

Tennessee Department of Transportation

Highway Beautification Office

Litter Grant Program

Currently there are 95,523 miles of roadway in Tennessee. Of this amount, the Tennessee Department of Transportation (TDOT) controls 13,807 miles of roadway and 3,961 miles of this are classified as scenic.

Litter prevention and pickup efforts are critical to keeping roadways safe and maintaining the natural beauty of Tennessee. TDOT spends approximately \$19 million annually on litter prevention and pickup. This figure also includes maintenance contracts that require litter removal before right-of-way mowing.

In 1981, the Soft Drink and Malt Beverage Industries took a comprehensive, proactive approach to prevent their bottles and other trash from becoming litter along Tennessee roadways. As good corporate citizens, the industry lobbied to establish a tax on their products to help fund litter prevention in Tennessee. Since 1983, the tax revenue from TCA § 67-4-402 and TCA § 57-5-201 has funded TDOT Highway Beautification Office's Litter Grant Program. The law gives TDOT discretion on how to best use the funds to clean up and prevent litter, and matters related to litter, such as recycling or litter in storm water runoff.

Litter Grants are available to all 95 Tennessee counties. The amount of funding a county receives is determined by a formula based on population and road miles. The Litter Grant Program supports a variety of programs and activities that help reduce litter throughout Tennessee. Through the efforts with collaborative county partners, the Litter Grant Program is responsible for removing an average of 11,300 tons of litter each year. Over the 39-year history of the program (1983 to 2022) this equates to the removal of more than 310,000 tons of litter from our roadways.

Contact Information

Mike McClanahan	Denise Baker	Brittany Morris	Susan Stokes
Program Manager	Program Supervisor	Education Coordinator	Financial Coordinator
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615-741-0803	615-741-7015	615-253-1977	615-770-3902

Grant Application Instruction Packet



In order for a county to receive state funds through this program, completed applications must be submitted by **May 2nd, 2022**. This set of instructions is designed to guide counties as they apply for the upcoming grant opportunity.

Required Documentation

TDOT requires county governments to submit four documents as part of the grant application package:

1. Resolution (Optional)
2. Work Plans
3. Education Plan
4. Litter Grant Budget

Step 1: Resolution (Optional)

The first step in applying for a TDOT Litter Grant is to create a county resolution. Since 2020, we have moved this step to optional. If you plan on including a resolution it must clearly indicate the following items:

1. Fiscal Year for which the county is applying for TDOT Litter Grant funds
2. The county's intention to apply for Litter Grant funds
3. An understanding that accepting Litter Grant funds imposes a legal, contractual obligation upon the county
4. The county executive's name
5. An affirmation that the aforementioned executive is authorized to sign contracts and other necessary documents.
6. Date of approval by the County Commission
7. Notarization

An example resolution can be found on page 5.

Step 2: Work Plan

The following step is to create a work plan. While there is no official template, a county must clearly indicate the type of work they plan to complete using Litter Grant funds. This plan should outline the general scope of planned work, as well as specific details. For example, a county should report whether trustee labor will be used in clean-up efforts, and state that safety gear will be worn by all work crews when working along the right of way.

An example work plan can be found on page 6.

Step 3: Education Plan

The next step is to develop an education plan. The Litter Grant Program requires that participating counties use a pre-established portion of funds for educational purposes. There is no official template for this document; however, counties must identify their educational targets for the year. These might include K-12 students, businesses, the general public, media campaigns, or government education efforts. In this section, counties should include planned events and describe activities which may be conducted as part of their targeted efforts.

An example education plan can be found on page 7.

Step 4: Litter Grant Budget

The final step entails submitting a budget. This budget must match the contract amount exactly. A county may choose to move funds from salary and benefits or direct costs into education but may not move education funds to another schedule/line item. While the official grant budget as shown in the contract will have several additional lines, Litter Grant participants are only required to list amounts for salaries and benefits, direct costs, and education efforts.

An example budget can be found on page 8 and 9.

