



Litter Grant Annual Training

July 15, 2020

Itinerary

Time *all times CST	Session Info
9:30 – 10:00 a.m.	Check-In – Digital Room Opens
10:00 – 10:20 a.m.	Program Overview & Updates – Mike McClanahan, Program Manager
10:20-10:50 a.m.	Litter Grant Reimbursement Requests - Susan Stokes, Financial Coordinator
10:50-11:15 a.m.	Litter Prevention Education – Brittany Morris, Outreach Coordinator
11:15-11:30 a.m.	Q & A, Closing Remarks – Denise Baker, Program Supervisor

Additional Info

Litter Grant Training 2020 Verification Form

Name:

County:

Codeword:

**To seek reimbursement for FY-21 this form needs to be included in the July reimbursement request.*



- **Add questions to the chat Box**
- **Training form**
- **Session available via web:**
 - <https://www.tn.gov/tdot/environmental-home/environmental-highway-beautification-office/beautification-litter-grant.html>
- **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**

Date	Software Component
May 21	Reimbursement requests
May 28	Status reports
June 11	Reimbursement integration w/ Edison
July 30	Contracts
August 6	Contract Amendments & Admin.
August 20	Site Visits
As needed	Internal review
As needed	External review

Covid-19 Impacts

Month	Total Lbs. Collected	Lbs. Collected Per County	Counties Reporting	% Change
Apr-18	2,199,707	23,155	95	
Apr-19	2,201,472	23,173	95	0.1%
Apr-20	996,464	14,235	70*	-62.8%

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

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

Other TDOT Updates

- New TDOT litter memo
- Litter enforcement zone legislation



Annual Report



- **County Highlights**

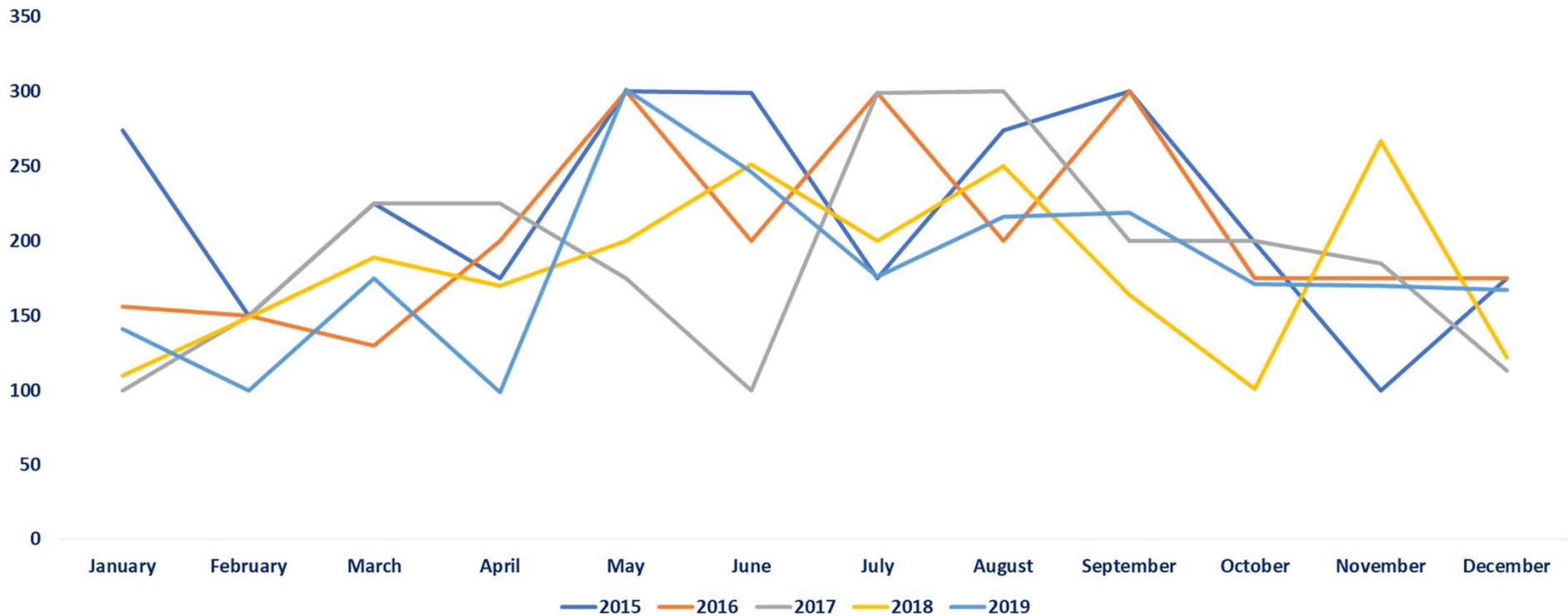
- Jefferson
- Coffee
- Obion

- **Available online at:**

<https://www.tn.gov/tdot/environmental-home/environmental-highway-beautification-office/beautification-litter-grant.html>

Other TDOT Updates

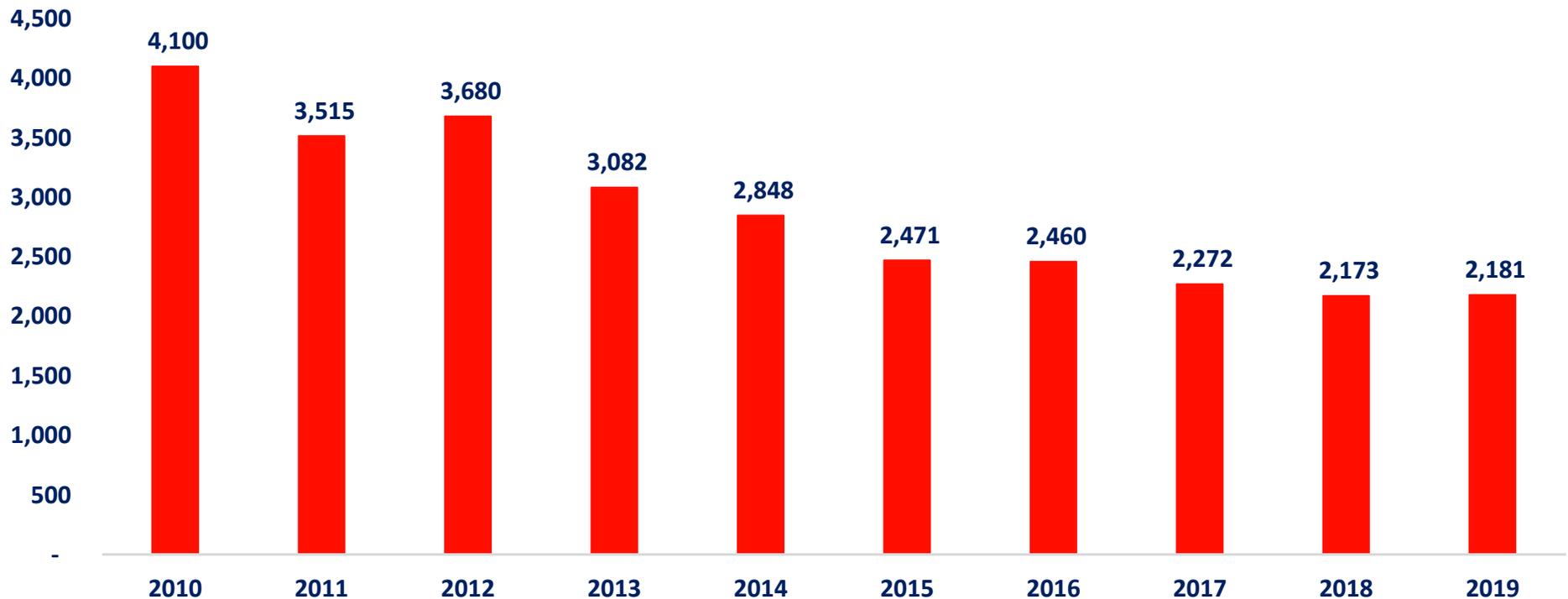
of Incidents (By Month)



