Litter Grant Annual Training
July 15, 2020
<table>
<thead>
<tr>
<th>Time</th>
<th>Session Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30 – 10:00 a.m.</td>
<td>Check-In – Digital Room Opens</td>
</tr>
<tr>
<td>10:00 – 10:20 a.m.</td>
<td>Program Overview &amp; Updates – Mike McClanahan, Program Manager</td>
</tr>
<tr>
<td>10:20-10:50 a.m.</td>
<td>Litter Grant Reimbursement Requests - Susan Stokes, Financial Coordinator</td>
</tr>
<tr>
<td>10:50-11:15 a.m.</td>
<td>Litter Prevention Education – Brittany Morris, Outreach Coordinator</td>
</tr>
<tr>
<td>11:15-11:30 a.m.</td>
<td>Q &amp; A, Closing Remarks – Denise Baker, Program Supervisor</td>
</tr>
</tbody>
</table>
Add questions to the chat Box
• Training form
• Session available via web:
• Follow-up
Contact Info

- **Mike McClanahan**, Program Manager – (615) 741-0803 or michael.mcclanahan@tn.gov
- **Denise Baker, Program Supervisor** - (615) 741-7015 or Denise.Baker@tn.gov
- **Brittany Morris**, Outreach Coordinator – (615) 253-1977 or Brittany.R.Morris@tn.gov
- **Susan Stokes**, Financial Coordinator – (615) 770-3902 or Susan.Stokes@tn.gov
Web Grants

- Contact Info & TDOT Correspondence
- Invoice Submittal & Status
- Performance Reporting
- Site Visits
### Web Grants

- Remaining components to be built

<table>
<thead>
<tr>
<th>Date</th>
<th>Software Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 21</td>
<td>Reimbursement requests</td>
</tr>
<tr>
<td>May 28</td>
<td>Status reports</td>
</tr>
<tr>
<td>June 11</td>
<td>Reimbursement integration w/ Edison</td>
</tr>
<tr>
<td>July 30</td>
<td>Contracts</td>
</tr>
<tr>
<td>August 6</td>
<td>Contract Amendments &amp; Admin.</td>
</tr>
<tr>
<td>August 20</td>
<td>Site Visits</td>
</tr>
<tr>
<td>As needed</td>
<td>Internal review</td>
</tr>
<tr>
<td>As needed</td>
<td>External review</td>
</tr>
</tbody>
</table>
Covid-19 Impacts

- Application & contracts
- Impacts to pickup
- Limited outreach opportunities

<table>
<thead>
<tr>
<th>Month</th>
<th>Total Lbs. Collected</th>
<th>Lbs. Collected Per County</th>
<th>Counties Reporting</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr-18</td>
<td>2,199,707</td>
<td>23,155</td>
<td>95</td>
<td></td>
</tr>
<tr>
<td>Apr-19</td>
<td>2,201,472</td>
<td>23,173</td>
<td>95</td>
<td>0.1%</td>
</tr>
<tr>
<td>Apr-20</td>
<td>996,464</td>
<td>14,235</td>
<td>70*</td>
<td>-62.8%</td>
</tr>
</tbody>
</table>

*Of 70 counties reporting, 21 (30%) report no litter pickup in April.
Other TDOT Updates

- New TDOT litter memo
- Litter enforcement zone legislation
Annual Report

- County Highlights
  - Jefferson
  - Coffee
  - Obion

- Available online at: https://www.tn.gov/tdot/environmental-home/environmental-highway-beautification-office/beautification-litter-grant.html
Other TDOT Updates

• Litter Hotline calls
Other TDOT Updates

# of Incidents (By Year)

- Litter Hotline calls
Other TDOT Updates

• **Adopt-A-Highway**
  - 30th anniversary & media
  - Cleanups on pause

• **Special Litter Grants**
  - 11 of 15 grants amended
NTT Update

- Sports marketing effort
- Grant with the Tennessee Aquarium
- Media services vendor
KTnB Update

Keep Tennessee Beautiful

“Educating and inspiring Tennesseans to take action every day to improve and beautify their

• KTnB’s new website: http://www.keeptnbeautiful.org/
KTnB Update

- KTnB’s new website: [http://www.keeptnbeautiful.org/](http://www.keeptnbeautiful.org/)
## Site Visit Update

- **July & August e-visits planned**

<table>
<thead>
<tr>
<th>County</th>
<th>County</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bledsoe</td>
<td>Hancock</td>
<td>Monroe</td>
</tr>
<tr>
<td>Blount</td>
<td>Hardeman</td>
<td>Morgan</td>
</tr>
<tr>
<td>Bradley</td>
<td>Hardin</td>
<td>Pickett</td>
</tr>
<tr>
<td>Campbell</td>
<td>Henry</td>
<td>Rhea</td>
</tr>
<tr>
<td>Decatur</td>
<td>Lauderdale</td>
<td>Scott</td>
</tr>
<tr>
<td>Fentress</td>
<td>Loudon</td>
<td>Van Buren</td>
</tr>
<tr>
<td>Gibson</td>
<td>McMinn</td>
<td>Weakley</td>
</tr>
<tr>
<td>Hamblen</td>
<td>Meigs</td>
<td></td>
</tr>
</tbody>
</table>
Program Visioning

- Adding a POC / ‘Responsible Charge’ person
- Performance measuring education spending
- Multi-year application & contract process
Questions

@NobodyTrashesTN

@NobodyTrashesTN

@NobodyTrashesTN

Mike McClanahan
(615) 741-0803
Michael.McClanahan@tn.gov
FY-21 Contracts Outstanding

- Cannon
- Claiborne
- Davidson
- Humphreys
- Lake
- Marshall
- Maury
- Meigs
- Montgomery
- Moore
- Rutherford
- Union
- Washington
- Williamson
Time Frame

- Submit invoices to TDOT **EVERY MONTH**

- Send Invoices Only to: tdot.hbo.invoices@tn.gov

- Invoices **ARE DUE on the 15th** of the following 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 chronologically; All previous months must be submitted before payment can be authorized for a subsequent month
Time Frame

- ALL FY-20 Invoices are required to be submitted no later than August 30\textsuperscript{th} or you will not be reimbursed for FY-20 by August 30\textsuperscript{th}. The majority of the county’s have done an excellent job submitting invoices in a timely manner. However, due to Covid-19 and various other reasons, we have not received some of the county’s invoices.

- Per our Litter Grant Contract, Section C.7., you have sixty (60) days from June 30\textsuperscript{th}, to submit remaining invoices or you will not be paid.
# Updated FY-21 TDOT Reimbursement Form

**LITTER GRANT INVOICE/SCHEDULE SHEET**

**REIMBURSEMENT FORM**

**COUNTY:** KNOX

**REMITTANCE/PAY TO ADDRESS:**
Knox County Government
400 Main Street, Ste. 630
Knoxville, TN 37902

**DATE PREPARED:** AUGUST 1, 2020

**INVOICE #:** 2021KNOXJULY

**CONTRACT #:** 000010000221

**PROJECT #:** 47-500-4021-00

**MONTH REQUESTING REIMBURSEMENT:** JULY

**YEAR:** 2020

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Benefits (Per Schedule 1 Attached)</td>
<td>$7,816.61</td>
</tr>
<tr>
<td>Direct Cost (Per Schedule 2 Attached)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Education Cost (Per Schedule 3 Attached)</td>
<td>$3,756.31</td>
</tr>
<tr>
<td><strong>Total Monthly Invoice</strong></td>
<td><strong>$11,613.92</strong></td>
</tr>
</tbody>
</table>

I certify that promotional items purchased with funds from the Litter Grant display both an anti-littering message and sponsorship by the Tennessee Department of Transportation, and that the above amounts are true and accurate to the best of my knowledge and belief.

**Signature:** __________________________

**Title:** __________________________

---

**FOR TDOT PERSONNEL USE ONLY**

Approved by: __________________________

Date: __________________________
<table>
<thead>
<tr>
<th>Employees</th>
<th>Title</th>
<th>Per Rate Hr</th>
<th>Total Hrs.</th>
<th>Benefits</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>$10.79</td>
<td>167.90</td>
<td>$1,211.21</td>
<td>$3,018.64</td>
<td></td>
</tr>
<tr>
<td>Labor</td>
<td>$10.79</td>
<td>160.00</td>
<td>$511.67</td>
<td>$2,238.07</td>
<td></td>
</tr>
<tr>
<td>Labor</td>
<td>$10.79</td>
<td>142.00</td>
<td>$1,026.82</td>
<td>$2,569.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TOTAL</td>
<td>$7,815.61</td>
</tr>
</tbody>
</table>

**Schedule 2 - Most match receipts**

<table>
<thead>
<tr>
<th>Direct Cost</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle &amp; Trailer Purchase under $4,999.99</td>
<td>$0.00</td>
</tr>
<tr>
<td>Vehicle Operational Cost, Repair, Service, Fuel, Oil, Tires</td>
<td>$0.00</td>
</tr>
<tr>
<td>Equipment/Rental</td>
<td>$0.00</td>
</tr>
<tr>
<td>Landfill</td>
<td>$0.00</td>
</tr>
<tr>
<td>Meals</td>
<td>$0.00</td>
</tr>
<tr>
<td>Supplies/Other</td>
<td>$0.00</td>
</tr>
<tr>
<td>Pickup/Safety</td>
<td>$0.00</td>
</tr>
<tr>
<td>TDOT Sponsored Training, Travel, Training/Lodging</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Schedule 3 - Most match time sheet for educator & receipts for costs**

<table>
<thead>
<tr>
<th>Education</th>
<th>Per Rate Hr</th>
<th>Total Hrs</th>
<th>Benefits</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Coordinator</td>
<td>$19.23</td>
<td>137.5</td>
<td>$1,922.87</td>
<td>$3,707.00</td>
</tr>
<tr>
<td>Community Outreach Coordinator</td>
<td>$13.50</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Staff Support</td>
<td>$5.63</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Education Direct Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Supplies</td>
<td>$33.80</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meetings, Events</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Recipients are to maintain all paperwork and invoice packets for the previous **three fiscal years** in order to be prepared for TDOT desk audits and reviews.

New TDOT Finance Auditor is Ms. Andrea Lucado

Andrea.Lucado@tn.gov

2017
2018
2019
Monthly Invoice Checklist

1. TDOT Reimbursement Form
2. Schedule Sheet
3. Monthly Progress Report
4. Education Sheet
5. Road List
6. Time Sheets
7. Receipts/Invoices
8. Photos of Events/Items Purchased
## TDOT Reimbursement Form

**Service Date:** 4/30/2020  
**R:0000461530**  
**V:02080154**

![Image](image.png)

**RECEIVED**  
By Teresa Ann Davis at 9:05 am, Jun 10, 2020

![Image](image.png)

**REVIEWED**  
By Susan Stokes at 1:30 pm, Jun 23, 2020

---

**County:** Knox

**Remittance/Pay to Address:** Knox County Government  
300 Main Street, Ste. 620  
Knoxville, TN 37902

**Date Prepared:** May 28, 2020

**Invoice #:** 0000461530  
**Contract #:** Litter Grant  
**Project #:** 47-0284-020-64

**Month Requesting Reimbursement:** April  
**Year:** 2020

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Benefits (Per Schedule 1 Attached)</td>
<td>$2,942.00</td>
</tr>
<tr>
<td>OPEX Cost (Per Schedule 2 Attached)</td>
<td>$2.00</td>
</tr>
<tr>
<td>Education Cost (Per Schedule 3 Attached)</td>
<td>$5,253.75</td>
</tr>
<tr>
<td><strong>Total Monthly Invoice</strong></td>
<td><strong>$15,195.85</strong></td>
</tr>
</tbody>
</table>

I certify that promotional items purchased with funds from the Litter Grant display both an anti-littering message and sponsorship by the Tennessee Department of Transportation, and that the above amounts are true and accurate to the best of my knowledge and belief.