Send completed applications to:

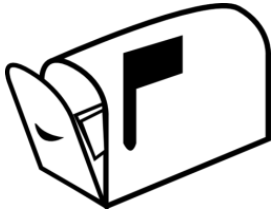
Susan.Stokes@tn.gov

or

TDOT Highway Beautification Office
ATTN: Susan Stokes
James K. Polk Building, Suite 400
505 Deaderick Street
Nashville, TN 37219

Contracts

TDOT will send you a copy of your contract after June 1. Contracts need to be signed by the County Executive/Mayor or person with authorization to execute contracts. This grant requires that we receive the original contract. Please send all signed, original hard copies to:



TDOT Highway Beautification Office
ATTN: Susan Stokes
James K. Polk Building, Suite 400
505 Deaderick Street
Nashville, TN 37219

Since COVID-19, we are accepting signed contracts electronically. Please send signed contracts to Susan.Stokes@tn.gov or Denise.Baker@tn.gov.

Attachment A – Resolution

EXAMPLE AUTHORIZING RESOLUTION

Resolution authorizing submission of an application for a Litter and Trash Collecting Grant for FY 2022 - 2023 from the Tennessee Department of Transportation and authorizing the acceptance of said Grant.

Whereas, the (Name) County Commission intends to apply for the aforementioned Grant from the Tennessee Department of Transportation and,

Whereas, the contract for the Grant for FY _____ - _____ will impose certain legal obligations upon _____ County.

THEREFORE, BE IT RESOLVED:

1. That the (County Executive) of (Name) County is authorized to apply on behalf of (Name) County for a Litter and Trash Collecting Grant for FY _____ - _____ from the Tennessee Department of Transportation.
2. That should said application be approved by the Tennessee Department of Transportation, then the (County Executive) of (Name) County is authorized to execute contracts or other necessary documents, which may be required to signify acceptance of the Litter and Trash Collecting Grant by (Name) County.

Approved at the regularly meeting held on the (Date) day of (Month), (Year).

Signature

Notarized (Certified)

Name, An Elected Official

Signature & Seal

ATTEST:

Signature

Name, County Clerk

Attachment B – Work Plan

EXAMPLE Work Plan for _____ County FISCAL YEAR ____ - ____

_____ County proposes to utilize trustees housed in the county jail to collect litter and trash along County and State roads within the County's boundaries. The trustees will be transported to and from work by means of a covered truck. During transport, a driver and guard will be present in order to provide necessary security and oversight of trustees during work periods away from the jail/workhouse. No trustees involved in roadside litter pick-up activities will have a felony conviction.

It is proposed that litter and trash collection will take place five (5) days a week using an area rotation system. The rotation will accomplish two things: 1) It prevents an excessive build-up of litter in any area, and 2) It prevents the possibility of transporting trustees to a recently cleaned area where trustees labor would be less efficient and effective.

Any illegal dumps along roadsides will be cleaned up. These will also be reported in detail on all monthly progress reports submitted to TDOT.

All litter workers, guards, drivers, or trustees will be required to wear safety vests at all times while working on or near a roadway. Work gloves, litter bags, and tools will be used for the purpose of litter collection. County personnel will ensure that a first-aid kit and adequate drinking water will be present at each worksite. Lunches will be provided to all trustees who participate in the litter collection of the Litter Grant Program.

Specific roads covered for litter collection, pounds of litter collected, and other pertinent information will be reported and submitted in the required monthly report to TDOT.

Attachment C – Education Plan

EXAMPLE EDUCATION PLAN FOR _____ County FISCAL YEAR _____ - _____

_____ County will target (all) 5 (or 4, or 3) areas for this year’s litter education.

Student Education

Include a detailed description of the things you intend to do in this area, including any events you plan to attend or conduct, and activities you plan to promote.

Public Education

Include a detailed description of the things you intend to do in this area, including any events you plan to attend or conduct, and activities you plan to promote.