- **Litter Hotline calls**

Other TDOT Updates

of Incidents (By Year)



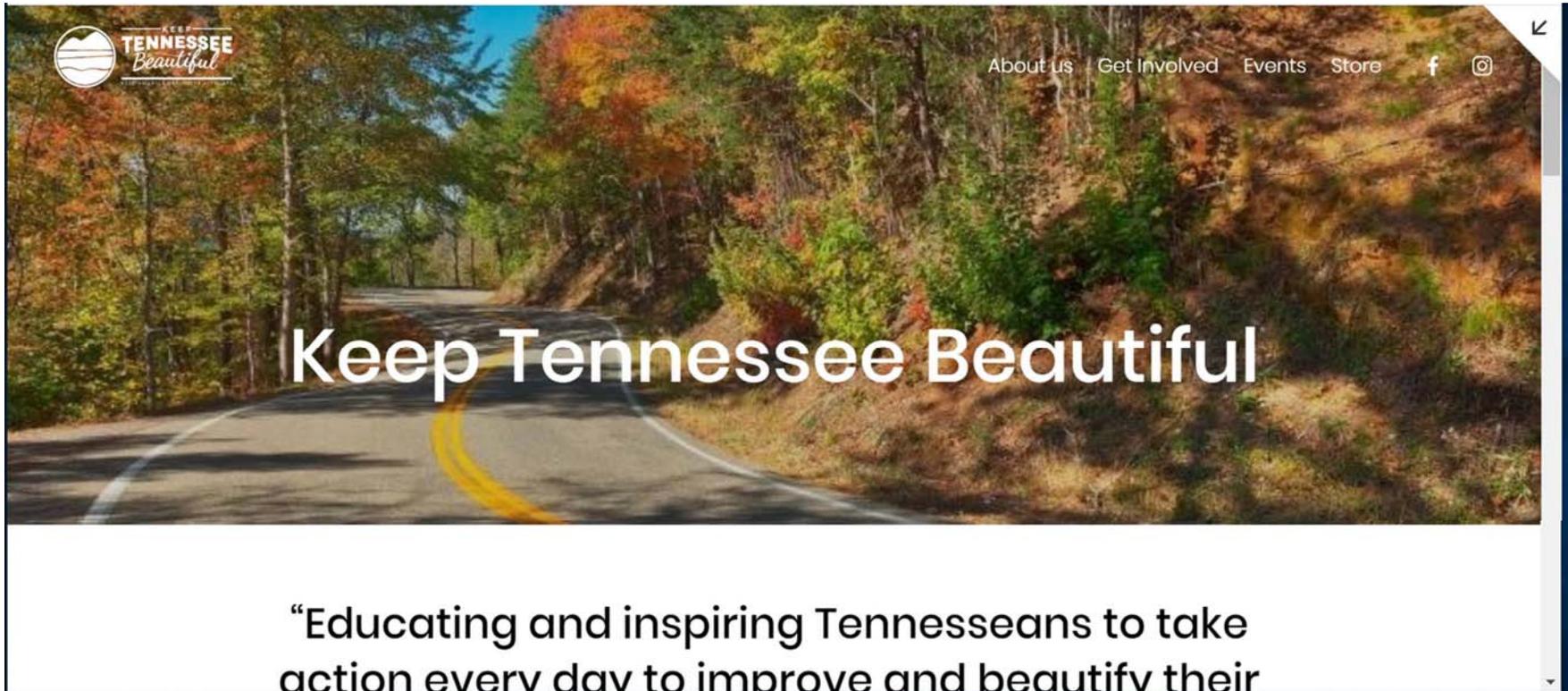
- **Litter Hotline calls**

NTT Update



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

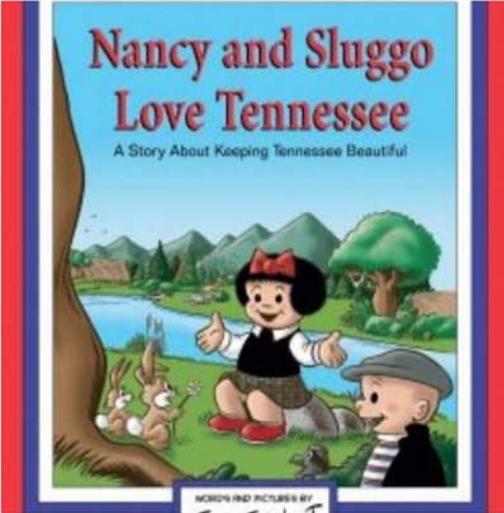
KTnB Update



- **KTnB's new website: <http://www.keeptnbeautiful.org/>**

KTnB Update

About us Get Involved Events Store f @



Nancy & Sluggo Love Tennessee – A Story About Keeping Tennessee Beautiful



White Keep Tennessee Beautiful T-shirt



Red Nobody Trashes TN T-shirt (long-sleeved)

<https://grape-goby-y5e3.squarespace.com/store/white-keep-tennessee-beautiful-t-shirt>

- **KTnB's new website: <http://www.keeptnbeautiful.org/>**

Site Visit Update

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

Bledsoe	Hancock	Monroe
Blount	Hardeman	Morgan
Bradley	Hardin	Pickett
Campbell	Henry	Rhea
Decatur	Lauderdale	Scott
Fentress	Loudon	Van Buren
Gibson	McMinn	Weakley
Hamblen	Meigs	

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



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.

 GOVERNMENTAL GRANT CONTRACT (cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)			
Begin Date	End Date	Agency Tracking #	Edison ID
7/1/2020	6/30/2021	40100-15520	65794

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.