**Signature:**  
**Title:** Senior Director of Finance

---

**FOR TDOT PERSONNEL USE ONLY**

**APPROVED**  
By Denise Baker at 10:17 pm, Jun 25, 2020

![Image](image.png)

**REVISED FEB 2021 T02**
Schedule Sheet

<table>
<thead>
<tr>
<th>Employees</th>
<th>Title</th>
<th>Per Rate</th>
<th>Hr</th>
<th>Total Hrs</th>
<th>Benefits</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$10.20</td>
<td>150</td>
<td>150.00</td>
<td>$1,500.00</td>
<td>$2,172.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$10.79</td>
<td>150</td>
<td>150.00</td>
<td>$1,618.50</td>
<td>$2,282.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$10.00</td>
<td>100</td>
<td>100.00</td>
<td>$1,000.00</td>
<td>$1,259.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$10.00</td>
<td>50</td>
<td>50.00</td>
<td>$500.00</td>
<td>$671.10</td>
</tr>
</tbody>
</table>

TOTAL: $9,942.00

Schedule 2: Must match receipts for costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle &amp; Trailer Purchase under $2,500.00</td>
<td>$9,942.00</td>
</tr>
<tr>
<td>Vehicle Operational Cost, Repair, Service, Fuel, Oil, Tires</td>
<td>$0.00</td>
</tr>
<tr>
<td>Inspections/Rental</td>
<td>$0.00</td>
</tr>
<tr>
<td>Landfill</td>
<td>$0.00</td>
</tr>
<tr>
<td>Meets</td>
<td>$0.00</td>
</tr>
<tr>
<td>Supplies/Litter Pickup/Safety</td>
<td>$0.00</td>
</tr>
<tr>
<td>TDOOT Sponsored Training</td>
<td>$0.00</td>
</tr>
<tr>
<td>Travel Training/Lodging</td>
<td>$0.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Schedule 3: Must match time sheet for Educator & receipts for costs

<table>
<thead>
<tr>
<th>Education</th>
<th>Per Rate</th>
<th>Total Hrs</th>
<th>Benefits</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Outreach Coordinator</td>
<td>$19.23</td>
<td>118.5</td>
<td>916.00</td>
<td>$3,194.76</td>
</tr>
<tr>
<td>Education Coordinator Salary &amp; Benefits</td>
<td>$7.00</td>
<td>50</td>
<td>0.00</td>
<td>$350.00</td>
</tr>
<tr>
<td>Education Coordinator Salary &amp; Benefits</td>
<td>$7.00</td>
<td>50</td>
<td>0.00</td>
<td>$350.00</td>
</tr>
<tr>
<td>Education Direct Costs</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Supplies</td>
<td>$50.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials, Events</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel - Lodging</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$5,253.75</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Amounts must match progress report breakdown for Student, Public, Gov., Media and Business

TOTAL MONTHLY INVOICE: $15,195.80

COUNTY OF KNOX

LGP Administrator: Drew Thurman
Phone: # 865-215-5821

Education Contact: Alanna McKee
Phone: # 865-321-0697

SW Admin Contact/Prepared by: Abby Stairs
Phone: # 865-215-3511

E-mail Address: Draw@knoxsvcs.org or abby@knoxschools.org

I. LITTER COLLECTION SECTION:

Collection personnel see Knox County Litter Code 4-512 (prisoners, county employees)

Total number of people working on collecting during the month: 27 Adopt-A-Road Volunteers [ADD TOGETHER THE NUMBER OF PERSONNEL FOR EACH DAY, FOR EXAMPLE: 3 WORKERS FOR 5 DAYS = 3 WORKERS X 5 DAYS = 15 WORKER DAYS]

Knox County employees performed TDOT approved activities during Covid-19 as recorded on time cards.

Total county roadside miles covered during the month: 15 Miles

Total state roadside miles covered during the month:

List of roads: see attached

How many total pounds (lbs.) of litter were collected: 1,055 Lbs.

(FROM ROADSIDE COLLECTIONS ONLY)

How many pounds of recycling material were collected: (FROM ROADSIDE COLLECTIONS ONLY)

aluminum: ___ # lbs. ___ glass: ___ # lbs. ___ paper: ___ # lbs. ___ other # lbs.

TOTAL: ___ # lbs. ___ Verifies Receipt/Net

Illegal dump sites picked up: 0 Illegal Dump Sites (Impacted by Covid-19)

Public complaints addresses: 0 Public Complaints Addressed (Impacted by Covid-19)

Adopt-A-Road cleanups: 10 AAR Cleanups

Litter collection supplies: $0.00

II. LITTER EDUCATION SECTION: See Litter Education report attached.

List any local organizations that partnered with LGP during the month:

Number of volunteers involved with LGP projects during the month: ___________ 

Number of volunteer hours: ___________ 

List any donations of materials, goods or services for LGP projects received during the month:

What was the value of the donations: ___________ 

Please attach samples of educational or awareness materials used:

Documentation: Include pictures of volunteers, clean-up sites, other LGP activities, and "before & after" photos. Please include one newspaper clipping about your LGP.

III. LITTER GRANT PROCESSING

****Please return Monthly Progress Report and Invoice and Schedule Sheets for reimbursements by the 15th of the next month****
Education Expenses

Student Education: $1,313.44 spent.

Public Education: $1,313.44 spent.

Media Education: $1,313.44 spent.

Business Education: $788.45 spent.

Government Education: $555.38 spent.

TOTAL $3,553.75 EDUCATION

***This total has to match Schedule 3 total for Education***
Education Expenses

April 2020 Activity Report

Student Education $3,313.44 spent:
- 4/13/20 UTK Environment & Sustainability Talk
  - 23 attendees
- Education Videos: At Home Activities with KKB
  - 4/3/20 Springtime Recycled Craft
    - 1,400 reached
  - 4/10/20 Litter Lookers
    - 595 reached
- Sustainable Story Time with KKB
  - 4/22/20 Nancy and Staggy Love Tennessee
    - 800 reached
  - 4/28/20 Michael Recycle and Litterbug Doug
    - 1,500 reached
  - 5/1/20 Wasteville Wizard
    - 1,200 reached

Public Education $3,313.44 spent:
- Earth Month Trivia
  - Week 1 Trivia
    - 800 reached
  - Week 2 Recycling
    - 2,200 reached
  - Week 3 Pollution
    - 500 reached
  - Week 4 Water
    - 500 reached

Media Education $3,313.44 spent:
- Facebook
  - 21 new page likes
  - 406 page views
  - 39 posts
  - 12,666 people reached
- Instagram
  - 3 posts
  - 91 post likes
- Twitter
  - 3 tweets
  - 1,405 tweets impressions
  - 0 new followers
  - 8 profile visits
- Newsletter
  - Sent 4/12/20 to 3,245 recipients
  - 4/26/20 WW Media - EPE Letter
Education Expenses

Business Education $46,000 spent:
• 4/20/20 Fast Food Restaurant Litter Survey

Government Education $155,300 spent:
• Due to COVID-19, we utilized social media and our newsletter to educate residents within the community about solid waste updates.
<table>
<thead>
<tr>
<th>COUNTY ROADS - NAMES</th>
<th>MILES</th>
</tr>
</thead>
<tbody>
<tr>
<td>S. Young St.</td>
<td>3.1</td>
</tr>
<tr>
<td>Hickory Valley</td>
<td>14.1</td>
</tr>
<tr>
<td>Doran Rd.</td>
<td>4.3</td>
</tr>
<tr>
<td>Turntable Rd.</td>
<td>9.8</td>
</tr>
<tr>
<td>Ray Broyles</td>
<td>4.9</td>
</tr>
<tr>
<td>Mose Dr.</td>
<td>3.7</td>
</tr>
<tr>
<td>N. Spring St.</td>
<td>3.7</td>
</tr>
<tr>
<td>Guern Spring Mtn. Rd.</td>
<td>5.5</td>
</tr>
<tr>
<td>Pine Thicket Rd.</td>
<td>1.1</td>
</tr>
<tr>
<td>Eastland Rd.</td>
<td>12.7</td>
</tr>
<tr>
<td>Airport Rd.</td>
<td>0.6</td>
</tr>
<tr>
<td>Paul Ruby Rd.</td>
<td>6.3</td>
</tr>
<tr>
<td>N. Robin Hood Rd.</td>
<td>0.8</td>
</tr>
<tr>
<td>Armstrong Rd.</td>
<td>4.8</td>
</tr>
<tr>
<td>Fremont Rd.</td>
<td>5.5</td>
</tr>
<tr>
<td>Mayberry</td>
<td>12</td>
</tr>
<tr>
<td>Onward Rd.</td>
<td>2.8</td>
</tr>
<tr>
<td>Cricket Rd.</td>
<td>3.2</td>
</tr>
<tr>
<td>Cedar Grove Rd.</td>
<td>4.5</td>
</tr>
<tr>
<td>Waymon Mason Rd.</td>
<td>4.5</td>
</tr>
<tr>
<td>Thacker Rd.</td>
<td>4.2</td>
</tr>
<tr>
<td>Buffalo Rd.</td>
<td>7.8</td>
</tr>
<tr>
<td>Lester Platt Rd.</td>
<td>1.5</td>
</tr>
<tr>
<td>Haston Rd.</td>
<td>6.3</td>
</tr>
<tr>
<td>Lost Creek Rd.</td>
<td>5.6</td>
</tr>
<tr>
<td>Oki Union Rd.</td>
<td>3.1</td>
</tr>
<tr>
<td>River Hill Rd.</td>
<td>2.4</td>
</tr>
<tr>
<td>McBride Rd.</td>
<td>3.3</td>
</tr>
<tr>
<td>Big Bottom Rd.</td>
<td>8.9</td>
</tr>
<tr>
<td>White’s Cave Rd.</td>
<td>4.5</td>
</tr>
<tr>
<td>HWY 111</td>
<td>22.6</td>
</tr>
</tbody>
</table>

**COUNTY ROAD TOTAL MILES:** 178.2
# Litter Grant Time Sheet

**Schedule 1 & 3**

**LITTER GRANT PROGRAM**  
*
**DATE:** 5/15/2023  
**COUNTY:** Rhea

<table>
<thead>
<tr>
<th>Employee Time Sheet</th>
<th>Dates</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EMPLOYEE NAME:</strong> Tommy Ballard</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Program/Source Days | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | Hours |
|---------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|
| County Hours Worked | 8 | 8 | 8 | 4 | 4 | 6 | 8 | 8 | 8 | 8  | 4  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 80  | Hours |
| Litter Grant Hours Worked | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 80  | Hours |
| Educational Litter Grant Hours Worked | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 80  | Hours |

- Annual Leave: 0
- Sick Leave: 0
- Holiday: 0

**Total Litter Grant Hours Worked:** 80

**Supervisor Signature**

**Employee Signature** Tommy G. Ballard

- County Hours Worked: 80
- Only hrs worked on Litter Grant: 48
- Only hrs worked on educational Litter Grant: 40
- LGIP does not pay for hrs below:
  - Annual Leave: 0
  - Sick Leave: 0
  - Holiday: 0
# Litter Grant Time Sheet

**Schedule 1**

## Litter Grant Program

**MONTH:** April  
**DATE:** 03/01/2020  
**COUNTY:** Polk

### Employee Time Sheet

<table>
<thead>
<tr>
<th>Employee Name: Tom Nelson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates 04-01-2020-03-2020</td>
</tr>
</tbody>
</table>

| Date       | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | Total |
|------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| **County Hours Worked** |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 176 |
| **Litter Pickup Hours Worked** | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 176 |
| **Educational Hours Worked** |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| **Annual Leave** |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| **Sick Leave** |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| **Holiday** |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| **Total Hours Worked on LGP** |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 176 |

**Supervisor Signature**

**Employee Signature**

County Hours Worked  
Total Hrs worked on Litter Grant 176

LGP does not pay for hrs below:  
Annual Leave  
Vacation  
Sick Leave  
Holiday  
Benevolence
# Litter Grant Reimbursement Breakdown

## Payment Stub Report

### 711-21 Semi Monthly Salary

<table>
<thead>
<tr>
<th>ID #</th>
<th>Name On Pymt</th>
<th>Loc</th>
<th>Location: 010</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hrs/ Days</th>
<th>Rate</th>
<th>Current</th>
<th>CYTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>0.0000</td>
<td>1,480.77</td>
<td></td>
</tr>
<tr>
<td>Overtime</td>
<td>0.0000</td>
<td>99.70</td>
<td></td>
</tr>
<tr>
<td>Other Pay</td>
<td>0.0000</td>
<td>218.39</td>
<td></td>
</tr>
<tr>
<td>Gross Pay</td>
<td></td>
<td>1,708.86</td>
<td>10,653.48</td>
</tr>
<tr>
<td>FIT</td>
<td></td>
<td>116.96</td>
<td>601.16</td>
</tr>
<tr>
<td>Social Security</td>
<td></td>
<td>102.23</td>
<td>592.29</td>
</tr>
<tr>
<td>Medicare</td>
<td></td>
<td>23.91</td>
<td>139.69</td>
</tr>
<tr>
<td>SST</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LTT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Retirement</td>
<td></td>
<td>89.94</td>
<td>534.18</td>
</tr>
<tr>
<td>Other Deductions</td>
<td></td>
<td>149.96</td>
<td>1,049.22</td>
</tr>
<tr>
<td>Benefits</td>
<td></td>
<td>449.74</td>
<td>3,148.18</td>
</tr>
<tr>
<td>Net Pay</td>
<td></td>
<td>1,318.69</td>
<td>7,761.44</td>
</tr>
<tr>
<td>Southeast Bank Leave</td>
<td>Earned</td>
<td>1,318.69</td>
<td>7,761.44</td>
</tr>
</tbody>
</table>

**Accum**

<table>
<thead>
<tr>
<th>ID #</th>
<th>Name On Pymt</th>
<th>Loc</th>
<th>Location: 010</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hrs/ Days</th>
<th>Rate</th>
<th>Current</th>
<th>CYTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>0.0000</td>
<td>1,480.77</td>
<td></td>
</tr>
<tr>
<td>Overtime</td>
<td>0.0000</td>
<td>99.70</td>
<td></td>
</tr>
<tr>
<td>Other Pay</td>
<td>0.0000</td>
<td>218.39</td>
<td></td>
</tr>
<tr>
<td>Gross Pay</td>
<td></td>
<td>1,708.86</td>
<td>10,653.48</td>
</tr>
<tr>
<td>FIT</td>
<td></td>
<td>116.96</td>
<td>601.16</td>
</tr>
<tr>
<td>Social Security</td>
<td></td>
<td>102.23</td>
<td>592.29</td>
</tr>
<tr>
<td>Medicare</td>
<td></td>
<td>23.91</td>
<td>139.69</td>
</tr>
<tr>
<td>SST</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LTT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Retirement</td>
<td></td>
<td>79.74</td>
<td>613.92</td>
</tr>
<tr>
<td>Other Deductions</td>
<td></td>
<td>149.96</td>
<td>1,195.68</td>
</tr>
<tr>
<td>Benefits</td>
<td></td>
<td>449.74</td>
<td>3,148.18</td>
</tr>
<tr>
<td>Net Pay</td>
<td></td>
<td>1,160.79</td>
<td>8,922.23</td>
</tr>
<tr>
<td>Southeast Bank Leave</td>
<td>Earned</td>
<td>1,160.79</td>
<td>8,922.23</td>
</tr>
</tbody>
</table>