Media Education

Include a detailed description of the things you intend to do in this area, including any events you plan to attend or conduct, and activities you plan to promote.

Business Education

Include a detailed description of the things you intend to do in this area, including any events you plan to attend or conduct, and activities you plan to promote.

Government Education

Include a detailed description of the things you intend to do in this area, including any events you plan to attend or conduct, and activities you plan to promote.

Attachment D – Litter Grant Budget**EXAMPLE LITTER GRANT BUDGET**

GRANTEE:	COUNTY OF _____			
PROGRAM AREA:	TDOT LITTER GRANT PROGRAM			
THE LINE-ITEMS AND AMOUNTS BELOW ARE APPLICABLE <u>ONLY</u> TO EXPENSE INCURRED IN THE PERIOD				
BEGINNING:	JULY 1, 2022	ENDING:	JUNE 30, 2023	
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY * (detail schedule(s) attached as applicable)	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1 & 2	Salaries and Benefits & Taxes	*\$30,000.00	0.00	*\$30,000.00
4, 15	Professional Fee/ Grant & Award (detail attached)	0.00	0.00	0.00
5, 6, 7, 8, 9, 10, 11 & 12	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications, and Travel/ Conferences & Meetings (This is the "Direct Costs" schedule)	*\$5,360.00	0.00	*\$5,360.00
13	Interest (detail attached)	0.00	0.00	
14	Insurance	0.00	0.00	0.00
16	Specific Assistance To Individuals	0.00	0.00	0.00
17	Depreciation (detail attached)	0.00	0.00	0.00
18	Other Non-Personnel EDUCATION (detail attached)	*\$8,840.00	0.00	*\$8,840.00
20	Capital Purchase (detail attached)	0.00	0.00	0.00
22	Indirect Cost	0.00	0.00	0.00
24	In-Kind Expense	0.00	0.00	0.00
25	GRAND TOTAL	*\$44,200.00	0.00	*\$44,200.00
<p>** Refer to Department of Finance and Administration Policy 03, <i>Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A</i> for the definition of each expense object line-item. Policy 03 is posted on the Internet at: www.state.tn.us/finance/rds/ocr/policy03.pdf.</p>				

Attachment D – Example Litter Grant Budget (continued)

LINE-ITEM NAME OTHER NON-PERSONNEL	AMOUNT
EDUCATIONAL EXPENSES TO BE DETERMINED THROUGHOUT THE GRANT PERIOD, TO INCLUDE STUDENT EDUCATION, PUBLIC EDUCATION, MEDIA EDUCATION, BUSINESS EDUCATION AND GOVERNMENT EDUCATION, INCLUDING TRAVEL AND TRAINING PERTAINING TO LITTER PREVENTION EDUCATION.	\$8,840.00
TOTAL	\$8,840.00

Per the above example, please copy the amount under *Other Non-Personnel EDUCATION* section.

Guidelines for Grant Recipients

1. Program Scope

TDOT provides Litter Grant funds statewide to all 95 Tennessee counties based on a formula of road miles and population. These funds may be used for:

- Collection of litter and trash along county and state roads within the respective counties.
- Fund expenses including but not limited to salaries, administration, and the purchase, maintenance, and operation of equipment.
- Funds may not be used to purchase supplies, materials, or equipment displaying the name or likeness of any individual. (TCA 41-2-123, part c)
- Litter Prevention Education Outreach and Programming, Recycling Education and Outreach, and Community Cleanup events. More details on pages 14-17.
- After contract is signed, funds may not be moved out of Schedule 3 (Education Funds). However, funds may be moved into Schedule 3 (Education Funds) upon request.
- Iran Divestment Act. The requirements of Tenn. Code Ann. § 12-12-101 et.seq., addressing contracting with persons as defined at T.C.A. §12-12-103(5) that engage in investment activities in Iran, shall be a material provision of this Grant Contract. The Grantee certifies, under penalty of perjury, that to the best of its knowledge and belief that it is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.
- Travel Requirements. Travel must be project related and ALL conference and/or out-of-state travel must be preapproved by the Grantor State Agency even if included in the budget line items, and shall be contingent upon and limited by the Grant Budget funding for said reimbursement.
The Grantee, upon request, must include (in addition to other invoice requirements of this Grant Agreement) a complete itemization of travel compensation requested in accordance with and attaching to the invoice appropriate documentation and receipts as required by the above-referenced "State Comprehensive Travel Regulations."
- Promotional items purchased must have a connection to litter prevention programming. TDOT staff reserve the right to deny reimbursement for items with no explainable connection. To avoid having promotion items denied, please ask for approval from TDOT Highway Beautification staff before purchasing.
- The grant allows for up to \$4,999.99 to be spent on trailers or other equipment directly related to litter prevention activities. See more under FAQ's on page 19.