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 # (EDISON PO #) Z21LIT047

PROJECT # 47-500-4021-04

MONTH REQUESTING REIMBURSEMENT: JULY

YEAR: 2020

Salaries and Benefits (Per Schedule 1 Attached)	\$7,815.61
Direct Cost (Per Schedule 2 Attached)	\$0.00
Education Cost (Per Schedule 3 Attached)	\$3,796.31
Total Monthly Invoice	\$11,611.91

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: _____

(REQUIRED)

Title: _____

FOR TDOT PERSONNEL USE ONLY

Approved by: _____ Date: _____

REVISED FEB 2012 TWG

FY-21 Updated Schedule Sheet

Schedule Sheet

INVOICE # 2021KNOXJULY

CONTRACT # (PO EDISON#) Z21LIT047

REIMBURSEMENT MONTH: JULY

Schedule 1 - Must match time sheets

Salaries and Benefits					
Employees	Title	Per Rate Hr.	Total Hrs.	Benefits	Amount
	Laborer	\$10.79	167.50	\$1,211.21	\$3,018.54
	Laborer	\$10.79	160.00	\$511.67	\$2,238.07
	Laborer	\$10.79	142.00	\$1,026.82	\$2,559.00
					\$0.00
				TOTAL	\$7,815.61

Schedule 2 - Must match receipts

Direct Cost	Amount
Vehicle & Trailer Purchase under \$4,999.99	\$0.00
Vehicle Operational Cost, Repair, Service, Fuel, Oil, Tires	\$0.00
Equipment/Rental	\$0.00
Landfill	\$0.00
Meals	\$0.00
Supplies/Litter Pickup/Safety	\$0.00
TDOT Sponsored Training, Travel Training/Lodging	\$0.00
TOTAL	\$0.00

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

Education	Per Rate Hr.	Total Hrs.	Benefits	Amount
Education Coordinator Salary & Benefits:	\$19.23	137.5	\$1,062.87	\$3,707.00
Community Outreach Coordinator:	\$13.50	0	\$0.00	\$0.00
Staff Support:	\$5.63	0	\$0.00	\$0.00
Education Direct Costs	Description			Amount
Communication				\$0.00
Instructional Supplies				\$33.80
Meetings, Events				\$0.00
Training				\$0.00

Time Frame

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:0000481530
V:00980134



TDOT
Department of
Transportation

RECEIVED
By Tishara 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
400 Main Street, Ste. 630
Knoxville, TN 37902

DATE PREPARED: May 28, 2020

INVOICE # 1920KNOXAPRIL

CONTRACT # (OR TDOT PO #) Z20LIT047

PROJECT # 47-500-4020-04

MONTH REQUESTING REIMBURSEMENT: April

YEAR: 2020

Salaries and Benefits (Per Schedule 1 Attached)	\$9,942.09
Direct Cost (Per Schedule 2 Attached)	\$0.00
Education Cost (Per Schedule 3 Attached)	\$5,253.75
Total Monthly Invoice	\$15,195.83

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: *Denise Baker*
(REQUIRED)
Title: Senior Director of Finance

FOR TDOT PERSONNEL USE ONLY

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

REVISED FEB 2012 THC

Schedule Sheet

Schedule Sheet

INVOICE # 1920KNOXAPRIL

CONTRACT # (PO EDISON #) Z20LIT047

REIMBURSEMENT MONTH: APRIL

Schedule 1 - Must match time sheets

Salaries and Benefits					
Employees	Title	Per Rate Hr.	Total Hrs.	Benefits	Amount
[REDACTED]	Laborer	\$10.79	189.50	\$1,045.48	\$2,874.37
[REDACTED]	Laborer	\$10.79	188.00	\$1,214.83	\$3,027.55
[REDACTED]	Laborer	\$10.88	180.00	\$1,151.50	\$2,880.30
[REDACTED]	Laborer	\$10.88	68.00	\$474.99	\$1,179.87
				TOTAL	\$9,942.09

Schedule 2 - Must match receipts

Direct Cost	Amount
Vehicle & Trailer Purchase under \$4,999.99	\$0.00
Vehicle Operational Cost, Repair, Service, Fuel, Oil, Tires	\$0.00
Equipment/Rental	\$0.00
Landfill	\$0.00
Meals	\$0.00
Supplies/Litter Pickup/Safety	\$0.00
TDOT Sponsored Training	\$0.00
Travel Training/Lodging	\$0.00
TOTAL	\$0.00

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

Education	Per Rate Hr.	Total Hrs.	Benefits	Amount
Community Outreach Coordinator [REDACTED]	\$19.23	118.5	918.00	\$3,194.78
Education Coordinator Salary & Benefits [REDACTED]	\$7.00	173	0.00	\$1,211.00
Education Coordinator Salary & Benefits [REDACTED]	\$7.00	109	0	\$763.00
Education Direct Costs	Description	Amount		
Communication		\$0.00		
Instructional Supplies		\$53.03		
Meetings, Events		\$0.00		
Training		\$0.00		
Travel - Lodging		\$31.98		
TOTAL		\$5,253.75		

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

TOTAL MONTHLY INVOICE **\$15,195.83**

Monthly Progress Report

Monthly Progress Report: May 2020.

COUNTY OF KNOX

LGP Administrator: Drew Thurman Phone # 865-215-5821
Education Contact: Alanna McKissack Phone # 865-521-6957
SW Admin Contact/Prepared by: Abby Strain Phone # 865-215-5818

EMAIL ADDRESS: drew.thurman@knoxcounty.org or abby.strain@knoxcounty.org

I. LITTER COLLECTION SECTION:

Collection personnel are Knox County Litter Crew & DUI's (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 (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 state roadside miles covered during the month?

List of roads: see attached

How many total pounds (lbs.) of litter were collected: 1,095 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. 0 Lbs
Tires/Cardboard/Metal

Illegal dump 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 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 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: \$788.05 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 \$1,313.44 spent:

- 4/17/20 UTK Environment & Sustainability Talk
 - 23 attendees
- Education Videos: At Home Activities with KKB
 - 4/2/20 Springtime Recycled Craft
 - 1,400 reached
 - 4/10/20 Litter Lookers
 - 985 reached
- Sustainable Story time with KKB
 - 4/22/20 Nancy and Sluggo Love Tennessee
 - 800 reached
 - 4/28/20 Michael Recycle and Litterbug Doug
 - 1,400 reached
 - 4/30/20 Wartville Wizard
 - 1,200 reached

Public Education \$1,313.44 spent:

- Earth Month Trivia
 - Week 1: Trees
 - 812 reached
 - Week 2: Recycling
 - 2,121 reached
 - Week 3: Pollution
 - 502 reached
 - Week 4: Water
 - 922 reached

Media Education \$1,313.44 spent:

- Facebook
 - 21 new page likes
 - 406 page views
 - 38 posts
 - 12,066 people reached
- Instagram
 - 3 posts
 - 91 post likes
- Twitter
 - 3 tweets
 - 1,425 tweet impressions
 - 0 new followers
 - 8 profile visits
- Newsletter
 - Sent 4/1/20 to 3,256 recipients
- 4/21/2020 WATE TV - PPE Litter

Education Expenses

Business Education \$788.05 spent:

- 4/9/20 Fast Food Restaurant Litter Survey

Government Education \$525.38 spent:

- Due to COVID-19, we utilized social media and our newsletter to educate residents within the community about solid waste updates.