**Accum**

**Current Taxable Gross**: 1,558.96
**CYTD Taxable Gross**: 9,099.58

**Current Taxable Gross**: 1,365.01
**CYTD Taxable Gross**: 10,464.59

---

**TDOT Department of Transportation**
Proper Documentation

- Documentation – Submit legible receipts/invoices requesting reimbursement
- Timesheets - Submit Signed Litter Grant Timesheets including Employee’s signature and Supervisor’s signature
- Submit copies of the front and back of signed canceled checks
- Include photos of any promotional items purchased or events
### GOOD EXAMPLE

**Example Invoice Details**

#### Company Information
- **Vendor:** HIGHLAND CORPORATION
- **Address:** PO Box 80, INC
- **Contact:** 615-821-4979

#### Invoice Details
- **Invoice Date:** 07/26/2021
- **Due Date:** 08/26/2021
- **Invoice Number:** 4950
- **Account Number:** 2913070020
- **Purchase Order Number:** PO-0200000

#### Items

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
<th>Quantity</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIFETIME G2 V2</td>
<td>$2,300</td>
<td>1</td>
<td></td>
<td>$2,300</td>
</tr>
<tr>
<td>LIFETIME G2 V2</td>
<td>$2,300</td>
<td>1</td>
<td></td>
<td>$2,300</td>
</tr>
</tbody>
</table>

**Notes:**
- **Description:** After Grant Review
- **Comments:** Further action needed.

---

**Schedule 2**

- **Total:** $2,300

**Approval:**

- **Signature:** [Signature]
- **Date:** 08/27/2021

---

**TDOT Department of Transportation**

---

**Details:**
- **Vendor:** HDR Tolk LLC
- **Address:** 601-1000
- **Contact:** 615-821-4979

---

**Contact Information**

- **City:** Nashville
- **State:** TN
- **Zip Code:** 37282

---

**Financial Management Approval:**

- **Signature:** [Signature]
- **Date:** 08/27/2021
GOOD EXAMPLE
Travel Reimbursement

• The travel expenses such as mileage, per diem and lodging need to be presented in details on your invoice
• Reimbursement for mileage is $0.47 a mile
• Reimbursement for a travel day is 75% of the full amount
• You can check these links for further details:
  https://www.perdiem101.com/conus
Travel Reimbursement

- Travel must be preapproved from the Highway Beautification Office
- This does Not include Litter Grant Spring or Fall Training or TDOT sponsored events

- Complete the Travel Request Form

- Travel Request Online Form

- For travel reimbursement, please include:
  - Travel Claim (gas, meals, lodging receipts)
  - Conference Agenda and Registration (Form and Fees)
# TDOT Litter Grant Travel Request Form

All travel must be preapproved if you plan to ask for reimbursement from TDOT Litter Grant Funds. Please submit and send this form and a copy of the conference or meeting agenda to Susan Stokes at susan.stokes@tn.gov.

## Form Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>County</td>
<td>Dyer</td>
</tr>
<tr>
<td>Employee</td>
<td>John Pleasant</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:jpleasant@co.dyer.tn.us">jpleasant@co.dyer.tn.us</a></td>
</tr>
<tr>
<td>Position</td>
<td>Dyer County Solid Waste Coordinator</td>
</tr>
<tr>
<td>Event Location</td>
<td>gatlinburg In</td>
</tr>
<tr>
<td>Event Dates</td>
<td>October 21 thru 23</td>
</tr>
<tr>
<td>Event Title</td>
<td>TSWDA fall conference</td>
</tr>
<tr>
<td>Description of Event</td>
<td>Solid Waste Directors annual conference to receive updates</td>
</tr>
</tbody>
</table>

## Approved by:

Completed form to be approved by TDOT HBO staff.
### WEAKLEY COUNTY
#### CLAIN FOR TRAVELING EXPENSES
Feb 12–14, 2023

This claim must be prepared in accordance with travel regulations.

<table>
<thead>
<tr>
<th>DATE</th>
<th>PLACE DEPT</th>
<th>TIME LEFT</th>
<th>PLACE ARRIVED</th>
<th>TIME ARRIVED</th>
<th>TRANSPORTATION</th>
<th>SUBSISTENCE</th>
<th>OTHER EXPENSES</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/12/20</td>
<td>Longview, TX</td>
<td>2:00 p.m.</td>
<td>Beaumont, TX</td>
<td>12:00 p.m.</td>
<td>Mileage: 200.00 Miles</td>
<td>Lodging: $50.00</td>
<td>Travel Day: $41.75</td>
<td>$51.75</td>
</tr>
<tr>
<td>2/13/20</td>
<td>Beaumont, TX</td>
<td>9:00 a.m.</td>
<td>Columbus, TN</td>
<td>8:00 a.m.</td>
<td>Mileage: 300.00 Miles</td>
<td>Lodging: $50.00</td>
<td>Travel Day: $39.00</td>
<td>$81.75</td>
</tr>
</tbody>
</table>

**Notes:**
- Mileage reimbursement is based on actual mileage.
- Lodging: $50.00 per night.
- Travel Day: $40.00 per day.

---

**Name:** Yolanda Harris

**Address:** 128 S. Second Street, Menasha, TN 38013

**Beaufort Hotel:**
- Room Number: 304
- Rate: $82.50

**GROSS AMOUNT OF CLAIM:** $82.50

**AMOUNT DUE CLAIMANT:** $82.50

**AMOUNT DUE STATE:** $0.00

---

**Additional Specifics on Purpose:**
- Keep America Beautiful National Conference

---

**TDOT**

**Department of Transportation**

---

**Welcome to Weakley County!**

**Keep That We Love.**

**Keep your TRASH till you get home.**

Weakley County Highway Department Better... Great TNDOT
# Education Mileage Reimbursement

<table>
<thead>
<tr>
<th>Date</th>
<th>Starting Point</th>
<th>Destination</th>
<th>Purpose of Travel</th>
<th>Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/4/2020</td>
<td>KKB</td>
<td>New Hopewell Elementary</td>
<td>Education</td>
<td>8.2</td>
</tr>
<tr>
<td>2/6/2020</td>
<td>3437 Keith Ave</td>
<td>Beaver Ridge United Methodist Church</td>
<td>Cleanup</td>
<td>9.3</td>
</tr>
<tr>
<td>2/10/2020</td>
<td>KKB</td>
<td>South Knox Community Center</td>
<td>Outreach</td>
<td>5.6</td>
</tr>
<tr>
<td>2/12/2020</td>
<td>KKB</td>
<td>3300 Sutherland Ave</td>
<td>Outreach</td>
<td>7.2</td>
</tr>
<tr>
<td>2/18/2020</td>
<td>Shannondale Elementary</td>
<td>New Hopewell Elementary</td>
<td>Education</td>
<td>8.3</td>
</tr>
<tr>
<td>2/19/2020</td>
<td>Shannondale Elementary</td>
<td>KKB</td>
<td>Education</td>
<td>8.3</td>
</tr>
<tr>
<td>2/20/2020</td>
<td>Shannondale Elementary</td>
<td>KKB</td>
<td>Education</td>
<td>8.3</td>
</tr>
<tr>
<td>2/21/2020</td>
<td>Shannondale Elementary</td>
<td>KKB</td>
<td>Education</td>
<td>8.3</td>
</tr>
<tr>
<td>2/22/2020</td>
<td>3437 Keith Ave</td>
<td>Ijams</td>
<td>Outreach</td>
<td>7.3</td>
</tr>
</tbody>
</table>

I verify this to be true and correct to the best of my knowledge.

**Signature**

Director Signature

3/2/2020

Total Miles @0.47 per mile: $33.28

Parking Reimbursement (Attach Parking Receipt): 0

Total Amount Reimbursable: $33.28
Nobody Trashes Tennessee

FREE COMMUNITY RECYCLE EVENT
Brought to you by: Morristown-Hamblen Beautiful

WHEN
March 14, 2020
9am – 1pm

WHERE
Hamblen County Courthouse
511 West 2nd North Street, Morristown, TN 37814

ACCEPTABLE ITEMS:

- Anti-Freeze
- Batteries (Auto or Forklift)
- Cardboard
- Electronic (E-Waste)
- Paint (Latex or Oil Based)
- Paper Shredding
- Plastic
- Scrap Metal
- Used Oil
- Old Medicines

*Please watch as the time approaches if additional acceptable items have been added to list.

Please contact:
Brittany.R.Morris@tn.gov

KEEP MAURY BEAUTIFUL

KEEP MAURY BEAUTIFUL

BOTTLES CANS CLEANUP DIRTY
DUMP GLASS LITTER PAPER
PLASTIC RECYCLE PAPER
STRAWS TRASH REUSE WRAPPERS

Litter stops with you

Need Nobody Trashes Tennessee
Branding Guidelines?
Please contact:
Brittany.R.Morris@tn.gov
Common Mistakes

- Roads Lists are missing
- Invoices/Receipts are missing
- Scanned Pages are missing
- Signatures are missing
- Formulas are missing. Calculations are incorrect
- Scan and Send all Litter Grant Invoices as a .pdf file to: tdot.hbo.invoices@tn.gov
Review in Litter Grant 2020

• Invoices are due on the 15th of the month.

• Submit **ALL** Litter Grant Invoices to: tdot.hbo.invoices@tn.gov

• Travel Request Forms: Submit **ALL** Travel Requests to: https://www.tn.gov/content/tn/tdot/environmental-home/environmental-highway-beautification-office/beautification-litter-grant/litter-grant-travel-form.html

• **Keep Tennessee Beautiful (KTnB)** has made Nobody Trashes Tennessee Merchandise available for purchase through their website at: http://www.keeptnbeautiful.org

• Please note: that KTnB’s website is being updated at this time and their updated website will be live soon!
Questions

1. We have some money left in salaries and direct cost. Can we spend that on education in schedule 3? Yes

2. Is this training required to submit FY-21 invoices? Yes

3. Can I purchase a couple of tables, cooler, water and ice for us to use during litter pickup events? Yes

4. Do I need to submit my invoices only to tdot.hbo.invoices@tn.gov? Yes

5. Is supporting documentation needed to receive reimbursement for schedules 2 and 3? Yes
Litter Grant Reimbursement

Invoices & Common Mistakes

Susan Stokes, Financial Coordinator | Summer 2020
FY-21 Contracts Outstanding

- Cannon
- Claiborne
- Davidson
- Humphreys
- Lake
- Marshall
- Maury
- Meigs
- Montgomery
- Moore
- Rutherford
- Union
- Washington
- Williamson
Time Frame

- Submit invoices to TDOT **EVERY MONTH**
- Send Invoices Only to: tdot.hbo.invoices@tn.gov
- Invoices **ARE DUE on the 15th** of the following 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 chronologically; All previous months must be submitted before payment can be authorized for a subsequent month
Time Frame

• ALL FY-20 Invoices are required to be submitted no later than August 30\textsuperscript{th} or you will not be reimbursed for FY-20 by August 30\textsuperscript{th}. The majority of the county’s have done an excellent job submitting invoices in a timely manner. However, due to Covid-19 and various other reasons, we have not received some of the county’s invoices.

• Per our Litter Grant Contract, Section C.7., you have sixty (60) days from June 30\textsuperscript{th}, to submit remaining invoices or you will not be paid.

\begin{center}
\begin{tabular}{|c|c|c|c|}
\hline
\textbf{Begin Date} & \textbf{End Date} & \textbf{Agency Tracking #} & \textbf{Edison ID} \\
\hline
7/1/2020 & 6/30/2021 & 40100-15520 & 65794 \\
\hline
\end{tabular}
\end{center}

C.7. Disbursement Reconciliation and Close Out. The Grantee shall submit any final invoice and a grant disbursement reconciliation report within sixty (60) days of the Grant Contract end date, in form and substance acceptable to the State.
**LITTER GRANT INVOICE/SCHEDULE SHEET**

**REIMBURSEMENT FORM**

**COUNTY:** KNOX

**REMITTANCE/PAY TO ADDRESS:**
Knox County Government
400 Main Street, Ste. 630
Knoxville, TN 37902

**DATE PREPARED:** AUGUST 1, 2020

**INVOICE #:** 2021KNOXJULY

**CONTRACT #:** Project # 221LIT947

**PROJECT #:** 47-500-4021-04

**MONTH REQUESTING REIMBURSEMENT:** JULY

**YEAR:** 2020

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Benefits (Per Schedule 1 Attached)</td>
<td>$7,816.61</td>
</tr>
<tr>
<td>Direct Cost (Per Schedule 2 Attached)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Education Cost (Per Schedule 3 Attached)</td>
<td>$3,756.33</td>
</tr>
<tr>
<td><strong>Total Monthly Invoice</strong></td>
<td><strong>$11,613.94</strong></td>
</tr>
</tbody>
</table>

I certify that promotional items purchased with funds from the Litter Grant display both an anti-littering message and sponsorship by the Tennessee Department of Transportation, and that the above amounts are true and accurate to the best of my knowledge and belief.