Reimbursement Invoices

- Invoices must be submitted to TDOT on a monthly basis to tdot.hbo.invoices@tn.gov. Please ask TDOT staff for fillable versions of these pages, complete with financial formulas.
- Invoices should be received within 15 days of the end of the month for which reimbursement is requested.
- If no activity was completed during a month, recipients must send a progress report indicating such.
- Invoices must be submitted sequentially; all previous months must be submitted before payment can be authorized for a subsequent month.
- Recipients should maintain all paperwork and invoice packets for the previous three fiscal years in order to be prepared for TDOT desk reviews and audits.

Schedule 1 – Salary and Benefits

1. Grant recipients may request reimbursement for employee salary and benefits expenses.
 - a. Time sheets must clearly distinguish between litter grant activities and hours worked for other county tasks.
 - b. It is required that recipients use the TDOT Time Sheet as it has been approved by TDOT Internal Audit.
2. Examples of approved expenses include but are not limited to:
 - a. Hourly wages for time worked collecting litter.
 - b. Hourly wages for guards supervising trustees work collecting litter.
 - c. Benefits for the aforementioned employees.
3. Examples of restricted items include but are not limited to:
 - a. Wages for work completed not related to litter clean-up or related activities.
 - b. Litter grant funds will not reimburse for COVID-19 related leave

Reimbursement of Expenses – Schedule 2 – Direct Costs

1. Grant recipients may request reimbursement for direct costs related to litter prevention and clean-up activities.
2. Examples of approved expenses include but are not limited to:
 - a. Safety equipment (vests, gloves, clean-up tools, traffic “litter pickup ahead” signs.)
 - b. Fuel expenses incurred during litter clean-up activities.
 - c. Vehicle maintenance costs (oil changes, minor repairs for vehicles dedicated 100% to litter clean-up activities.)
 - d. Supplies (garbage bags, recycling receptacles, etc.)
 - e. Meals for trustees work details.
 - f. Mileage (in lieu of fuel costs.)

- g. Other related equipment up to \$4,999.99 per item with prior approval from TDOT staff.
- 3. Examples of restricted items include but are not limited to:
 - a. Utility expenses (internet, electric, gas, cell phones.)
 - b. Vehicle purchases.
 - c. Large equipment purchases (exceeding \$5,000.)
 - d. Office supplies (paper, printer toner/ink, furniture, laptops.)
 - e. Uniforms (for trustees or staff.)
 - f. Expenses for services not yet completed.

Reimbursement of Expenses – Schedule 3 – Education

Grant recipients may request reimbursement for expenses related to litter pickup activities, prevention education, and recycle education. Areas of focus should include student, public, media, business, and government educational activities.