COVID-19
has affected all of us... INCLUDING
OUR ENVIRONMENT

AFTER YOU DO THIS...



DO NOT DO THIS



DISPOSE RESPONSIBLY

brought to you by:



County Road List Example



COUNTY ROADS - NAMES	MILES
S. Young St.	3.1
Hickory Valley	14.1
Doran Rd.	4.3
Turntable Rd.	9.8
Ray Broyles	4.9
Mose Dr.	3.7
N. Spring St.	3.7
Gum Spring Mtn. Rd	5.6
Pine Thickett Rd.	1.1
Eastland Rd.	12.7
Airport Rd.	0.6
Paul Ruby Rd.	6.3
N. Robin Hood Rd.	0.8
Armstrong Rd.	4.8
Fremont Rd.	5.5
Mayberry	12
Onward Rd.	2.8
Cricket Rd.	3.2
Cedar Grove Rd.	4.5
Waymon Mason Rd.	4.5
Thacker Rd.	4.2
Buffalo Rd.	7.8
Lester Flatt Rd.	1.5
Haston Rd.	6.3
Lost Creek Rd.	5.6
Old Union Rd.	3.1
River Hill Rd.	2.4
McBride Rd.	3.3
Big Bottom Rd.	8.9
White's Cave Rd.	4.5
HWY 111	22.6
COUNTY ROAD TOTAL MILES:	178.2



Litter Grant Time Sheet

Schedule 1 & 3

LITTER GRANT PROGRAM																																	
MONTH: May																																	
DATE: 6/15/2020																																	
COUNTY: RHEA																																	
Employee Time Sheet																															Dates	Total	
EMPLOYEE NAME: Tommy Ballard																																	
Program/Funding 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	8	4	4					4	8	8				8	8		8					80
Litter Grant Hours Worked						8					4		4	4				8	4	8							8					48	
Educational Litter Grant Hours Worked	8							8							8								8							8		40	
Annual Leave																																0	
Sick Leave																																0	
Holiday																																0	
Total Litter Grant Hours Worked																																88	

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

LGP 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: 05/01/2020																																	
COUNTY: Putnam																																	
Employee Time Sheet: Dates 04-01-2020/04-30-2020																														Total			
EMPLOYEE NAME: Tom Nelson																																	
Program/Funding 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																																	
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	176	
Educational Hours Worked																																	
Annual Leave																																	
Sick Leave																																	
Holiday																																	
Total Hours Worked on LGP																																176	

Supervisor Signature 

Employee Signature Tom Nelson

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						
ID #:	[REDACTED]	711-21 Semi Monthly Salary			Payment No:	76772
Name On Pymt:	[REDACTED]				Payment Date:	4/2/2020
Loc:	Location: 010				Period End:	4/2/2020
	Hrs/Days	Rate	Current	CYTD	Other Deductions	
Salary	0.0000		1,480.77		Bmm D Plan D1 S Net - 2 Pe	149.96
Overtime	0.0000		99.70		Benefits	
Other Pay	0.0000		218.39		Bmm D Plan D1 S Net - 2 Pe	449.74
Gross Pay			1,798.86	10,683.48		
FIT			116.96	601.16		
Social Security			102.23	597.29		
Medicare			23.91	139.69		
SIT						
LIT						
State Retirement			89.94	534.18		
Other Deductions			149.96	1,049.72		
Benefits			449.74	3,148.18		
Net Pay			1,315.86	7,761.44		
Southeast Bank			1,315.86			
Leave	Earned	Taken	Accum			
					Current Taxable Gross	1,558.96
					CYTD Taxable Gross	9,099.58
*** Direct Deposit ***						
<hr/>						
ID #:	[REDACTED]	711-21 Semi Monthly Salary			Payment No:	77330
Name On Pymt:	[REDACTED]				Payment Date:	4/16/2020
Loc:	Location: 010				Period End:	4/16/2020
	Hrs/Days	Rate	Current	CYTD	Other Deductions	
Salary	0.0000		1,480.77		Bmm D Plan D1 S Net - 2 Pe	149.96
Overtime	0.0000		113.94		Benefits	
Gross Pay			1,594.71	12,278.19	Bmm D Plan D1 S Net - 2 Pe	449.74
FIT			93.69	694.85		
Social Security			89.58	686.87		
Medicare			20.95	160.64		
SIT						
LIT						
State Retirement			79.74	613.92		
Other Deductions			149.96	1,199.68		
Benefits			449.74	3,597.92		
Net Pay			1,160.79	8,922.23		
Southeast Bank			1,160.79			
Leave	Earned	Taken	Accum			
					Current Taxable Gross	1,365.01
					CYTD Taxable Gross	10,464.59
*** 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



BAD EXAMPLE

Schedule 2

Date: 3/11/20

Acct. Name: *W. P. ...*

Acct. Number: *...*

Reg. No.	Clerk	Account Forwarded
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

K. H. ...

14932

Your account stated to date - If error is found return at once.

Later
29.98

Schedule 2

Date: 3/11/20

Name: *W. P. ...*

Acct. Name: *W. P. ...*

Acct. Number: *...*

Reg. No.	Clerk	Account Forwarded
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

4302 RECEIVED
MAR 11 2020

38255

14932

Your account stated to date - If error is found return at once.

02

35 36

8

AUTHORIZED BY: *[Signature]*

WHITE - ORIGINAL
YELLOW - DUPLICATE

Printed by Brady Printing Co.

1. Please send _____ copies of your invoice.
2. Order is to be entered in accordance with prices, delivery and specifications shown above. Notify us immediately if you are unable to ship as specified.
3. Our order number must appear on all invoices, packages and correspondence.