Signature: ________________________________
Title: ________________________________

FOR TDOT PERSONNEL USE ONLY

Approved by: ________________________________
Date: ________________________________

REvised: FEB 2016 TDO
## Schedule Sheet

**INVOICE #** 2021KnoxJuly

**CONTRACT #** [Redacted]

**REIMBURSEMENT MONTH** July

### Schedule 1 - Most match time sheets

<table>
<thead>
<tr>
<th>Salaries and Benefits</th>
<th>Employees</th>
<th>Title</th>
<th>Per Rate Hr.</th>
<th>Total Hrs.</th>
<th>Benefits</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Labor</td>
<td>$10.79</td>
<td>167.90</td>
<td>$1,211.21</td>
<td>$3,018.64</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Labor</td>
<td>$10.79</td>
<td>160.00</td>
<td>$511.67</td>
<td>$2,208.07</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Labor</td>
<td>$10.79</td>
<td>142.00</td>
<td>$1,026.82</td>
<td>$2,559.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>TOTAL</strong></td>
<td>$7,815.61</td>
</tr>
</tbody>
</table>

### Schedule 2 - Most match receipts

<table>
<thead>
<tr>
<th>Direct Cost</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle &amp; Trailer Purchase under $4,266.99</td>
<td>$0.00</td>
</tr>
<tr>
<td>Vehicle Operational Cost, Repair, Service, Fuel, Oil, Tires</td>
<td>$0.00</td>
</tr>
<tr>
<td>Equipment/Rental</td>
<td>$0.00</td>
</tr>
<tr>
<td>Landfill</td>
<td>$0.00</td>
</tr>
<tr>
<td>Meals</td>
<td>$0.00</td>
</tr>
<tr>
<td>Supplies/Liter</td>
<td>$0.00</td>
</tr>
<tr>
<td>Pickup/Safety</td>
<td>$0.00</td>
</tr>
<tr>
<td>TDOT Sponsored Training, Travel, Training/Lodging</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong> $0.00</td>
</tr>
</tbody>
</table>

### Schedule 3 - Most match time sheet for educator & receipts for costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Per Rate Hr.</th>
<th>Total Hrs.</th>
<th>Benefits</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Coordinator</td>
<td>$19.23</td>
<td>137.5</td>
<td>$1,062.87</td>
<td>$3,707.00</td>
</tr>
<tr>
<td>Community Outreach Coordinator</td>
<td>$13.50</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Staff Support</td>
<td>$5.63</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Education Direct Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Supplies</td>
<td>$33.80</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meetings, Events</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**TDOT**
Department of Transportation
Recipients are to maintain all paperwork and invoice packets for the previous **three fiscal years** in order to be prepared for TDOT desk audits and reviews.

New TDOT Finance Auditor is Ms. Andrea Lucado

Andrea.Lucado@tn.gov
Monthly Invoice Checklist

1. TDOT Reimbursement Form
2. Schedule Sheet
3. Monthly Progress Report
4. Education Sheet
5. Road List
6. Time Sheets
7. Receipts/Invoices
8. Photos of Events/Items Purchased
SERVICE DATE: 4/30/2020
R:0068481530
V:00980134

RECEIVED
By Teshora Ann Davis at 9:05 am, Jun 10, 2020

REVIEWED
By Susan Stokes at 1:30 pm, Jun 23, 2020

LITTER GRANT INVOICE/SCHEDULE
REIMBURSEMENT FORM

COUNTY: KNOX

REMITTANCE/PAY TO ADDRESS:
 Knox County Government
 430 Main Street, Ste. 436
  Knoxville, TN 37902

DATE PREPARED: May 28, 2020

INVOICE # 1200RNOX-0141

PROJECT # 4768-4038-44

MONTH REQUESTING REIMBURSEMENT: April

YEAR: 2020

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Benefits (Per Schedule 1 Attached)</td>
<td>$9,642.00</td>
</tr>
<tr>
<td>Overtime (Per Schedule 2 Attached)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Education Cost (Per Schedule 3 Attached)</td>
<td>$5,253.75</td>
</tr>
<tr>
<td>Total Monthly Invoice</td>
<td>$15,195.75</td>
</tr>
</tbody>
</table>

I certify that promotional items purchased with funds from the Litter Grant display both an
and branding message and sponsorship by the Tennessee Department of Transportation,
and that the above amounts are true and accurate to the best of my knowledge and belief.

Signature: [Signature]
Title: [Title]

FOR TDOT PERSONNEL USE ONLY

APPROVED
By Denise Baker at 10:17 pm, Jun 25, 2020
Schedule Sheet

INVOICE #: 1020KNXAPRIL
CONTRACT #: and REIMBURSEMENT MONTH: APRIL

Schedule 1 - Must match time sheet:

<table>
<thead>
<tr>
<th>Employees</th>
<th>Title</th>
<th>Per Rate Hr</th>
<th>Total Hrs</th>
<th>Benefits</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Laborer</td>
<td>$10.79</td>
<td>192.50</td>
<td>$1,948.40</td>
<td>$2,042.37</td>
</tr>
<tr>
<td></td>
<td>Laborer</td>
<td>$10.00</td>
<td>100.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td></td>
<td>Laborer</td>
<td>$10.00</td>
<td>00.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

TOTAL: $9,942.00

Schedule 2 - Must match receipts:

<table>
<thead>
<tr>
<th>Direct Cost</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle &amp; Trailer Purchase under $4,299.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Vehicle Operational Cost, Repair, Service, Fuel, Oil, Tires</td>
<td>$0.00</td>
</tr>
<tr>
<td>Purchasers/Rental</td>
<td>$0.00</td>
</tr>
<tr>
<td>Landfill</td>
<td>$0.00</td>
</tr>
<tr>
<td>Meals</td>
<td>$0.00</td>
</tr>
<tr>
<td>Supplies/Char PickUp/Safety</td>
<td>$0.00</td>
</tr>
<tr>
<td>TDOOT Sponsored Training, Travel Training/Lodging</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

TOTAL: $0.00

Schedule 3 - Must match time sheet for educator & receipts for costs:

<table>
<thead>
<tr>
<th>Education</th>
<th>Per Rate Hr</th>
<th>Total Hrs</th>
<th>Benefits</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Outreach Coordinator</td>
<td>$19.23</td>
<td>118.5</td>
<td>$1,916.00</td>
<td>$3,316.75</td>
</tr>
<tr>
<td>Education Coordinator Salary &amp; Benefits</td>
<td>$7.00</td>
<td>173</td>
<td>0.00</td>
<td>$1,211.00</td>
</tr>
<tr>
<td>Education Coordinator Salary &amp; Benefits</td>
<td>$7.00</td>
<td>106</td>
<td>0.00</td>
<td>$703.00</td>
</tr>
</tbody>
</table>

Education Direct Costs:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>$0.00</td>
</tr>
<tr>
<td>Instructional Supplies</td>
<td>$55.00</td>
</tr>
<tr>
<td>Materials, Events</td>
<td>$0.00</td>
</tr>
<tr>
<td>Training</td>
<td>$0.00</td>
</tr>
<tr>
<td>Travel - Lodging</td>
<td>$31.90</td>
</tr>
</tbody>
</table>

TOTAL: $5,253.75

Amounts must match progress report break down for Student, Public, Gov., Media and Business

TOTAL MONTHLY INVOICE: $15,195.83

COUNTY OF KNOX

LGP Administrator: Drew Thomas
Phone: # 865-575-5821

Education Contact: Allison McKean
Phone: # 865-221-6997

SW Admin Contact/Prepared by: Abby Sivas
Phone: # 865-211-5518

EMAIL ADDRESS: (genfrom above)@knoxcounty.org or abby.sivas@knoxcounty.org

I. LITTER COLLECTION SECTION:

Collection personnel are Knox County Library Crew & TDEC (Enforcement/prisoners, county employees)

Total number of people working on collecting for the month: 27 Adopt-A-Road Volunteers

*ADD TOGETHER THE NUMBER OF PERSONNEL FOR EACH DAY. FOR EXAMPLE: 3 WORKERS FOR 5 DAYS X 3 WORKERS X 5 DAYS = 45 (5 WORKERS)

*Knox County employees performed TDOT approved duties during Covid-19 as recorded on time cards:

Total county roadside miles covered during the month: 15 Miles

Total state roadside miles covered during the month:

List of roads: see attached

How many total pounds (lbs) of litter were collected: 1,005 lbs.

(Remove ROADSIDE COLLECTIONS ONLY)

How many pounds of recycling material were collected: FROM ROADSIDE COLLECTIONS ONLY

aluminum # lbs., glass # lbs., paper # lbs., other # lbs., total # lbs.

Waste materials/Recycled

Illegal dump sites picked up: 6 Illegal Dump Sites (Impacted by Covid-19)

Public complaints addressed: 9 Public Complaints Addressed (Impacted by Covid-19)

Adopt-A-Road cleanups: 16 Adopt-A-Road

Litter collection supplies: $6.00

II. LITTER EDUCATION SECTION: See Litter Education report attached.

List any local organizations that partnered with LGP during the month:

Number of volunteers involved with LGP projects during the month:

Number of volunteer hours:

List any donations of materials, goods or services for LGP projects received during the month:

What was the value of the donations:

Please attach samples of educational or awareness materials used:

Documentation: Include pictures of volunteers clean-up sites, other LGP activities, and "Before After" photos. Please include one newspaper clipping about your LGP.

III. LITTER GRANT PROCESSING

**** Please return Monthly Progress Report and Invoice and Schedule Sheets for reimbursements by the 15th of the next month****
Education Expenses

Student Education: $1,213.64 spent.

Public Education: $1,313.44 spent.

Media Education: $1,313.44 spent.

Business Education: $788.45 spent.

Government Education: $525.38 spent.

**TOTAL $5,253.75 EDUCATION**

***This total has to match Schedule 3 total for Education***
Education Expenses

April 2020 Activity Report

Student Education $3,193.64 spent:
- 4/11/20 UT/UTC Environment & Sustainability Talk
  - 28 attendees
- Education Videos At Home Activities with KKB
  - 4/6/20 Springtime Recycled Craft
    - 1,400 reached
  - 4/10/20 Litter Locators
    - 985 reached
- Sustainable Story time with KKB
  - 4/22/20 Nancy and Shaggy Love Tennessee
    - 800 reached
  - 4/28/20 Michael Recycle and Litterbug Doug
    - 1,400 reached
  - 4/27/20 Warriwile Wizard
    - 1,200 reached

Public Education $1,311.44 spent:
- Earth Month Trivia
  - Week 2 Trivia
    - 815 reached
  - Week 2 Recycling
    - 2,121 reached
  - Week 2 Pollution
    - 502 reached
  - Week 2 Water
    - 622 reached

Media Education $1,313.44 spent:
- Facebook
  - 21 new page likes
  - 406 page views
  - 39 posts
  - 12,666 people reached
- Instagram
  - 3 posts
  - 91 post likes
- Twitter
  - 3 tweets
  - 1,405 tweet impressions
  - 0 new followers
  - 8 profile visits
- Newsletter
  - Sent 4/30/20 to 3266 recipients
  - 4/29/2000 WATCH TV - FFE Letter
Education Expenses

Business Education $49.64 spent:
- 4/29/20 Fast Food Restaurant Litter Survey

Government Education $195.36 spent:
- Due to COVID-19, we utilized social media and our newsletter to educate residents within the community about solid waste updates.
## County Road List Example

<table>
<thead>
<tr>
<th>COUNTY ROADS - NAMES</th>
<th>MILES</th>
</tr>
</thead>
<tbody>
<tr>
<td>S. Young St.</td>
<td>3.1</td>
</tr>
<tr>
<td>Hickory Valley</td>
<td>14.1</td>
</tr>
<tr>
<td>Doran Rd.</td>
<td>4.3</td>
</tr>
<tr>
<td>Turntable Rd.</td>
<td>9.8</td>
</tr>
<tr>
<td>Ray Broyles</td>
<td>4.9</td>
</tr>
<tr>
<td>Mose Dr.</td>
<td>3.7</td>
</tr>
<tr>
<td>N. Spring St.</td>
<td>3.7</td>
</tr>
<tr>
<td>Gum Spring Mtn. Rd.</td>
<td>5.5</td>
</tr>
<tr>
<td>Pine Thicket Rd.</td>
<td>1.1</td>
</tr>
<tr>
<td>Eastland Rd.</td>
<td>12.7</td>
</tr>
<tr>
<td>Airport Rd.</td>
<td>0.6</td>
</tr>
<tr>
<td>Paul Ruby Rd.</td>
<td>6.3</td>
</tr>
<tr>
<td>N. Robin Hood Rd.</td>
<td>0.8</td>
</tr>
<tr>
<td>Armstrong Rd.</td>
<td>4.8</td>
</tr>
<tr>
<td>Fremont Rd.</td>
<td>5.5</td>
</tr>
<tr>
<td>Mayberry</td>
<td>12</td>
</tr>
<tr>
<td>Onward Rd.</td>
<td>2.8</td>
</tr>
<tr>
<td>Cricket Rd.</td>
<td>3.2</td>
</tr>
<tr>
<td>Cedar Grove Rd.</td>
<td>4.5</td>
</tr>
<tr>
<td>Waymon Mason Rd.</td>
<td>4.5</td>
</tr>
<tr>
<td>Thacker Rd.</td>
<td>4.2</td>
</tr>
<tr>
<td>Buffalo Rd.</td>
<td>7.8</td>
</tr>
<tr>
<td>Lester Flat Rd.</td>
<td>1.5</td>
</tr>
<tr>
<td>Haston Rd.</td>
<td>6.3</td>
</tr>
<tr>
<td>Lost Creek Rd.</td>
<td>5.6</td>
</tr>
<tr>
<td>Old Union Rd.</td>
<td>3.1</td>
</tr>
<tr>
<td>River Hill Rd.</td>
<td>2.4</td>
</tr>
<tr>
<td>McBride Rd.</td>
<td>3.3</td>
</tr>
<tr>
<td>Big Bottom Rd.</td>
<td>8.9</td>
</tr>
<tr>
<td>White’s Cove Rd.</td>
<td>4.5</td>
</tr>
<tr>
<td>HWY 111</td>
<td>22.6</td>
</tr>
</tbody>
</table>