- 1. Examples of approved expenses include but are not limited to:
 - a. Salaries and benefits for educational coordinators working on litter education or related matters.
 - b. Fees for litter-related education materials, curriculum, and programs.
 - c. Reimbursement of professional conference and convention fees (Keep America Beautiful, Keep Tennessee Beautiful, Solid Waste, Education, etc.)
 - d. Supplies for education-related projects and activities (including food for student parties and volunteer events.)
 - e. Promotional items for public distribution.
- 2. Examples of restricted items include but are not limited to:
 - a. Reimbursement for expenses for travel not yet completed.
 - b. Reimbursement for fees and expenses for conferences or conventions not attended for any reason.
 - c. Funds may not be used to purchase supplies, materials, or equipment displaying the name or likeness of any individual. (TCA 41-2-123, part c.)
 - d. Promotional items purchased must have a connection to litter prevention programming. TDOT staff reserve the right to deny reimbursement for items with no explainable connection. To avoid having promotion items denied, please ask for approval from TDOT Highway Beautification Office staff before purchasing.

Proceed to page 14-21 for more information on Litter Prevention Education.

Documentation Requirements

1. Receipts and Detailed Descriptions
 - a. Receipts and/or invoices must detail the unit price and total amount for each item.
 - b. Sales tax must be excluded as it is non-reimbursable.
 - c. When practical, an explanation of the service or part listed on an invoice, and how it relates to the program.
2. When purchasing signage or anything with "Sponsored by TDOT" please submit a picture with invoice.

Monthly Invoice Checklist

- Schedule Sheet
- TDOT Reimbursement Form
- Monthly Progress Report
- Education Expenses
- Road List
- Time Sheets
- Scanned Copies of Receipts
- Pictures of Events
- Pictures of Purchased Promotional Items

Litter Prevention Education Examples

The following are education suggestions for the Litter Grant Program. Having promotional items branded with Nobody Trashes Tennessee or with Sponsored by TDOT *is required*. If you have any questions concerning these suggestions, please contact Brittany.R.Morris@tn.gov.

MEDIA EDUCATION

- Monthly news column
- Newsletter
- Social Media
- Outdoor advertising
- Public Service Announcements
- "Channel One" promos
- Signage – advertisement of litter events
- Transit advertising
- Logo

PUBLIC EDUCATION

- Hire an Education Coordinator (full or parttime)
- AmeriCorps Educator's stipend
- Start a Keep Tennessee Beautiful Affiliate
- Public event exhibits- Host a table at community events
- Sponsor community cleanups
- Mascot
- Litter/illegal dump hotline
- Portable display brochures litter/solid waste pamphlets
- Reusable litterbags
- Buttons/patches/stickers
- Parades – anti-litter message
- Litter Award(s) programs
- Litter educational supplies from Keep America Beautiful (KAB) litter prevention projects
- Public awareness campaign - Banners, receptacles, green team for Litter Prevention (Litter Free Events)
- Waste Exchange Bulletin Board
- Speakers bureau for civic meetings – Litter Prevention Message
- Nobody Trashes Tennessee Programming or Merchandise
- Tarp It or Ticket Events, could be paired with Household Hazardous Waste Events

STUDENT EDUCATION

- Litter/ Recycle Poster contests
- Litter prevention/solid waste/recycling curricula
- Teacher training and workshops on litter prevention
- Teaching materials for teachers relating to litter control
- PTA/PTO presentations about litter control

- Litter Curriculum supplements for students (fun sheets, booklets, coloring books, bookmarks, posters, flyers, film strips, puppets, etc.)
- Litter Quarterly newsletters
- Litter receptacles with litter signage/trash barrel painting contest
- Litter Prevention — in-school media campaign (video or audio announcement)
- Community outreach programs, i.e. recycling drive or "green" consumer-shopping guides
- Litter presentations to youth groups
- School litter competitions and awards (expenditures within reason)
- Environmental – Litter Activities Only
- Assembly programs – Litter Theme

GOVERNMENT EDUCATION

- Portable litter prevention display for loan to various departments
- "Green" purchasing brochures
- Litter Prevention message – bumper stickers
- Litter/Recycle — general posters
- Litterbags in county vehicles
- Buttons/patches/stickers flyers
- Paycheck stuffers with litter prevention message
- Permanent courthouse exhibits
- Ordinance brochure for public
- Training program for enforcement officers and inspectors pre-approval necessary
- Brochures on how to/where to dispose of litter
- Litter prevention and recycling training