GOOD EXAMPLE

Schedule 2



Gary Reasons
Crockett County Mayor

Crockett County, TN
Litter Grant Pickup Mileage

JUNE 2020 miles

311	0.47	\$ 148.17
-----	------	-----------

Office 731.696.5460 | Fax 731.696.4101 | 10 South Bell Street | Adams, Tennessee 38001



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
- <https://www.tn.gov/tdot/environmental-home/environmental-highway-beautification-office/beautification-litter-grant.html>
- 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 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 Dates:

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::	gatinburg Tn
Event Dates::	October 21 thru 23
Event Title::	TSWDA 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



Travel Claim Reimbursement

WEAKLEY COUNTY Schedule 3

CLAIM FOR TRAVELING EXPENSES
Feb. 12-14, 2020
This claim must be prepared in accordance with travel regulations

DATE	PLACE LEFT	TIME LEFT	PLACE ARRIVED	TIME ARRIVED	TRANSPORTATION			SUBSISTENCE				OTHER EXPENSES Itemize, Attaching Receipts and Explain	TOTAL	
					Mileage Miles	Amount	other	Lodging	Breakfast	Lunch	Dinner			
2/12/20	Dresden, Tn	1:00 p.m.	Memphis, Tn	4:00 pm				*****				travel day	\$45.75	
2/13/20	*****	*****	*****	*****				*****				NON Travel Day	\$5.00	
2/14/20	Memphis, Tn	noon	Dresden, Tn	3:00 PM				*****				Travel Day	\$31.75	
Rods with Michelle Nichols lodging on county credit card														
Please Type or Print COMPLETE Home Address Below					TOTALS	260.40	\$0.4700	\$0.00	\$122.20	\$0.00	\$0.00	\$0.00	\$0.00	\$87.50

GROSS AMOUNT OF CLAIM **\$82.50**

Additional Explanation or Purpose
 Name: Landa Harris *Yalanda Harris*
 SSN #
 Address:
Gleason, Tn 38229

LESS TRIP TRAVEL ADVANCE CONTROL # \$0.00

Keep America Beautiful National Conference
Peabody Hotel
 118 S. Second Street
 Memphis, Tn 38103

AMOUNT DUE CLAIMANT **\$82.50**

Signature of Claimant AMOUNT DUE STATE \$0.00

Road Supervisor CHARLES ROSS Date 2/18/20
 Official Station Position
 Approved *educ* Date 2/19/20
 Approved Date




Education Mileage Reimbursement

Schedule 3

Name: Maddy Staff				
Date	Starting Point	Destination	Purpose of Travel	Miles
2/4/2020	KKB	New Hopewell Elementary	Education	8.2
2/8/2020	3437 Keith Ave	Beaver Ridge United Methodist Church	Cleanup	9.3
2/10/2020	KKB	South Knox Community Center	Outreach	5.6
2/12/2020	KKB	3300 Sutherland Ave	Outreach	7.2
2/18/2020	Shannondale Elementary	New Hopewell Elementary	Education	8.3
2/19/2020	Shannondale Elementary	KKB	Education	8.3
2/20/2020	Shannondale Elementary	KKB	Education	8.3
2/21/2020	Shannondale Elementary	KKB	Education	8.3
2/22/2020	3437 Keith Ave	Ijams	Outreach	7.3
I verify this to be true and correct to the best of my knowledge.				70.8
 SIGNATURE			Total Miles @0.47 per mile \$33.28	
 DIRECTOR SIGNATURE			Parking Reimbursement (Attach Parking Receipt) 0	
3/2/2020 DATE			Total Amount Reimburseable \$33.28	



Nobody Trashes Tennessee

FREE COMMUNITY RECYCLE EVENT BROUGHT TO YOU BY:



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.



"Hamblen County Residents Only"

VENDOR SPONSORS:



MORRISTOWN
IRON & METAL



<https://www.facebook.com/events/66305658775262/>

For more information please contact Keep Morrystown Hamblen Beautiful-KMHB at 423-586-6422
Email us at: kmhbexecutive@outlook.com



KEEP MAURY BEAUTIFUL

R Y C P L L S B E B T R A S H P P
T E M L U B H V C O D K E F P L Q
A U U P E B P Y U T J F W T A F S
D O W S M A Z T D T A Z X S T W A
J V V X E B N F E L Q T T R A I D
E L C Y C E R U R E W I L R M I L
W R A P P E R S P S C O T I R W C
I K U A O W G J W N L S L T J E W
I K F O C Z H D B A B H Y N X R Z
E T S A W Z C R S C M T G B B O L
U D T A Y M K B E F Y T C Z Z Y B
V S G A D Z J A M P D P N R P H I
R O L S K Y T O A U A C R J F B Q
B K A T Z G I N G V U P Y R R G U
U Q S Q H Q G M W W C K U I G P K
V W S X L C E V M D U V W S B I V
B U D Q Y E Z L Z B P W A J Q E B

BOTTLES	CANS	CLEANUP	DIRTY
DUMP	GLASS	LITTER	PAPER
PLASTIC	RECYCLE	REDUCE	REUSE
STRAWS	TRASH	WASTE	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 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.

 GOVERNMENTAL GRANT CONTRACT (cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)			
Begin Date	End Date	Agency Tracking #	Edison ID
7/1/2020	6/30/2021	40100-15520	65794

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.

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 # (EDISON PO #) Z21LIT047

PROJECT # 47-500-4021-04

MONTH REQUESTING REIMBURSEMENT: JULY

YEAR: 2020

Salaries and Benefits (Per Schedule 1 Attached)	\$7,815.61
Direct Cost (Per Schedule 2 Attached)	\$0.00
Education Cost (Per Schedule 3 Attached)	\$3,796.31
Total Monthly Invoice	\$11,611.91

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: _____

(REQUIRED)

Title: _____

FOR TDOT PERSONNEL USE ONLY

Approved by: _____ Date: _____

REVISED FEB 2012 TWG

FY-21 Updated Schedule Sheet

Schedule Sheet

INVOICE # 2021KNOXJULY

CONTRACT # (PO EDISON#) Z21LIT047

REIMBURSEMENT MONTH: JULY

Schedule 1 - Must match time sheets

Salaries and Benefits					
Employees	Title	Per Rate Hr.	Total Hrs.	Benefits	Amount
	Laborer	\$10.79	167.50	\$1,211.21	\$3,018.54
	Laborer	\$10.79	160.00	\$511.67	\$2,238.07
	Laborer	\$10.79	142.00	\$1,026.82	\$2,559.00
					\$0.00
				TOTAL	\$7,815.61

Schedule 2 - Must match receipts

Direct Cost	Amount
Vehicle & Trailer Purchase under \$4,999.99	\$0.00
Vehicle Operational Cost, Repair, Service, Fuel, Oil, Tires	\$0.00
Equipment/Rental	\$0.00
Landfill	\$0.00
Meals	\$0.00
Supplies/Litter Pickup/Safety	\$0.00
TDOT Sponsored Training, Travel Training/Lodging	\$0.00
TOTAL	\$0.00

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

Education	Per Rate Hr.	Total Hrs.	Benefits	Amount
Education Coordinator Salary & Benefits:	\$19.23	137.5	\$1,062.87	\$3,707.00
Community Outreach Coordinator:	\$13.50	0	\$0.00	\$0.00
Staff Support:	\$5.63	0	\$0.00	\$0.00
Education Direct Costs	Description			Amount
Communication				\$0.00
Instructional Supplies				\$33.80
Meetings, Events				\$0.00
Training				\$0.00

Time Frame

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:0000481530
V:00980134



TDOT
Department of
Transportation

RECEIVED

By Tishara 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
400 Main Street, Ste. 630
Knoxville, TN 37902