**COUNTY ROAD TOTAL MILES:** 178.2
**Litter Grant Time Sheet**

**LITTER GRANT PROGRAM**
MOVIN: May
DATE: 5/15/2020
COUNTY: Rhea

<table>
<thead>
<tr>
<th>Employee Time Sheet</th>
<th>Dates</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Name:</strong> Tommy Ballard</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Program/Granting Source Days

|          | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | Hours |
|----------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| County Hours Worked | 8 | 8 | 8 | 4 | 4 | 4 | 4 | 4 | 4 | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 8  | 80 |
| Litter Grant Hours Worked | 8 | 8 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 48 |
| Educator Litter Grant Hours Worked | 8 | 8 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 40 |
| Annual Leave |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| Sick Leave |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| Holiday |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |

Total Litter Grant Hours Worked: 88

**Supervisor Signature**

**Employee Signature**

County Hours Worked: 80
Only hrs worked on Litter Grant: 48
Only hrs worked on educational Litter Grant: 40
LGP does not pay for hrs below:
Annual Leave: 0
Sick Leave: 0
Holiday: 0
# Litter Grant Time Sheet

**EMPLOYEE NAME:** Tom Nelson  
**Program/Funding Source Days:** Dates 04-01-2020-30-2020

<table>
<thead>
<tr>
<th>Employee Time Sheet:</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>County Hours Worked</strong></td>
<td></td>
</tr>
<tr>
<td>Litter Pickup Hours Worked</td>
<td>176</td>
</tr>
<tr>
<td>Educational Hours Worked</td>
<td></td>
</tr>
<tr>
<td>Annual Leave</td>
<td></td>
</tr>
<tr>
<td>Sick Leave</td>
<td></td>
</tr>
<tr>
<td>Holiday</td>
<td></td>
</tr>
<tr>
<td>Total Hours Worked on LGP</td>
<td>176</td>
</tr>
</tbody>
</table>

**Supervisor Signature:**  
**Employee Signature:**

- County Hours Worked  
- Total Hrs worked on Litter Grant  
- LGP does not pay for hrs below:  
  - Annual Leave  
  - Vacation  
  - Sick Leave  
  - Holiday  
  - Benevolence
# Litter Grant Reimbursement Breakdown

## Payment Stub Report

### 711-21 Semi Monthly Salary

<table>
<thead>
<tr>
<th>ID #:</th>
<th>Name On Pymt:</th>
<th>Location: 010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>0.0000</td>
<td>1,480.77</td>
</tr>
<tr>
<td>Overtime</td>
<td>0.0000</td>
<td>99.70</td>
</tr>
<tr>
<td>Other Pay</td>
<td>0.0000</td>
<td>218.39</td>
</tr>
<tr>
<td>Gross Pay</td>
<td>0.0000</td>
<td>1,798.86</td>
</tr>
<tr>
<td>FIT</td>
<td>0.0000</td>
<td>116.96</td>
</tr>
<tr>
<td>Social Security</td>
<td>0.0000</td>
<td>102.23</td>
</tr>
<tr>
<td>Medicare</td>
<td>0.0000</td>
<td>23.91</td>
</tr>
<tr>
<td>SIT</td>
<td>0.0000</td>
<td>89.94</td>
</tr>
<tr>
<td>LT</td>
<td>0.0000</td>
<td>149.96</td>
</tr>
<tr>
<td>State Retirement</td>
<td>0.0000</td>
<td>449.74</td>
</tr>
<tr>
<td>Benefits</td>
<td>0.0000</td>
<td>1,315.86</td>
</tr>
<tr>
<td>Net Pay</td>
<td>0.0000</td>
<td>1,315.86</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Leave</th>
<th>Earned</th>
<th>Taken</th>
<th>Accum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Taxable Gross</td>
<td>1,558.96</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CYTD Taxable Gross</td>
<td>9,099.58</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 711-21 Semi Monthly Salary

<table>
<thead>
<tr>
<th>ID #:</th>
<th>Name On Pymt:</th>
<th>Location: 010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>0.0000</td>
<td>1,480.77</td>
</tr>
<tr>
<td>Overtime</td>
<td>0.0000</td>
<td>113.94</td>
</tr>
<tr>
<td>Gross Pay</td>
<td>0.0000</td>
<td>1,594.71</td>
</tr>
<tr>
<td>FIT</td>
<td>0.0000</td>
<td>93.69</td>
</tr>
<tr>
<td>Social Security</td>
<td>0.0000</td>
<td>89.58</td>
</tr>
<tr>
<td>Medicare</td>
<td>0.0000</td>
<td>20.95</td>
</tr>
<tr>
<td>SIT</td>
<td>0.0000</td>
<td>79.74</td>
</tr>
<tr>
<td>LT</td>
<td>0.0000</td>
<td>149.96</td>
</tr>
<tr>
<td>State Retirement</td>
<td>0.0000</td>
<td>449.74</td>
</tr>
<tr>
<td>Benefits</td>
<td>0.0000</td>
<td>1,160.79</td>
</tr>
<tr>
<td>Net Pay</td>
<td>0.0000</td>
<td>1,160.79</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Leave</th>
<th>Earned</th>
<th>Taken</th>
<th>Accum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Taxable Gross</td>
<td>1,365.01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CYTD Taxable Gross</td>
<td>10,464.89</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*** Direct Deposit ***
Proper Documentation

- Documentation – Submit legible receipts/invoices requesting reimbursement
- Timesheets - Submit Signed Litter Grant Timesheets including Employee’s signature and Supervisor’s signature
- Submit copies of the front and back of signed canceled checks
- Include photos of any promotional items purchased or events
GOOD EXAMPLE

Crockett County, T.N.
Litter Onlert Pickup Manager

JUNE 2020

311
0.47
$140.97

Stop Trashing
Crockett Co.

Sponsored by TDOT Litter Grant

Nobody Trashes Tennessee

TENNESSEE DEPARTMENT OF TRANSPORTATION

Office 731-698-3462 | Fax 731-698-4851 | 82 South Mill Street | Nashville, Tennessee 37201

TDOT
Department of Transportation
Travel Reimbursement

- The travel expenses such as mileage, per diem and lodging need to be presented in details on your invoice
- Reimbursement for mileage is $0.47 a mile
- Reimbursement for a travel day is 75% of the full amount
- You can check these links for further details: https://www.gsa.gov/travel/plan-book/per-diem-rates
  https://www.perdiem101.com/conus
Travel Reimbursement

- Travel must be preapproved from the Highway Beautification Office
- This does Not include Litter Grant Spring or Fall Training or TDOT sponsored events

- Complete the Travel Request Form

- Travel Request Online Form

- For travel reimbursement, please include:
  - Travel Claim (gas, meals, lodging receipts)
  - Conference Agenda and Registration (Form and Fees)
Travel Request Form

TDOT Litter Grant Travel Request Form

All travel must be preapproved if you plan to ask for reimbursement from TDOT Litter Grant Funds. Please submit and send this form and a copy of the conference or meeting agenda to Susan Stokes at susan.stokes@tn.gov.

County: ___________________________
Employee: ________________________
Position: _________________________
Event Location: ____________________
Event Date: _______________________
Event Title: _______________________

Description of Event:

Approved by: ______________________ Date: ______________________

Completed form to be approved by TDOT HBO staff.

Formstack Submission For: TDOT Litter Grant Travel Request Form
Submitted at 07/02/20 10:54 AM

County: Dyer
Employee: John Pleasant
Email Address: jpleasant@co.dyer.tn.us
Position: Dyer County Solid Waste Coordinator
Event Location: gatlinburg Tn
Event Date: October 21 thru 23
Event Title: TSNDA Fall conference
Description of Event: Solid Waste Directors annual conference to receive updates.
Copy of the Conference or Meeting Agenda (attach file): Direct Link to Image

TDOT Highway Beautification Office

Take the PLEDGE to make a difference in PLASTIC POLLUTION during SEPTEMBER.
U.S. CONSUMERS = 262 BILL. STRAWS TO WRAP AROUND THE EARTH'S CIRCUMFERENCE 2.5 TIMES A DAY!
Travel Claim Reimbursement

<table>
<thead>
<tr>
<th>Date</th>
<th>Place Left</th>
<th>Time Left</th>
<th>Place Arrived</th>
<th>Time Arrived</th>
<th>Transportation</th>
<th>Subsistence</th>
<th>Other Expenses</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/12/20</td>
<td>Memphis, TN</td>
<td>3:00 p.m.</td>
<td>Weakley, TN</td>
<td>6:00 p.m.</td>
<td>$432.75</td>
<td>$109.75</td>
<td>Travel Day</td>
<td>$742.50</td>
</tr>
<tr>
<td>4/13/20</td>
<td>Weakley, TN</td>
<td>5:00 a.m.</td>
<td>Memphis, TN</td>
<td>8:00 a.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Transportation costs include:
- Mileage
- Meals
- Lodging
- Receipts

Subsistence costs include:
- Breakfast
- Lunch
- Dinner
- Meals on County Credit Card

Additional Information:
- Name: Yolanda Harris
- Keep America Beautiful National Conference
- Peabody Hotel
- 118 S, Second Street
- Memphis, TN 38103
- Amount Due Claimant: $82.50
- Amount Due State: $0.00

Approval:
- Signature: [Signature]
- Date: 2/16/20

[Image of billboard promoting Keep Your Trash off the Road]
## Education Mileage Reimbursement

<table>
<thead>
<tr>
<th>Date</th>
<th>Starting Point</th>
<th>Destination</th>
<th>Purpose of Travel</th>
<th>Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/4/2020</td>
<td>KKB</td>
<td>New Hopewell Elementary</td>
<td>Education</td>
<td>8.2</td>
</tr>
<tr>
<td>2/8/2020</td>
<td>3437 Keith Ave</td>
<td>Beaver Ridge United Methodist Church</td>
<td>Cleanup</td>
<td>9.3</td>
</tr>
<tr>
<td>2/10/2020</td>
<td>KKB</td>
<td>South Knox Community Center</td>
<td>Outreach</td>
<td>5.6</td>
</tr>
<tr>
<td>2/12/2020</td>
<td>KKB</td>
<td>3300 Sutherland Ave</td>
<td>Outreach</td>
<td>7.2</td>
</tr>
<tr>
<td>2/18/2020</td>
<td>Shannondale Elementary</td>
<td>New Hopewell Elementary</td>
<td>Education</td>
<td>8.3</td>
</tr>
<tr>
<td>2/19/2020</td>
<td>Shannondale Elementary</td>
<td>KKB</td>
<td>Education</td>
<td>8.3</td>
</tr>
<tr>
<td>2/20/2020</td>
<td>Shannondale Elementary</td>
<td>KKB</td>
<td>Education</td>
<td>8.3</td>
</tr>
<tr>
<td>2/21/2020</td>
<td>Shannondale Elementary</td>
<td>KKB</td>
<td>Education</td>
<td>8.3</td>
</tr>
<tr>
<td>2/22/2020</td>
<td>3437 Keith Ave</td>
<td>Ijams</td>
<td>Outreach</td>
<td>7.3</td>
</tr>
</tbody>
</table>

I verify this to be true and correct to the best of my knowledge.

**Signature**

**Director Signature**

**Date**: 3/2/2020

**Total Miles @0.47 per mile**: $33.28

**Parking Reimbursement (Attach Parking Receipt)**: 0

**Total Amount Reimbursable**: $33.28
**Nobody Trashes Tennessee**

**FREE COMMUNITY RECYCLE EVENT**

**Brought to you by:**

**“Hamblen County Residents Only”**

**WHEN**
March 14, 2020
9am – 1pm

**WHERE**
Hamblen County Courthouse
511 West 2nd North Street, Morristown, TN 37814

**ACCEPTABLE ITEMS:**
- Anti-Freeze
- Batteries (Auto or Forklift)
- Cardboard
- Electronic (E-Waste)
- Paint (Latex or Oil Based)
- Paper Shredding
- Plastic
- Scrap Metal
- Used Oil
- Old Medicines

*Please watch as the time approaches if additional acceptable items have been added to list.

**KEEP MAURY BEAUTIFUL**

**BOTTLES**
- DUMP
- GLASS
- LITTER
- PLASTIC
- STRAWS

**CANS**
- RECYCLE
- REUSE

**CLEANUP**
- DIRTY
- PAPER
- REUSE

**DIRTY**
- TRASH
- WASTE
- WRAPPERS

Need Nobody Trashes Tennessee Branding Guidelines?
Please contact:
Brittany.R.Morris@tn.gov
Common Mistakes

- Roads Lists are missing
- Invoices/Receipts are missing
- Scanned Pages are missing
- Signatures are missing
- Formulas are missing. Calculations are incorrect
- Scan and Send all Litter Grant Invoices as a .pdf file to: tdot.hbo.invoices@tn.gov
Review in Litter Grant 2020

- Invoices are due on the 15\textsuperscript{th} of the month.
- Submit **ALL** Litter Grant Invoices to: tdot.hbo.invoices@tn.gov
- Travel Request Forms: Submit **ALL** Travel Requests to: 

**Keep Tennessee Beautiful (KTnB)** has made Nobody Trashes Tennessee Merchandise available for purchase through their website at: http://www.keeptnbeautiful.org
- **Please note:** that KTnB’s website is being updated at this time and their updated website will be live soon!
1. We have some money left in salaries and direct cost. Can we spend that on education in schedule 3? **Yes**

2. Is this training required to submit FY-21 invoices? **Yes**

3. Can I purchase a couple of tables, cooler, water and ice for us to use during litter pickup events? **Yes**

4. Do I need to submit my invoices only to tdot.hbo.invoices@tn.gov? **Yes**

5. Is supporting documentation needed to receive reimbursement for schedules 2 and 3? **Yes**
Litter Grant Reimbursement

Invoices & Common Mistakes

Susan Stokes, Financial Coordinator | Summer 2020
FY-21 Contracts Outstanding

- Cannon
- Claiborne
- Davidson
- Humphreys
- Lake

- Marshall
- Maury
- Meigs
- Montgomery
- Moore

- Rutherford
- Union
- Washington
- Williamson
Time Frame

- Submit invoices to TDOT *EVERY MONTH*
- Send Invoices Only to: tdot.hbo.invoices@tn.gov
- Invoices **ARE DUE on the 15th** of the following 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 chronologically; All previous months must be submitted before payment can be authorized for a subsequent month
Time Frame

• ALL FY-20 Invoices are required to be submitted no later than August 30th or you will not be reimbursed for FY-20 by August 30th. The majority of the county’s have done an excellent job submitting invoices in a timely manner. However, due to Covid-19 and various other reasons, we have not received some of the county’s invoices.