BUSINESS EDUCATION

- Encourage litter prevention for the following:
- General posters on litter prevention
- Litterbag distribution program
- Litter on-pack advertising
- Recycling guides/manuals/directories
- Speakers bureau for business meetings – Litter Prevention Message

Example of Reimbursable Education Items

- Providing supplies, safety gear, and refreshments for a volunteer cleanup event. Cleaning up a specific area or after a community event
- Tarp It – Or Ticket event: inform public about Tennessee’s Tarp Law T.C.A. code 39-14-507 and appropriate, branded give-a-way tarps to be used to prevent unintentional litter
- Programming at Driver’s Education Courses about Litter Prevention
- Trashcans or Recycle Bins with a Litter Message. Trashcan locations can be inside or outside public buildings
- Litter and recycle booths at county fairs and any other public event
- Countywide Great America Cleanup for roadside litter pickup along state and county roads
- Sharing the Green or Chipping of the Green – Recycle Christmas trees
- Litter Free Events – lending trashcans, recycling bins, litterbags, etc.
- Litter Grant Program displays sharing “Do Not Litter” and recycling
- Countywide recycling day – advertising where to take items to be recycled
- Events that teach litter control and recycling, such as landfill or recycle tours
- Telephone Book Recycling Campaign
- Litter and recycle presentations, programs, educational curriculum taught at various areas – schools, libraries and child care centers, etc.
- Ashtrays for public use; courthouse, outside buildings. Must have sponsorship and litter prevention message on container
- Develop a student advisory or environmental council/club
- Encourage schools to host a campus cleanup and provide supplies
- Develop a volunteer recognition program for solid waste employees, local construction companies, commercial haulers, etc. for their work

Partnership Ideas

- Local industry and businesses
- Industrial development boards
- Local newspaper or radio station
- Outdoor recreation rental businesses
- Chamber of Commerce
- Civic and garden clubs
- Non-profit groups
- Public Works Department
- School boards
- PTA
- After school programs
- Children’s museum
- Libraries

LITTER GRANT PRE-APPROVED EDUCATION PROMOTIONAL ITEMS

Below is a list of promotional items that are pre-approved for reimbursement under Schedule 3 (Education) of the Litter Grant. Any item not listed here needs to be approved by Brittany Morris prior to purchase. Please send request to Brittany.R.Morris@tn.gov.

REMINDER

All items being reimbursed for under Schedule 3 must be branded with “Sponsored by TDOT” or with the Nobody Trashes Tennessee logo. If using the logo on one of these items, you must send the art proof to Brittany Morris, prior to production. Please send proof to Brittany.R.Morris@tn.gov.

ITEM	REASON
APPAREL (T-SHIRTS, JACKETS, HATS, SAFETY VESTS)	GETS MESSAGE OUT TO PUBLIC ON ITEMS THAT PEOPLE WILL MOST LIKELY KEEP
BANNERS	PUBLIC MESSAGE FOR EVENTS/SPECIFIC LOCATIONS
BILLBOARDS	PUBLIC MESSAGE FOR EVENTS/SPECIFIC LOCATIONS
BOOKS (I.E. NANCY & SLUGGO, COUNTY SPECIFIC BOOK)	USEFUL PROMOTIONAL MATERIAL FOR SCHOOLS AND LIBRARIES.
CAR CHARGING KITS (FOR PHONES)	LITTER PREVENTION MESSAGE IN CAR
CAR COASTERS	LITTER PREVENTION MESSAGE IN CAR
CAR LITTER BAGS	LITTER PREVENTION MESSAGE IN CAR
CAR ORGANIZERS	LITTER PREVENTION MESSAGE IN CAR
CAR VISORS	LITTER PREVENTION MESSAGE IN CAR
CHIP CLIP	GETS MESSAGE OUT TO PUBLIC ON ITEMS THAT PEOPLE WILL MOST LIKELY KEEP
COFFEE MUGS	PROMOTES REUSE INSTEAD OF DISPOSABLE OPTION
DRAWSTRING BAGS	GETS MESSAGE OUT TO PUBLIC ON ITEMS THAT PEOPLE WILL MOST LIKELY KEEP
ERASERS	USEFUL PROMOTIONAL ITEM FOR SCHOOLS
FIRST AID KIT	USEFUL PROMOTIONAL ITEM
FLOATING KEY CHAIN	HELPS KEYS FROM BECOMING LITTER IN BODIES OF WATER
GLOVES (REUSABLE)	PROMOTES REUSE INSTEAD OF DISPOSABLE OPTION