DATE PREPARED: May 28, 2020

INVOICE # 1920KNOXAPRIL

CONTRACT # (OR TDOT PO #) Z20LIT047

PROJECT # 47-500-4020-04

MONTH REQUESTING REIMBURSEMENT: April

YEAR: 2020

Salaries and Benefits (Per Schedule 1 Attached)	\$9,942.09
Direct Cost (Per Schedule 2 Attached)	\$0.00
Education Cost (Per Schedule 3 Attached)	\$5,253.75
Total Monthly Invoice	\$15,195.83

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: *Denise Baker*
(REQUIRED)
Title: Senior Director of Finance

FOR TDOT PERSONNEL USE ONLY

APPROVED

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

REVISED FEB 2012 THC

Schedule Sheet

Schedule Sheet

INVOICE # 1920KNOXAPRIL

CONTRACT # (PO EDISON #) Z20LIT047

REIMBURSEMENT MONTH: APRIL

Schedule 1 - Must match time sheets

Salaries and Benefits					
Employees	Title	Per Rate Hr.	Total Hrs.	Benefits	Amount
[REDACTED]	Laborer	\$10.79	189.50	\$1,045.48	\$2,874.37
[REDACTED]	Laborer	\$10.79	188.00	\$1,214.83	\$3,027.55
[REDACTED]	Laborer	\$10.88	180.00	\$1,151.50	\$2,880.30
[REDACTED]	Laborer	\$10.88	66.00	\$474.99	\$1,179.87
				TOTAL	\$9,942.09

Schedule 2 - Must match receipts

Direct Cost	Amount
Vehicle & Trailer Purchase under \$4,999.99	\$0.00
Vehicle Operational Cost, Repair, Service, Fuel, Oil, Tires	\$0.00
Equipment/Rental	\$0.00
Landfill	\$0.00
Meals	\$0.00
Supplies/Litter Pickup/Safety	\$0.00
TDOT Sponsored Training	\$0.00
Travel Training/Lodging	\$0.00
TOTAL	\$0.00

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

Education	Per Rate Hr.	Total Hrs.	Benefits	Amount
Community Outreach Coordinator [REDACTED]	\$19.23	118.5	918.00	\$3,194.78
Education Coordinator Salary & Benefits [REDACTED]	\$7.00	173	0.00	\$1,211.00
Education Coordinator Salary & Benefits [REDACTED]	\$7.00	109	0	\$763.00
Education Direct Costs	Description	Amount		
Communication		\$0.00		
Instructional Supplies		\$53.03		
Meetings, Events		\$0.00		
Training		\$0.00		
Travel - Lodging		\$31.98		
TOTAL		\$5,253.75		

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

TOTAL MONTHLY INVOICE **\$15,195.83**

Monthly Progress Report

Monthly Progress Report: May 2020.

COUNTY OF KNOX

LGP Administrator: Drew Thurman Phone # 865-215-5821
Education Contact: Alanna McKissack Phone # 865-521-6957
SW Admin Contact/Prepared by: Abby Strain Phone # 865-215-5818

EMAIL ADDRESS: drew.thurman@knoxcounty.org or abby.strain@knoxcounty.org

I. LITTER COLLECTION SECTION:

Collection personnel are Knox County Litter Crew & DUI's (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 (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 state roadside miles covered during the month?

List of roads: see attached

How many total pounds (lbs.) of litter were collected: 1,095 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. 0 Lbs
Tires/Cardboard/Metal

Illegal dump 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 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 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: \$788.05 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 \$1,313.44 spent:

- 4/17/20 UTK Environment & Sustainability Talk
 - 23 attendees
- Education Videos: At Home Activities with KKB
 - 4/2/20 Springtime Recycled Craft
 - 1,400 reached
 - 4/10/20 Litter Lookers
 - 985 reached
- Sustainable Story time with KKB
 - 4/22/20 Nancy and Sluggo Love Tennessee
 - 800 reached
 - 4/28/20 Michael Recycle and Litterbug Doug
 - 1,400 reached
 - 4/30/20 Wartville Wizard
 - 1,200 reached

Public Education \$1,313.44 spent:

- Earth Month Trivia
 - Week 1: Trees
 - 812 reached
 - Week 2: Recycling
 - 2,121 reached
 - Week 3: Pollution
 - 502 reached
 - Week 4: Water
 - 922 reached

Media Education \$1,313.44 spent:

- Facebook
 - 21 new page likes
 - 406 page views
 - 38 posts
 - 12,066 people reached
- Instagram
 - 3 posts
 - 91 post likes
- Twitter
 - 3 tweets
 - 1,425 tweet impressions
 - 0 new followers
 - 8 profile visits
- Newsletter
 - Sent 4/1/20 to 3,256 recipients
- 4/21/2020 WATE TV - PPE Litter

Education Expenses

Business Education \$788.05 spent:

- 4/9/20 Fast Food Restaurant Litter Survey

Government Education \$525.38 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



COUNTY ROADS - NAMES	MILES
S. Young St.	3.1
Hickory Valley	14.1
Doran Rd.	4.3
Turntable Rd.	9.8
Ray Broyles	4.9
Mose Dr.	3.7
N. Spring St.	3.7
Gum Spring Mtn. Rd	5.6
Pine Thickett Rd.	1.1
Eastland Rd.	12.7
Airport Rd.	0.6
Paul Ruby Rd.	6.3
N. Robin Hood Rd.	0.8
Armstrong Rd.	4.8
Fremont Rd.	5.5
Mayberry	12
Onward Rd.	2.8
Cricket Rd.	3.2
Cedar Grove Rd.	4.5
Waymon Mason Rd.	4.5
Thacker Rd.	4.2
Buffalo Rd.	7.8
Lester Flatt Rd.	1.5
Haston Rd.	6.3
Lost Creek Rd.	5.6
Old Union Rd.	3.1
River Hill Rd.	2.4
McBride Rd.	3.3
Big Bottom Rd.	8.9
White's Cave Rd.	4.5
HWY 111	22.6
COUNTY ROAD TOTAL MILES:	178.2



Litter Grant Time Sheet

Schedule 1 & 3

LITTER GRANT PROGRAM																																
MONTH: May																																
DATE: 6/15/2020																																
COUNTY: RHEA																																
Employee Time Sheet																															Dates	Total
EMPLOYEE NAME: Tommy Ballard																																
Program/Funding 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	8	4	4					4	8	8				8	8		8				80
Litter Grant Hours Worked						8					4		4	4				8	4	8							8				48	
Educational Litter Grant Hours Worked	8						8							8								8							8		40	
Annual Leave																															0	
Sick Leave																															0	
Holiday																															0	
Total Litter Grant Hours Worked																															88	

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

LGP 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: 05/01/2020 COUNTY: Putnam																																	
Employee Time Sheet: Dates 04-01-2020/04-30-2020																														Total			
EMPLOYEE NAME: Tom Nelson																																	
Program/Funding 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																																	
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	176	
Educational Hours Worked																																	
Annual Leave																																	
Sick Leave																																	
Holiday																																	
Total Hours Worked on LGP																																	176