• Per our Litter Grant Contract, Section C.7., you have sixty (60) days from June 30th, to submit remaining invoices or you will not be paid.
LITTER GRANT INVOICE SCHEDULE SHEET
REIMBURSEMENT FORM

COUNTY: KNOX

REMITTANCE/PAY TO ADDRESS:
Knox County Government
400 Main Street, Ste. 630
Knoxville, TN 37902

DATE PREPARED: AUGUST 1, 2020

INVOICE #: 2021KNOXJULY

PROJECT #: 47-500-4021-04

MONTH REQUESTING REIMBURSEMENT: JULY
YEAR 2020

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Benefits (Per Schedule 1 Attached)</td>
<td>$7,816.61</td>
</tr>
<tr>
<td>Direct Cost (Per Schedule 2 Attached)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Educational Cost (Per Schedule 3 Attached)</td>
<td>$3,756.53</td>
</tr>
<tr>
<td>Total Monthly Invoice</td>
<td>$11,613.54</td>
</tr>
</tbody>
</table>

I certify that promotional items purchased with funds from the Litter Grant display both an anti-littering message and sponsorship by the Tennessee Department of Transportation, and that the above amounts are true and accurate to the best of my knowledge and belief.

Signature: ____________________________
Title: _______________________________

FOR TDOT PERSONNEL USE ONLY

Approved by: _________________________
Date: _______________________________
### FY-21 Updated Schedule Sheet

#### Schedule Sheet

<table>
<thead>
<tr>
<th>Employees</th>
<th>Title</th>
<th>Per Rate Fr.</th>
<th>Total Hrs.</th>
<th>Benefits</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Laborer</td>
<td>$10.79</td>
<td>167.50</td>
<td>$1,211.21</td>
<td>$3,018.64</td>
</tr>
<tr>
<td></td>
<td>Laborer</td>
<td>$10.79</td>
<td>160.00</td>
<td>$513.67</td>
<td>$2,398.07</td>
</tr>
<tr>
<td></td>
<td>Laborer</td>
<td>$10.79</td>
<td>142.00</td>
<td>$1,028.82</td>
<td>$2,569.00</td>
</tr>
</tbody>
</table>

**TOTAL** $7,815.61

#### Schedule 2 - Most match receipts

<table>
<thead>
<tr>
<th>Direct Cost</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle &amp; Trailer Purchase under $4,269.99</td>
<td>$0.00</td>
</tr>
<tr>
<td>Vehicle Operational Cost, Repair, Service, Fuel, Oil, Tires</td>
<td>$0.40</td>
</tr>
<tr>
<td>Equipment/Rental</td>
<td>$0.00</td>
</tr>
<tr>
<td>Landfill</td>
<td>$0.00</td>
</tr>
<tr>
<td>Meals</td>
<td>$0.00</td>
</tr>
<tr>
<td>Supplies/Liter</td>
<td>$0.00</td>
</tr>
<tr>
<td>Pickup/Safety</td>
<td>$0.00</td>
</tr>
<tr>
<td>TDOT Sponsored Training, Travel</td>
<td>$0.00</td>
</tr>
<tr>
<td>Training/Lodging</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTAL** $0.00

#### Schedule 3 - Most match timesheet for educator & receipts for costs

<table>
<thead>
<tr>
<th>Education</th>
<th>Per Rate Fr.</th>
<th>Total Hrs.</th>
<th>Benefits</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Coordinator</td>
<td>$19.23</td>
<td>137.5</td>
<td>$1,062.87</td>
<td>$3,707.00</td>
</tr>
<tr>
<td>Community Outreach Coordinator</td>
<td>$13.60</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Staff Support</td>
<td>$5.63</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Education Direct Costs**

- Communication: $0.00
- Instructional Supplies: $33.80
- Meetings, Events: $0.00
- Training: $0.00
Recipients are to maintain all paperwork and invoice packets for the previous **three fiscal years** in order to be prepared for TDOT desk audits and reviews.

New TDOT Finance Auditor is Ms. Andrea Lucado

Andrea.Lucado@tn.gov
Monthly Invoice Checklist

1. TDOT Reimbursement Form
2. Schedule Sheet
3. Monthly Progress Report
4. Education Sheet
5. Road List
6. Time Sheets
7. Receipts/Invoices
8. Photos of Events/Items Purchased
TDOT Reimbursement Form

SERVICE DATE: 4/30/2020
R:00006481530
V:00006134

LITTER GRANT INVOICE/SCHEDULED REIMBURSEMENT FORM

COUNTY: KNOX

REMITTANCE/PAY TO ADDRESS:
Reno County Government
300 Main Street, Ste. 200
Knoxville, TN 37902

DATE PREPARED: May 28, 2020
INVOICE #: 20200528

PROJECT #: C-01-00-0020-64

MONTH REQUESTING REIMBURSEMENT: April
YEAR: 2020

Salaries and Benefits (Per Schedule 1 Attached) $9480.00
Fringe Cost (Per Schedule 2 Attached) $3.00
Education Cost (Per Schedule 3 Attached) $5,253.75

Total Monthly Invoice $15,795.75

I certify that the items purchased with funds from the Litter Grant are those requested in the Litter Grant proposal and that the above amounts are true and accurate to the best of my knowledge and belief.

Signature
Title: Senior Intern of Finance

FOR TDOT PERSONNEL USE ONLY

APPROVED
By Denise Baker at 10:17 pm, Jun 25, 2020

REVISED FEB 2021 7/12
### Schedule Sheet

**INVOICE #** [Redacted]
**CONTRACT #** [Redacted]
**REIMBURSEMENT MONTH** [Redacted]

#### Schedule 1: Must match time sheets:

<table>
<thead>
<tr>
<th>Employees</th>
<th>Title</th>
<th>Per Rate Hr</th>
<th>Total Hrs</th>
<th>Benefits</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Redacted]</td>
<td><strong>Laborer</strong></td>
<td>$10.20</td>
<td>150.50</td>
<td>$1,485.5</td>
<td>$2,974.37</td>
</tr>
<tr>
<td>[Redacted]</td>
<td><strong>Laborer</strong></td>
<td>$10.79</td>
<td>100.00</td>
<td>$1,079.6</td>
<td>$2,077.35</td>
</tr>
<tr>
<td>[Redacted]</td>
<td><strong>Laborer</strong></td>
<td>$10.00</td>
<td>100.00</td>
<td>$1,000.0</td>
<td>$1,500.0</td>
</tr>
</tbody>
</table>

**TOTAL** $9,942.00

#### Schedule 2: Must match receipts:

<table>
<thead>
<tr>
<th>Direct Cost</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Redacted] Vehicle &amp; Trailer Purchase under $4,200.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>[Redacted] Vehicle Operational Cost</td>
<td>$0.00</td>
</tr>
<tr>
<td>[Redacted] Repair, Service, Fuel, Oil, Tires</td>
<td>$0.00</td>
</tr>
<tr>
<td>[Redacted] Insurers/Rental</td>
<td>$0.00</td>
</tr>
<tr>
<td>[Redacted] Landfill</td>
<td>$0.00</td>
</tr>
<tr>
<td>[Redacted] Meals</td>
<td>$0.00</td>
</tr>
<tr>
<td>[Redacted] Supplies/Kitcar Pickup/Safety</td>
<td>$0.00</td>
</tr>
<tr>
<td>[Redacted] TDOT Sponsored Training</td>
<td>$0.00</td>
</tr>
<tr>
<td>[Redacted] Travel Training/Lodging</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTAL** $0.00

#### Schedule 3: Must match time sheets for educator & receipts for costs:

<table>
<thead>
<tr>
<th>Education</th>
<th>Per Rate Hr</th>
<th>Total Hrs</th>
<th>Benefits</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Redacted] Community Outreach Coordinator</td>
<td>$19.23</td>
<td>118.5</td>
<td>0</td>
<td>$3,568.25</td>
</tr>
<tr>
<td>[Redacted] Education Coordinator Salary &amp; Benefits</td>
<td>$7.00</td>
<td>123</td>
<td>0</td>
<td>$1,211.00</td>
</tr>
<tr>
<td>[Redacted] Education Coordinator Salary &amp; Benefits</td>
<td>$7.00</td>
<td>106</td>
<td>0</td>
<td>$703.00</td>
</tr>
</tbody>
</table>

**TOTAL** $5,293.75

Amounts must match progress report break down for Student, Public, Gov., Media and Business

**TOTAL MONTHLY INVOICE** $15,195.83
MONTHLY PROGRESS REPORT

COUNTY OF KNOX

LGP Administrator: Drew Thurman
Phone: 865-521-3521

Education Contact: Alanna Mclninch
Phone: 865-521-6587

SW Action Contact/Prepared by: Abby Strole
Phone: 865-521-3518

E-MAIL ADDRESS: drew.thurman@knoxcounty.org or alanna.mclninch@knoxcounty.org

I. LITTER COLLECTION SECTION:

Collection performed at Knox County Parks & RECS (example: prisoners, county employees)

Total number of people working on collecting during the month: 27

Adopt-A-Road Volunteers [ADD TOGETHER THE NUMBER OF PERSONNEL FOR EACH DAY, FOR EXAMPLE: 3 WORKERS FOR 5 DAYS = 3 WORKERS X 5 DAYS = 15 WORKERS]

Knox County employees performed TDOT approved duties during Covid-19 as recorded on time cards.

Total county roadside miles covered during the month: 15 Miles

Total miles covered during the month:

List of roads: see attached

How many total pounds (lbs.) of litter were collected: 1,058 Lbs.

(From Roadside Collections Only)

How many pounds of recycling material were collected: 0 Lbs.

(From Roadside Collections Only)

- Aluminum: 0 lbs.
- Glass: 0 lbs.
- Paper: 0 lbs.
- Other: 0 lbs.
- Total: 0 lbs.

Illegal dumping sites picked up: 0 Illegal Dump Sites (Impacted by Covid-19)

Public Complaints Addressed: 0 Public Complaints Addressed (Impacted by Covid-19)

Adopt-A-Road cleanups: 16 AAR Cleanups

Litter collection supplies: $0.00

II. LITTER EDUCATION SECTION: See Litter Education report attached.

List any local organizations that partnered with LGP during the month:

Number of volunteers involved with LGP projects during the month:

Number of volunteer hours:

List any donations of materials, goods or services for LGP projects received during the month:

What was the value of the donation:

Submit all educational or awareness materials used:

Documentation, include pictures of volunteer clean-up sites, other LGP activities, and "before & after" photos. Please include any newspaper clippings about your LGP.

III. LITTER GRANT PROCESSING

****Please return Monthly Progress Report and Invoice and Schedule Sheets for reimbursements by the 15th of the next month****
Education Expenses

Student Education: $1,313.44 spent.

Public Education: $1,313.44 spent.

Media Education: $1,313.44 spent.

Business Education: $788.45 spent.

Government Education: $555.38 spent.