HAND SANITIZER	USEFUL PROMOTIONAL ITEM
KOOZIES	PROMOTES REUSE INSTEAD OF DISPOSABLE OPTION
MASKS (REUSABLE)	PROMOTES REUSE INSTEAD OF DISPOSABLE OPTION
MULTI TOOL	USEFUL PROMOTIONAL ITEM
PAPER PRODUCTS MADE FROM RECYCLED MATERIALS (PEN PADS, POST-IT NOTES, ETC.)	USEFUL PROMOTIONAL ITEM
PENS	USEFUL PROMOTIONAL ITEM
PENCILS	USEFUL PROMOTIONAL ITEM FOR SCHOOLS
PERMANENT SIGNS	PUBLIC MESSAGE FOR EVENTS/SPECIFIC LOCATIONS
PHONE CASE (WATERPROOF)	USEFUL PROMOTIONAL ITEM
POCKET KNIFE	USEFUL PROMOTIONAL ITEM
RECYCLING BINS	PUBLIC MESSAGE FOR EVENTS/SPECIFIC LOCATIONS
RECYCLING/LITTERING COLORING BOOKS W/CRAYONS	EDUCATIONAL ITEM FOR SCHOOLS
REUSABLE BAGS	PROMOTES REUSE INSTEAD OF DISPOSABLE OPTION
REUSABLE STRAWS	PROMOTES REUSE INSTEAD OF DISPOSABLE OPTION
REUSABLE WATER BOTTLES	PROMOTES REUSE INSTEAD OF DISPOSABLE OPTION
RULERS	EDUCATIONAL ITEM FOR SCHOOLS
SEED BRACELETS	EDUCATIONAL ITEM FOR SCHOOLS
STADIUM CUPS	PROMOTES REUSE INSTEAD OF DISPOSABLE OPTION

TRASH BAGS (BRANDED)	PUBLIC MESSAGE FOR EVENTS/SPECIFIC LOCATIONS
TUMBLERS	PROMOTES REUSE INSTEAD OF DISPOSABLE OPTION
USB/JUMP DRIVES	EDUCATIONAL ITEM FOR SCHOOLS
VEHICLE WRAPS	PUBLIC MESSAGE FOR EVENTS/SPECIFIC LOCATIONS

LITTER GRANT PROGRAM NON-REIMBURSEMENT EDUCATIONAL ITEMS

These are some of the items that counties request reimbursement from the Litter Grant Program, which will not be reimbursed under the Litter Grant Program. This list is not all inclusive. To avoid having promotional items denied, please get approval from TDOT staff before purchasing.

- Gift cards
- Promotional Items not related to litter prevention or litter prevention programming (i.e.: pot holders, measuring spoons/cups, lint rollers, candies/mints, barbeque sets, blankets, golf balls, toys that are likely to get lost and end up as litter)
- Clothing drive
- Liberty gardens
- Holiday lights competition – providing plaques to winners & advertising winners in newsletters
- Adopt-A-Highway (TDOT PROGRAM INITIATED AND FUNDED)
- Providing barricades for block parties
- Plaques for Tree Advisory Committee
- Birdhouses, trees and flowers
- Clean up, fix up, paint up week (Usually during Great American Cleanup, no paint brushes, cleaners, nails, window panes, etc.)
- Litter Grant does not pay for overtime. Pays only for total litter grant hours worked at the hourly or salary rate
- Does not pay for salary for hours worked at a convenience center
- Post Office Boxes
- Ink cartridges
- Entry fees for you to play in a tournament. You can sponsor a hole with litter prevention/recycling signs, information, educating purposes
- Janitorial services
- Memorial signs
- Yard signs
- Uniforms for county workhouse trustees (does not include PPE)
- Items for personal use that are not in the realm of litter collection and education.
- Audits

Non-Reimbursement Litter Pick Up

Listed are only some of the locations that the LGP does not approve on routine litter pick up. This list is not all-inclusive.