Supervisor Signature 
 Employee Signature Tom Nelson

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						
ID #:	[REDACTED]	711-21 Semi Monthly Salary			Payment No:	76772
Name On Pymt:	[REDACTED]				Payment Date:	4/2/2020
Loc:	Location: 010				Period End:	4/2/2020
	Hrs/Days	Rate	Current	CYTD	Other Deductions	
Salary	0.0000		1,480.77		Bmm D Plan D1 S Net - 2 Pe	149.96
Overtime	0.0000		99.70		Benefits	
Other Pay	0.0000		218.39		Bmm D Plan D1 S Net - 2 Pe	449.74
Gross Pay			1,798.86	10,683.48		
FIT			116.96	601.16		
Social Security			102.23	597.29		
Medicare			23.91	139.69		
SIT						
LIT						
State Retirement			89.94	534.18		
Other Deductions			149.96	1,049.72		
Benefits			449.74	3,148.18		
Net Pay			1,315.86	7,761.44		
Southeast Bank			1,315.86			
Leave	Earned	Taken	Accum			
					Current Taxable Gross	1,558.96
					CYTD Taxable Gross	9,099.58
*** Direct Deposit ***						
<hr/>						
ID #:	[REDACTED]	711-21 Semi Monthly Salary			Payment No:	77330
Name On Pymt:	[REDACTED]				Payment Date:	4/16/2020
Loc:	Location: 010				Period End:	4/16/2020
	Hrs/Days	Rate	Current	CYTD	Other Deductions	
Salary	0.0000		1,480.77		Bmm D Plan D1 S Net - 2 Pe	149.96
Overtime	0.0000		113.94		Benefits	
Gross Pay			1,594.71	12,278.19	Bmm D Plan D1 S Net - 2 Pe	449.74
FIT			93.69	694.85		
Social Security			89.58	686.87		
Medicare			20.95	160.64		
SIT						
LIT						
State Retirement			79.74	613.92		
Other Deductions			149.96	1,199.68		
Benefits			449.74	3,597.92		
Net Pay			1,160.79	8,922.23		
Southeast Bank			1,160.79			
Leave	Earned	Taken	Accum			
					Current Taxable Gross	1,365.01
					CYTD Taxable Gross	10,464.59
*** 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



BAD EXAMPLE

Schedule 2

Date: 3/11/20

Acct. Name: *W. P. ...*

Acct. Number: *...*

Reg. No.	Clerk	Account Forwarded
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

K. H. Walker

14932 Tax Total

Your account stated to date - If error is found return at once.

Later
29.98

Schedule 2

Date: 3/11/20

Name: *W. P. ...*

Acct. Name: *W. P. ...*

Acct. Number: *...*

Reg. No.	Clerk	Account Forwarded
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

4302 RECEIVED MAR 11 2020

W. P. ...

38255 Tax Total

14932 Tax Total

Your account stated to date - If error is found return at once.

02

35 36

8

1. Please send _____ copies of your invoice.
 2. Order is to be entered in accordance with prices, delivery and specifications shown above.
 3. Notify us immediately if you are unable to ship as specified.
 4. Our order number must appear on all invoices, packages and correspondence.

WHITE - ORIGINAL
YELLOW - DUPLICATE

Printed by Brady Printing Co.

AUTHORIZED BY: *[Signature]*

GOOD EXAMPLE

Card Processing Invoice 3-31-20

Schedule 2

Original

HIGHLAND CORPORATION
108 MILL AVENUE
P. O. BOX 190
Hohenwald, TN 38462

Remit to:
HIGHLAND CORPORATION
P. O. BOX 1616
DICKSON, TN 37057

(931) 796-2274

(931) 796-2274

(931) 796-2274

HENDERSON CO LITTER GRANT
P. O. BOX 495
LEXINGTON, TN 38351

Account: 29180038
Invoice No: CP-09963
PO No:
Invoice Date: 03/31/2020
Closing Date: 03/31/2020
Invoice Amount: 450.77

Date/Time	Card	Site	Reference #	Product	Units	Unit Price	Amount
-----------	------	------	-------------	---------	-------	------------	--------

329678 - LITTER GR 2							
03/04/20 11:22	3296878	S	7635-0	87 OCT WITH 10% ETH	20.20000	1.74109	35.17
	Cardsway 178,682			REMOTE ADDRESS OF E. Church Street, Lexington, TN			
	MARCELLANOUS 123						
03/06/20 11:13	3296878	S	7735-0	87 OCT WITH 10% ETH	20.20000	1.74109	35.17
	Cardsway 178,680			REMOTE ADDRESS OF E. Church Street, Lexington, TN			
	MARCELLANOUS 123						
03/06/20 16:03	3296878	S	7848-0	87 OCT WITH 10% ETH	20.60000	1.64078	33.80
	Cardsway 178,537			REMOTE ADDRESS OF E. Church Street, Lexington, TN			
	MARCELLANOUS 123						
03/12/20 10:27	3296878	S	8012-0	87 OCT WITH 10% ETH	20.30000	1.64089	33.31
	Cardsway 178,367			REMOTE ADDRESS OF E. Church Street, Lexington, TN			
	MARCELLANOUS 123						
03/13/20 12:08	3296878	S	8062-0	87 OCT WITH 10% ETH	17.80000	1.64045	29.20
	Cardsway 168,580			REMOTE ADDRESS OF E. Church Street, Lexington, TN			
	MARCELLANOUS 123						
03/16/20 18:27	3296878	S	8155-0	87 OCT WITH 10% ETH	21.10000	1.54123	32.52
	Cardsway 178,675			REMOTE ADDRESS OF E. Church Street, Lexington, TN			
	MARCELLANOUS 123						
03/18/20 12:14	3296878	S	8228-0	87 OCT WITH 10% ETH	17.90000	1.54134	27.59
	Cardsway 178,763			REMOTE ADDRESS OF E. Church Street, Lexington, TN			
	MARCELLANOUS 123						
03/20/20 15:31	3296878	S	8329-0	87 OCT WITH 10% ETH	20.20000	1.54109	31.13
	Cardsway 178,847			REMOTE ADDRESS OF E. Church Street, Lexington, TN			
	MARCELLANOUS 123						
03/25/20 13:32	3296878	S	8475-0	87 OCT WITH 10% ETH	19.00000	1.44053	27.37
	Cardsway 186,179			REMOTE ADDRESS OF E. Church Street, Lexington, TN			
	MARCELLANOUS 123						
03/27/20 13:49	3296878	S	8547-0	87 OCT WITH 10% ETH	19.70000	1.44112	28.39
	Cardsway 186,340			REMOTE ADDRESS OF E. Church Street, Lexington, TN			
	MARCELLANOUS 123						
			329678 - LITTER GR 2 Total		197.50000		313.85
329632 - MIKE MCCONVILLE							
03/02/20 10:35	3299632	S	7500-0	87 OCT WITH 10% ETH	19.10000	1.80105	34.40
	Cardsway 178,817			REMOTE ADDRESS OF E. Church Street, Lexington, TN			
	MARCELLANOUS 123						
03/05/20 11:17	3299632	S	7881-0	87 OCT WITH 10% ETH	19.40000	1.74124	33.78
	Cardsway 177,583			REMOTE ADDRESS OF E. Church Street, Lexington, TN			
	MARCELLANOUS 123						
03/12/20 9:21	3299632	S	7987-0	87 OCT WITH 10% ETH	17.50000	1.64057	28.71
	Cardsway 177,339			REMOTE ADDRESS OF E. Church Street, Lexington, TN			
	MARCELLANOUS 123						
03/16/20 15:49	3299632	S	8545-0	87 OCT WITH 10% ETH	17.40000	1.54138	26.82
	Cardsway 177,530			REMOTE ADDRESS OF E. Church Street, Lexington, TN			
	MARCELLANOUS 123						
03/19/20 10:04	3299632	S	8257-0	87 OCT WITH 10% ETH	8.70000	1.54138	13.41
	Cardsway 177,630			REMOTE ADDRESS OF E. Church Street, Lexington, TN			
	MARCELLANOUS 123						
			329632 - MIKE MCCONVILLE Total		62.10000		137.12