TOTAL $4,533.75 EDUCATION

***This total has to match Schedule 3 total for Education***
Education Expenses

April 2020 Activity Report

Student Education $3,313.44 spent:
- 4/15/20 UTIC Environment & Sustainability Talk
  - 28 attendees
- Education Videos At Home Activities with KKB
  - 4/30/20 Springtime Recycled Craft
    - 1,400 reached
  - 4/20/20 Litter Lookers
    - 505 reached
- Sustainable Story time with KKB
  - 4/22/20 Nancy and Snuggle Love Tennessee
    - 800 reached
  - 4/20/20 Michael Recycle and Litterbug Doug
    - 1,400 reached
  - 4/20/20 Warrsville Wizard
    - 1,200 reached

Public Education $3,314.44 spent:
- Earth Month Trivia
  - Week 1 Trivia
    - 800 reached
  - Week 2 Recycling
    - 2,212 reached
  - Week 2 Pollution
    - 505 reached
  - Week 3 Water
    - 622 reached

Media Education $3,313.44 spent:
- Facebook
  - 24 new page likes
  - 406 page views
  - 38 posts
  - 12,666 people reached
- Instagram
  - 3 posts
  - 91 post likes
- Twitter
  - 3 tweets
  - 1,495 tweets impressions
  - 0 new followers
  - 8 profile visits
- Newsletter
  - Sent 4/15/20 to 5,206 recipients
  - 4/20/20 WATE TV – EPE Letter
Education Expenses

Business Education $494.05 spent:
- 450/90 Fast Food Restaurant Litter Survey

Government Education $155.30 spent:
- Due to COVID-19, we utilized social media and our newsletter to educate residents within the community about solid waste updates.
### County Road List Example

<table>
<thead>
<tr>
<th>COUNTY ROADS - NAMES</th>
<th>MILES</th>
</tr>
</thead>
<tbody>
<tr>
<td>S. Young St.</td>
<td>3.1</td>
</tr>
<tr>
<td>Hickory Valley</td>
<td>14.1</td>
</tr>
<tr>
<td>Doran Rd.</td>
<td>4.3</td>
</tr>
<tr>
<td>Turntable Rd.</td>
<td>9.8</td>
</tr>
<tr>
<td>Ray Broyles</td>
<td>4.9</td>
</tr>
<tr>
<td>Mose Dr.</td>
<td>3.7</td>
</tr>
<tr>
<td>N. Spring St.</td>
<td>3.7</td>
</tr>
<tr>
<td>Gunn Spring Mtn. Rd.</td>
<td>5.5</td>
</tr>
<tr>
<td>Pine Thickett Rd.</td>
<td>1.1</td>
</tr>
<tr>
<td>Eastland Rd.</td>
<td>12.7</td>
</tr>
<tr>
<td>Airport Rd.</td>
<td>0.6</td>
</tr>
<tr>
<td>Paul Ruby Rd.</td>
<td>6.3</td>
</tr>
<tr>
<td>N. Robin Hood Rd.</td>
<td>0.8</td>
</tr>
<tr>
<td>Armstrong Rd.</td>
<td>4.8</td>
</tr>
<tr>
<td>Fremont Rd.</td>
<td>5.5</td>
</tr>
<tr>
<td>Mayberry</td>
<td>12</td>
</tr>
<tr>
<td>Onward Rd.</td>
<td>2.8</td>
</tr>
<tr>
<td>Cricket Rd.</td>
<td>3.2</td>
</tr>
<tr>
<td>Cedar Grove Rd.</td>
<td>4.5</td>
</tr>
<tr>
<td>Waymon Mason Rd.</td>
<td>4.5</td>
</tr>
<tr>
<td>Thacker Rd.</td>
<td>4.2</td>
</tr>
<tr>
<td>Buffalo Rd.</td>
<td>7.8</td>
</tr>
<tr>
<td>Lester Flatt Rd.</td>
<td>1.5</td>
</tr>
<tr>
<td>Hamton Rd.</td>
<td>6.3</td>
</tr>
<tr>
<td>Lost Creek Rd.</td>
<td>5.6</td>
</tr>
<tr>
<td>Oki Union Rd.</td>
<td>3.1</td>
</tr>
<tr>
<td>River Hill Rd.</td>
<td>2.4</td>
</tr>
<tr>
<td>McBrine Rd.</td>
<td>3.3</td>
</tr>
<tr>
<td>Big Bottom Rd.</td>
<td>8.9</td>
</tr>
<tr>
<td>White's Cave Rd.</td>
<td>4.5</td>
</tr>
<tr>
<td>HWY 111</td>
<td>22.6</td>
</tr>
</tbody>
</table>

**COUNTY ROAD TOTAL MILES: 178.2**
Litter Grant Time Sheet

| Program/Financing Source Days | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | Hours |
|------------------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| County Hours Worked          | 8 | 8 | 8 | 4 | 4 | 4 | 4 | 4 | 4 | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 40 |
| Litter Grant Hours Worked    | 8 | 8 | 8 | 4 | 4 | 4 | 4 | 4 | 4 | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 48 |
| Educational Litter Grant Hours Worked | 8 | 8 | 8 | 4 | 4 | 4 | 4 | 4 | 4 | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 40 |
| Annual Leave                 |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Sick Leave                   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Holiday                      |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Total Litter Grant Hours Worked | 8 | 8 | 8 | 4 | 4 | 4 | 4 | 4 | 4 | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 4  | 68 |

Supervisor Signature

Employee Signature

County Hours Worked: 80
Only Hrs worked on Litter Grant: 48
Only Hrs worked on educational Litter Grant: 40
LGP does not pay for hrs below:
Annual Leave: 0
Sick Leave: 0
Holiday: 0
## Litter Grant Time Sheet

<table>
<thead>
<tr>
<th>EMPLOYEE NAME: Tom Nelson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program/Funding Source</td>
</tr>
<tr>
<td>County Hours Worked</td>
</tr>
<tr>
<td>Litter Pickup Hours Worked</td>
</tr>
<tr>
<td>Educational Hours Worked</td>
</tr>
<tr>
<td>Annual Leave</td>
</tr>
<tr>
<td>Sick Leave</td>
</tr>
<tr>
<td>Holiday</td>
</tr>
<tr>
<td>Total Hours Worked on LGP</td>
</tr>
</tbody>
</table>

**County Hours Worked**
- Total Hrs worked on Litter Grant: 176

**LGP does not pay for hrs below:**
- Annual Leave
- Vacation
- Sick Leave
- Holiday
- Benevolence
## Litter Grant Reimbursement Breakdown

### Payment Stub Report

<table>
<thead>
<tr>
<th>ID #</th>
<th>Name On Pymt</th>
<th>Loc</th>
<th>Location: 010</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 711-21 Semi Monthly Salary

<table>
<thead>
<tr>
<th>Hrs/Days</th>
<th>Rate</th>
<th>Current</th>
<th>CYTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>1,480.77</td>
<td>1,480.77</td>
<td>1,480.77</td>
</tr>
<tr>
<td>Overtime</td>
<td>99.70</td>
<td>99.70</td>
<td>99.70</td>
</tr>
<tr>
<td>Other Pay</td>
<td>218.39</td>
<td>218.39</td>
<td>218.39</td>
</tr>
<tr>
<td>Gross Pay</td>
<td>1,798.86</td>
<td>1,798.86</td>
<td>1,798.86</td>
</tr>
<tr>
<td>FIT</td>
<td>116.96</td>
<td>601.16</td>
<td>601.16</td>
</tr>
<tr>
<td>Social Security</td>
<td>102.23</td>
<td>597.29</td>
<td>597.29</td>
</tr>
<tr>
<td>Medicare</td>
<td>23.91</td>
<td>139.69</td>
<td>139.69</td>
</tr>
<tr>
<td>SSTT</td>
<td>89.94</td>
<td>534.18</td>
<td>534.18</td>
</tr>
<tr>
<td>State Retirement</td>
<td>149.96</td>
<td>1,049.72</td>
<td>1,049.72</td>
</tr>
<tr>
<td>Other Deductions</td>
<td>449.74</td>
<td>3,148.18</td>
<td>3,148.18</td>
</tr>
<tr>
<td>Benefits</td>
<td>449.74</td>
<td>3,148.18</td>
<td>3,148.18</td>
</tr>
<tr>
<td>Net Pay</td>
<td>1,315.86</td>
<td>7,761.44</td>
<td>7,761.44</td>
</tr>
</tbody>
</table>

#### Southeast Bank Leave

<table>
<thead>
<tr>
<th>Earned</th>
<th>Taken</th>
<th>Accum</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,315.86</td>
<td></td>
<td>1,315.86</td>
</tr>
</tbody>
</table>

### Payment No: 76772

- Payment Date: 4/2/2020
- Period End: 4/2/2020

### Payment No: 77330

- Payment Date: 4/16/2020
- Period End: 4/16/2020

---

**Current Taxable Gross**: 1,558.96  
**CYTD Taxable Gross**: 9,099.58

---

**Current Taxable Gross**: 1,365.01  
**CYTD Taxable Gross**: 10,464.59
Proper Documentation

• Documentation – Submit legible receipts/invoices requesting reimbursement

• Timesheets - Submit Signed Litter Grant Timesheets including Employee’s signature and Supervisor’s signature

• Submit copies of the front and back of signed canceled checks

• Include photos of any promotional items purchased or events
Travel Reimbursement

• The travel expenses such as mileage, per diem and lodging need to be presented in details on your invoice
• Reimbursement for mileage is $0.47 a mile
• Reimbursement for a travel day is 75% of the full amount
• You can check these links for further details:
  https://www.perdiem101.com/conus
Travel Reimbursement

- Travel must be preapproved from the Highway Beautification Office
- This does Not include Litter Grant Spring or Fall Training or TDOT sponsored events

- Complete the Travel Request Form

- Travel Request Online Form

- For travel reimbursement, please include:
  - Travel Claim (gas, meals, lodging receipts)
  - Conference Agenda and Registration (Form and Fees)
### TDOT Litter Grant Travel Request Form

All travel must be preapproved if you plan to ask for reimbursement from TDOT Litter Grant Funds. Please submit save and send this form and a copy of the conference or meeting agenda to Susan Stokes at susan.stokes@tn.gov.

**County:**

**Employee:**

**Position:**

**Event Location:**

**Event Date:**

**Event Title:**

**Description of Event:**

---

<table>
<thead>
<tr>
<th>County</th>
<th>Dyer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>John Pleasant</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:john.pleasant@co.dyer.tn.us">john.pleasant@co.dyer.tn.us</a></td>
</tr>
<tr>
<td>Position</td>
<td>Dyer County Solid Waste Coordinator</td>
</tr>
<tr>
<td>Event Location</td>
<td>gjariusburg, In</td>
</tr>
<tr>
<td>Event Dates</td>
<td>October 21 thru 23</td>
</tr>
<tr>
<td>Event Title</td>
<td>TSWDA Fall Conference</td>
</tr>
<tr>
<td>Description of Event</td>
<td>Solid Waste Directors annual conference to receive updates,</td>
</tr>
<tr>
<td>Copy of the Conference or Meeting Agenda (attach file)</td>
<td>Direct Link to Image</td>
</tr>
</tbody>
</table>

Approved by: __________________________  Date: __________________________

Completed form to be approved by TDOT HBO staff

---

**TDOT Highway Beautification Office**
## Travel Claim Reimbursement

**Weakley County**

**Claim for Traveling Expenses**
Feb. 12-14, 2013

This claim must be prepared in accordance with travel regulations.

<table>
<thead>
<tr>
<th>Date</th>
<th>Place Left</th>
<th>Place Arrived</th>
<th>Time Left</th>
<th>Time Arrived</th>
<th>Transportation</th>
<th>Subsistence</th>
<th>Other Expenses</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/12/2013</td>
<td>Dresden, TN</td>
<td>Memphis, TN</td>
<td>2:00 P.M.</td>
<td>10:00 P.M.</td>
<td>$45.00</td>
<td>$30.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/13/2013</td>
<td>Memphis, TN</td>
<td>Dresden, TN</td>
<td>6:00 A.M.</td>
<td>2:00 P.M.</td>
<td>$35.00</td>
<td>$25.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- Hotel with Michelle: $35.00
- Lodging on county credit card

<table>
<thead>
<tr>
<th>Amount Due from Claimant</th>
<th>Amount Due from State</th>
</tr>
</thead>
<tbody>
<tr>
<td>$82.50</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Claimant:** Yolanda Harris

**Purpose:** Keep America Beautiful National Conference

**Amount Due:** $82.50

**Approval:**
- Signature
- Date
# Education Mileage Reimbursement

<table>
<thead>
<tr>
<th>Date</th>
<th>Starting Point</th>
<th>Destination</th>
<th>Purpose of Travel</th>
<th>Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/4/2020</td>
<td>KKB</td>
<td>New Hopewell Elementary</td>
<td>Education</td>
<td>8.2</td>
</tr>
<tr>
<td>2/8/2020</td>
<td>3437 Keith Ave</td>
<td>Beaver Ridge United Methodist Church</td>
<td>Cleanup</td>
<td>9.3</td>
</tr>
<tr>
<td>2/10/2020</td>
<td>KKB</td>
<td>South Knox Community Center</td>
<td>Outreach</td>
<td>5.6</td>
</tr>
<tr>
<td>2/12/2020</td>
<td>KKB</td>
<td>3300 Sutherland Ave</td>
<td>Outreach</td>
<td>7.2</td>
</tr>
<tr>
<td>2/18/2020</td>
<td>Shannondale Elementary</td>
<td>New Hopewell Elementary</td>
<td>Education</td>
<td>8.3</td>
</tr>
<tr>
<td>2/19/2020</td>
<td>Shannondale Elementary</td>
<td>KKB</td>
<td>Education</td>
<td>8.3</td>
</tr>
<tr>
<td>2/20/2020</td>
<td>Shannondale Elementary</td>
<td>KKB</td>
<td>Education</td>
<td>8.3</td>
</tr>
<tr>
<td>2/21/2020</td>
<td>Shannondale Elementary</td>
<td>KKB</td>
<td>Education</td>
<td>8.3</td>
</tr>
<tr>
<td>2/22/2020</td>
<td>3437 Keith Ave</td>
<td>Ijams</td>
<td>Outreach</td>
<td>7.3</td>
</tr>
</tbody>
</table>

I verify this to be true and correct to the best of my knowledge.

**Signature**

Total Miles @0.47 per mile $33.28

Parking Reimbursement (Attach Parking Receipt) 0

Total Amount Reimburseable $33.28

**Director Signature**

3/2/2020

**Date**
Other Common Mistakes
Nobody Trashes Tennessee

FREE COMMUNITY RECYCLE EVENT
Brought to you by: Morristown-Hamble Beautiful

WHEN
March 14, 2020
9am – 1pm

WHERE
Hamblen County Courthouse
511 West 2nd North Street, Morristown, TN 37814

ACCEPTABLE ITEMS:
- Anti-Freeze
- Batteries (Auto or Forklift)
- Cardboard
- Electronic (E-Waste)
- Paint (Latex or Oil Based)
- Paper Shredding
- Plastic
- Scrap Metal
- Used Oil
- Old Medicines

*Please watch as the time approaches if additional acceptable items have been added to list.

Need Nobody Trashes Tennessee Branding Guidelines?
Please contact:
Brittany.R.Morris@tn.gov
Common Mistakes

- Roads Lists are missing
- Invoices/Receipts are missing
- Scanned Pages are missing
- Signatures are missing
- Formulas are missing. Calculations are incorrect
- Scan and Send all Litter Grant Invoices as a .pdf file to: tdot.hbo.invoices@tn.gov
Invoices are due on the 15th of the month.

