed in the grant application operation plan for the purpose of supporting the Region's municipal solid waste plan and the statewide 2015-2025 Solid Waste and Materials Management Plan.
 - a. The Grantee shall operate equipment or facility primarily to manage the types of materials and sources of materials identified in the grant application.
 - b. The Grantee shall operate equipment or facilities as described in the operation plan

- A.7. Education. The Grantee shall implement the project's education plan as submitted in the grant application and report an update annually in the Annual Progress Report.

- A.8. Maintenance. The Grantee shall implement an approved maintenance plan and establish a capital improvement fund to ensure proper working order, replacement, and maintenance of the equipment or facility for the term and conditions of the Grant. The Grantee's plan shall include a maintenance schedule and made available to the State upon request.

- A.9. Final Inspection. The Grantee shall contact the State 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, serviced, and recorded in the maintenance logs (A.5. Scopes of Services) for the duration of grant.
- c. All equipment and facilities funded through this grant must have signage or emblems as follows:
 - i. "This piece of equipment (or facility) was funded under a grant from the Tennessee Department of Environment and Conservation." These signs must be in letters at least one (1") inch tall and displayed in a publicly visible location.
 - OR
 - ii. A four (4") inch round approved Tri-Star emblem provided by the State with the words "TDEC Grant Funded Equipment" displayed in a publicly visible location.

A.10. Reporting. The Grantee shall maintain records of the tonnage materials collected or processed with the equipment. The Grantee shall report these tonnages in the Municipal Solid Waste Region's Annual Progress Report due annually March 31.

A.11. Safety. The Grantee shall insure that appropriate Tennessee Occupational Safety and Health Administration (TOSHA) statutes and rules, along with local, state, and federal fire codes are adhered to at all times during the operation of the facilities and equipment utilized under this grant.

E.# Inactivity. If the granted project does not progress for a period of six (6) months and is determined by the State to be inactive, the State shall initiate Termination for Cause in accordance with term D.4 of the contract. This contract defines inactivity as the Grantee failing to demonstrate effective project activity towards completion or meet project milestones during any six (6) month period of this contract.

The Grantee may request up to one extension in writing on any project milestone. The State may approve a revised timeline if a determination is made the project is still a viable project. The State shall provide approval in writing. The State's decision is final.

The Tennessee Department of Environment and Conservation (TDEC) is an Equal Employment Opportunity/Affirmative Action (EEO/AA) employer. TDEC does not unlawfully discriminate on any basis prohibited by applicable law in any of its programs, services or activities.

EEO/AA inquiries or complaints may be directed to the EEO/AA Coordinator, Office of General Counsel, at 888-867-7455. ADA/AA inquiries or complaints should be directed to the ADA/AA Coordinator, HR Division, at 866-253-5827. Hearing impaired callers may use the Tennessee Relay Service 800-848-0298.



Tennessee Department of Environment and Conservation,
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