- Cemeteries
- Churches
- Private Property
- City Streets (the LGP contract does not include City Streets except for Metropolitan Areas)

Example of a strong Education Invoice

Public Education: \$1,063.38 spent.

- 10/11-12/16 KTnB Annual Retreat in Kingsport (training)
- 10/13/16 Westview Neighborhood meeting (presentation)
- 10/14/16 Rocky Top Pickin Party (low-waste event)
- 10/17/16 Park Place of West Knoxville (presentation)
- 10/18/16 Fairmont-Emoriland Neighborhood meeting (presentation)
- 10/22/16 East Knoxville Cleanup Litter Pickup (provided all supplies)
- 10/26/16 South Knoxville Trash Run (facilitated and provided supplies)
- 10/27/16 Ijams River Rescue Meeting (planning)
- 10/29/16 Goose Creek Cleanup (facilitated and provided supplies)

✓ **Media: \$922.52 spent.**

- Active on Social Media
 - Facebook- 60 posts; 295 Likes on our posts
 - Instagram- 3 posts; 38 Likes
 - Twitter- 28 tweets; 17,000 impressions; 254 profile visits

✓ **Business: \$553.50 spent.**

- 10/9/16 Open Streets Knoxville, Bearden (tabling & litter pickup)
- 10/21/16 West Rock Recycling Center Tour (training)
- 10/22/16 Cirrus Employee Cleanup (provided all supplies)

✓ **Student: \$1,063.37 spent.**

- 10/5/16 New Hopewell Elementary (school visit)
- 10/6/16 New Hopewell Elementary (school visit)
- 10/16/16 Honors Community Service Committee Fort Sanders Cleanup (facilitated and provided supplies)
- 10/20/16 UT Day of Sustainability (tabling)
- 10/28/16 Knoxville Headstart (school visit)

Frequently Asked Questions

Q: Our County has an issue with dead animals on the side of the road. How can TDOT help?

A: TDOT Maintenance workers will cleanup and dispose of animal carcasses on the side of state highways. The state does not have a contract for dead animal cleanup. County and local roads need to be cleaned up locally, and the county landfill will take animal carcasses. Most convenience centers will not take animal carcasses; take them straight to the landfill. Litter Grant can pay for tipping fees associated with the roadside cleanup of dead animals.

Q: Can any Litter Grant funds be applied to vehicles or other large capital purchases?

A: No. The grant allows for up to \$4,999.99 to be spent on trailers or other equipment directly related to litter prevention activities. Litter Grant does not track the depreciation of assets, nor does it pay for the purchase of vehicles which could be used for non-cleanup related activities. Vehicles must be purchased locally outside of the grant.

Q: Will Litter Grant pay for a county welcome sign that contains a litter free message?

A: Yes. Any sign purchased through the grant must meet the 'Welcome To' guidelines specified by TDOT and be located on the state's right-of-way. If you are interested in this type of sign, please contact Mike McClanahan at Michael.McClanahan@tn.gov, or (615) 741-0803.

Q: Can Litter Grant funds be used for cleanup activities near bodies of water?

A: The Highway Beautification Office is interested in making connections between litter prevention and water quality. That said, the primary focus of grant funding is for road-side cleanup activities. If a community is interested in funding a clean-up around a body of water, we encourage you to organize a volunteer pickup and label the associated expenses as education costs. The grant will not fund clean-ups around a body of water as part of a county's normal monthly pickup operation.