Submit **ALL** Litter Grant Invoices to: tdot.hbo.invoices@tn.gov

Travel Request Forms: Submit **ALL** Travel Requests to: https://www.tn.gov/content/tn/tdot/environmental-home/environmental-highway-beautification-office/beautification-litter-grant/litter-grant-travel-form.html

**Keep Tennessee Beautiful (KTnB)** has made Nobody Trashes Tennessee Merchandise available for purchase through their website at: http://www.keeptnbeautiful.org

Please note: that KTnB’s website is being updated at this time and their updated website will be live soon!
Questions

1. We have some money left in salaries and direct cost. Can we spend that on education in schedule 3? Yes

2. Is this training required to submit FY-21 invoices? Yes

3. Can I purchase a couple of tables, cooler, water and ice for us to use during litter pickup events? Yes

4. Do I need to submit my invoices only to tdot.hbo.invoices@tn.gov? Yes

5. Is supporting documentation needed to receive reimbursement for schedules 2 and 3? Yes
Litter Prevention Education
Activities, Promotional Items & New Ideas

Brittany Morris, Highway Beautification Office Outreach Coordinator
LG Education Targets

- Personal choice
- Availability and proximity to receptacles
- Litter begets litter
- “Not my responsibility”
<table>
<thead>
<tr>
<th>ITEM</th>
<th>REASON</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPAREL (T-SHIRTS, JACKETS, HATS, SAFETY VESTS)</td>
<td>GETS MESSAGE OUT TO PUBLIC ON ITEMS THAT PEOPLE WILL MOST LIKELY KEEP</td>
</tr>
<tr>
<td>BANNERS</td>
<td>PUBLIC MESSAGE FOR EVENTS/SPECIFIC LOCATIONS</td>
</tr>
<tr>
<td>BILLBOARDS</td>
<td>PUBLIC MESSAGE FOR EVENTS/SPECIFIC LOCATIONS</td>
</tr>
<tr>
<td>CAR CHARGING KITS (FOR PHONES)</td>
<td>LITTER PREVENTION MESSAGE IN CAR</td>
</tr>
<tr>
<td>CAR COASTERS</td>
<td>LITTER PREVENTION MESSAGE IN CAR</td>
</tr>
<tr>
<td>CAR LITTER BAGS</td>
<td>LITTER PREVENTION MESSAGE IN CAR</td>
</tr>
<tr>
<td>CAR ORGANIZERS</td>
<td>LITTER PREVENTION MESSAGE IN CAR</td>
</tr>
<tr>
<td>CAR VISORS</td>
<td>LITTER PREVENTION MESSAGE IN CAR</td>
</tr>
<tr>
<td>CHIP CLIP</td>
<td>GETS MESSAGE OUT TO PUBLIC ON ITEMS THAT PEOPLE WILL MOST LIKELY KEEP</td>
</tr>
<tr>
<td>COFFEE MUGS</td>
<td>PROMOTES REUSE INSTEAD OF DISPOSABLE OPTION</td>
</tr>
<tr>
<td>DRAWSTRING BAGS</td>
<td>GETS MESSAGE OUT TO PUBLIC ON ITEMS THAT PEOPLE WILL MOST LIKELY KEEP</td>
</tr>
<tr>
<td>ERASERS</td>
<td>USEFUL PROMOTIONAL ITEM FOR SCHOOLS</td>
</tr>
<tr>
<td>FIRST AID KIT</td>
<td>USEFUL PROMOTIONAL ITEM</td>
</tr>
<tr>
<td>FLOATING KEY CHAIN</td>
<td>HELPS KEYS FROM BECOMING LITTER IN BODIES OF WATER</td>
</tr>
<tr>
<td>GLOVES (REUSABLE)</td>
<td>PROMOTES REUSE INSTEAD OF DISPOSABLE OPTION</td>
</tr>
<tr>
<td>HAND SANITIZER</td>
<td>USEFUL PROMOTIONAL ITEM</td>
</tr>
<tr>
<td>KOOZIES</td>
<td>PROMOTES REUSE INSTEAD OF DISPOSABLE OPTION</td>
</tr>
<tr>
<td>MASKS (REUSABLE)</td>
<td>PROMOTES REUSE INSTEAD OF DISPOSABLE OPTION</td>
</tr>
<tr>
<td>MULTI TOOL</td>
<td>USEFUL PROMOTIONAL ITEM</td>
</tr>
<tr>
<td>PAPER PRODUCTS MADE FROM RECYCLED MATERIALS</td>
<td>USEFUL PROMOTIONAL ITEM</td>
</tr>
<tr>
<td>PENCILS</td>
<td>USEFUL PROMOTIONAL ITEM FOR SCHOOLS</td>
</tr>
<tr>
<td>PERMANENT SIGNS</td>
<td>PUBLIC MESSAGE FOR EVENTS/SPECIFIC LOCATIONS</td>
</tr>
<tr>
<td>PHONE CASE (WATERPROOF)</td>
<td>USEFUL PROMOTIONAL ITEM</td>
</tr>
<tr>
<td>POCKET KNIFE</td>
<td>USEFUL PROMOTIONAL ITEM</td>
</tr>
<tr>
<td>RECYCLING BINS</td>
<td>PUBLIC MESSAGE FOR EVENTS/SPECIFIC LOCATIONS</td>
</tr>
<tr>
<td>RECYCLING/LITTERING COLORING BOOKS W/CRAYONS</td>
<td>EDUCATIONAL ITEM FOR SCHOOLS</td>
</tr>
<tr>
<td>REUSABLE BAGS</td>
<td>PROMOTES REUSE INSTEAD OF DISPOSABLE OPTION</td>
</tr>
<tr>
<td>REUSABLE STRAWS</td>
<td>PROMOTES REUSE INSTEAD OF DISPOSABLE OPTION</td>
</tr>
<tr>
<td>REUSABLE WATER BOTTLES</td>
<td>PROMOTES REUSE INSTEAD OF DISPOSABLE OPTION</td>
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<tr>
<td>RULERS</td>
<td>EDUCATIONAL ITEM FOR SCHOOLS</td>
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<tr>
<td>SEED BRACELETS</td>
<td>EDUCATIONAL ITEM FOR SCHOOLS</td>
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<tr>
<td>STADIUM CUPS</td>
<td>PROMOTES REUSE INSTEAD OF DISPOSABLE OPTION</td>
</tr>
<tr>
<td>TRASH BAGS (BRANDED)</td>
<td>PUBLIC MESSAGE FOR EVENTS/SPECIFIC LOCATIONS</td>
</tr>
<tr>
<td>TUMBLERS</td>
<td>PROMOTES REUSE INSTEAD OF DISPOSABLE OPTION</td>
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<tr>
<td>USB/JUMP DRIVES</td>
<td>EDUCATIONAL ITEM FOR SCHOOLS</td>
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<tr>
<td>VEHICLE WRAPS</td>
<td>PUBLIC MESSAGE FOR EVENTS/SPECIFIC LOCATIONS</td>
</tr>
<tr>
<td>PENS</td>
<td>USEFUL PROMOTIONAL ITEM</td>
</tr>
</tbody>
</table>
Non-Approved Promotional Items

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 INTITIATED 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
Promotional Items

• Moving into FY-21, all items not listed on the pre-approved list, must be approved by me.

• Send email with picture of item & how it relates to litter education in your county to Brittanayan.R.Morris@tn.gov

• 2 business days, please forward email for approval to Denise.Baker@tn.gov.
Promotional Items

- We prefer items to have a litter prevention connection
- Needs to have:
  - Sponsored by Tennessee Department of Transportation (TDOT)
  - Funded by Tennessee Department of Transportation (TDOT)
  - Courtesy of the Tennessee Department of Transportation (TDOT)
  - Partnering with Tennessee Department of Transportation (TDOT)

Of course we prefer that you use...
Promotional Items

- Branding Guidelines
- When using the Nobody Trashes Tennessee logo, you must submit the proof to me for approval.
- Trademarked logo
- Purchase Nobody Trashes Tennessee from Keep Tennessee Beautiful Website, KeepTNBeautiful.org.
Activities

- Present to drivers education courses
- Develop a student advisory group with high school students.
- Encourage schools to host a campus cleanup or recycling contest
- Develop environmental club at schools
- Develop a volunteer recognition program for solid waste employees, local construction companies, and commercial haulers for their work
- Tennessee Promise
- Trashcans with litter prevention message
- Tarp It or Ticket Event
- Poster Contests
- Litter/Recycling newsletter
- Adopt-A-Street program
- Tennessee Trashercize/Plogging
- Sponsoring 5K
- Household Hazardous Waste Event
- Sponsor/Host a Litter Free event
Print Materials

NOBODY TRASHES TENNESSEE

LET'S HELP KEEP TENNESSEE LITTER FREE!

How Do I Adopt?
Visit www.TN.gov/TDOT using the keyword “Adopt-A-Highway” or scan the QR code below.

ADOPT A HIGHWAY

TDOT Department of Transportation
Tennessee Department of Transportation
Environmental Division
James K. Polk Building, Suite 400
505 Deaderick Street
Nashville, Tennessee 37243
(615) 741-2877

TENNESSEE

TDOT BUZZIN’ ABOUT Pollinator Awareness Week

Pollinators are becoming endangered and include birds, bees, butterflies, bats and beetles.

They are IMPORTANT in the production of fruits and vegetables.

TDOT is doing its part to build, maintain and educate the public on the many benefits of pollinators.

Visit the TDOT website and search “Pollinator Habitat Program”
Print Materials

Keep Our Environment Clean
An Educational Coloring & Activity Book

Keep Warren County Clean, Green and Litter Free
Sponsored by TDOT
Non-Print Materials

News from the Shelby County Mayor's Office
Mayor Mark H. Luttrell, Jr.
Suite 1100, Vasco A. Smith, Jr., Administration Building
160 North Main, Memphis, Tennessee 38103
All news releases can be seen at www.shelbycountytn.gov in the News Listing

Public Information Officer: Steve Shular
Phone: (901) 222-2047, Cell: (901) 350-5117

February 23, 2017

County Road Crews Picked Up Almost 28 Tons of Trash Last Month
Shelby County trash crews removed 27.6 tons of garbage tossed along roads last month in the unincorporated areas and those bordering Shelby Farms.

"Every dollar used for litter could have been spent on other pressing citizen needs. Still, we're committed to improving the appearance of Shelby County," said Shelby County Mayor Mark H. Luttrell, Jr.

Public Works employees, Shelby County Corrections Center inmates and court-supervised offenders overseen by the non-profit agency Clean Memphis work weekly near Millington, Woodstock, Northaven, South-East Shelby County, North-East Shelby County and Cordova. An additional D.U.I. offender crew works on Mondays and Saturdays.

The most roadside debris was noted along Coleman, Egypt Central, Byhalia and Holmes Road.

January 2017

- 27.6 Tons of Trash
- $895 Landfill Cost
- 314 Crew Miles
- 676 Crew Hours

Shelby County Public Works has hidden cameras in the unincorporated neighborhoods. Illegal dumping offenders are prosecuted.

To report litter, go to www.shelbycountytn.gov and click on the Report a Concern link. Citizens can also call the Shelby County Mayor’s Action Center at (901) 222-2390.

West TN Regional Recycling Hub
-VOLUNTEER TO RECYCLE-

January Newsletter

The West TN Regional Recycling Hub would like to wish you a happy New Year! We have lots of new and exciting things in store for 2015. Visit our site for updates and changes to our Recycling Newsletter.

Visit our site.

Facility News

Household Hazardous Waste Container

Chester Co. Solid Waste & Recycling Center now accepts household hazardous waste. We are also equipped with a HHW container that is open every Tuesday & Thursday from 7:30 AM-7:30 PM. Please check out the HHW list on our website for hazardous materials.

Education & Outreach

To learn more about our education and outreach programs, please visit our website www.westtnrecycling.org.

Education programs are made possible through a grant from the South Central Regional Planning Commission of the Tennessee Department of Environment and Conservation. Grant funding and assistance were instrumental in the creation of this newsletter.
Monthly Invoice

Student Education: $500 spent.
- Bought water bottles for K-5 classes. Each student will be getting a reusable water bottle to be used for the school year.

Public Education: $600 spent.
- Printed 1,000 Litter Prevention brochures to be handed out at county fair and other fall festivals.
- Monthly subscription to My Emma.

Media Education: $ spent.

Business Education: $ spent.

Government Education: $ spent.

TOTAL $1,100

This number must match the invoice cover sheet and the schedule sheet.
Resources

• My Emma
• Constant Contact
• MailChimp
• Canva

Litter Grant Schedule 3 will pay for yearly/monthly fees for platforms.
1-877-854-8837
Additionally, citizens may report littering online: Online Litter Hotline
The information that is necessary to report a littering incident includes:
- License plate number (Tennessee plates only)
- Type and make of the vehicle
- Day and time the incident occurred
- Location where the incident occurred
- Type of item tossed or blown from the vehicle
Tennessee is the Volunteer State and what better way for citizens to show pride in their community than to donate a few hours to help preserve and protect the natural beauty of the great state of Tennessee.
Program Overview

- Any individual, business, civic groups, service organization, community club, church groups, an environmentally-conscious group, or an entire family may apply.

- There is no fee to participate in this program. We simply ask the volunteers for their time, effort, and concern to help keep Tennessee litter free.

- Adopt-A-Highway Volunteers must be at least twelve years of age.
  - 12-17 years of age must have signed parental permission to participate
  - Must be at least one adult supervisor for every five youths under the age of 18

- TDOT supplies safety equipment.
Trashsquatch

Video
Join the Movement

1. Follow @nobodytrashestn

2. Like & Repost / Retweet / Share

4. Encourage others to follow