Schedule 2

Giles County Fire Dept
222 West Putask
Putask, Tennessee

EDWARD'S SERVICE CENTER
804 N. 1st St.
Putask, Tennessee

April 1st 2020

PURCHASE ORDER

VENDOR NAME: *Edward's Fire*

ADDRESS:

PHONE:

Phone 363-1524

ACCOUNT FORWARDED

Chk. Gasoline
Ch. Oil
Lts. Grease
Wash
Filter
Grease
Tire Repair
Labor

ITEM #	DESCRIPTION	TOTAL
	<i>Oil Change (Til 4 Service)</i>	9.00
	<i>Litter Grant Truck</i>	145.42
		154.42

TOTAL PRICE: *154.42*

COMMENTS:

AUTHORIZED REQUESTOR: [Redacted]

FINANCIAL MANAGEMENT APPROVAL: *SM*

PO # ASSIGNED: *123407*

GOOD EXAMPLE

Schedule 2



Gary Reasons
Crockett County Mayor

Crockett County, TN
Litter Grant Pickup Mileage

JUNE 2020 miles

311	0.47	\$ 148.17
-----	------	-----------

Office 731.696.5460 | Fax 731.696.4101 | 10 South Bell Street | Adams, Tennessee 38001



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
- <https://www.tn.gov/tdot/environmental-home/environmental-highway-beautification-office/beautification-litter-grant.html>
- 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 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 Dates:

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::	gatinburg Tn
Event Dates::	October 21 thru 23
Event Title::	TSWDA 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



Travel Claim Reimbursement

WEAKLEY COUNTY Schedule 3

CLAIM FOR TRAVELING EXPENSES
Feb. 12-14, 2020
This claim must be prepared in accordance with travel regulations

DATE	PLACE LEFT	TIME LEFT	PLACE ARRIVED	TIME ARRIVED	TRANSPORTATION			SUBSISTENCE				OTHER EXPENSES Itemize, Attaching Receipts and Explain	TOTAL	
					Mileage Miles	Amount	other	Lodging	Breakfast	Lunch	Dinner			
2/12/20	Dresden, Tn	1:00 p.m.	Memphis, Tn	4:00 pm				*****				travel day	\$45.75	
2/13/20	*****	*****	*****	*****				*****				NON Travel Day	\$5.00	
2/14/20	Memphis, Tn	noon	Dresden, Tn	3:00 PM				*****				Travel Day	\$31.75	
Rode with Michelle Nichols lodging on county credit card														
Please Type or Print COMPLETE Home Address Below					TOTALS	260.40	\$0.4700	\$0.00	\$122.20	\$0.00	\$0.00	\$0.00	\$0.00	\$87.50

GROSS AMOUNT OF CLAIM **\$82.50**

Additional Explanation or Purpose
 Name: Landa Harris *Yalanda Harris*
 SSN # *****
 Address: *****
Gleason, Tn 38229
 Keep America Beautiful National Conference
 Peabody Hotel
 118 S. Second Street
 Memphis, Tn 38103

LESS TRIP TRAVEL ADVANCE CONTROL # _____ \$0.00
 AMOUNT DUE CLAIMANT **\$82.50**
 Signature of Claimant ***** AMOUNT DUE STATE \$0.00

Road Supervisor: CHARLES ROSS Date: 2/18/20
 Official Station: ***** Position: *****
 Approved: ***** Date: 2/19/20 *educ*
 Approved: _____ Date: _____



KEEP TENNESSEE Beautiful
KEEP AMERICA BEAUTIFUL AFFILIATE



Education Mileage Reimbursement

Schedule 3

Name: Maddy Staff				
Date	Starting Point	Destination	Purpose of Travel	Miles
2/4/2020	KKB	New Hopewell Elementary	Education	8.2
2/8/2020	3437 Keith Ave	Beaver Ridge United Methodist Church	Cleanup	9.3
2/10/2020	KKB	South Knox Community Center	Outreach	5.6
2/12/2020	KKB	3300 Sutherland Ave	Outreach	7.2
2/18/2020	Shannondale Elementary	New Hopewell Elementary	Education	8.3
2/19/2020	Shannondale Elementary	KKB	Education	8.3
2/20/2020	Shannondale Elementary	KKB	Education	8.3
2/21/2020	Shannondale Elementary	KKB	Education	8.3
2/22/2020	3437 Keith Ave	Ijams	Outreach	7.3
I verify this to be true and correct to the best of my knowledge.				70.8
 SIGNATURE			Total Miles @0.47 per mile \$33.28	
 DIRECTOR SIGNATURE			Parking Reimbursement (Attach Parking Receipt) 0	
3/2/2020 DATE			Total Amount Reimburseable \$33.28	



Nobody Trashes Tennessee

FREE COMMUNITY RECYCLE EVENT BROUGHT TO YOU BY:



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.



"Hamblen County Residents Only"

VENDOR SPONSORS:



MORRISTOWN
IRON & METAL



<https://www.facebook.com/events/66305658775262/>

For more information please contact Keep Morrystown Hamblen Beautiful-KMHB at 423-586-6422
Email us at: kmhbexecutive@outlook.com



KEEP MAURY BEAUTIFUL

R Y C P L L S B E B T R A S H P P
T E M L U B H V C O D K E F P L Q
A U U P E B P Y U T J F W T A F S
D O W S M A Z T D T A Z X S T W A
J V V X E B N F E L Q T T R A I D
E L C Y C E R U R E W I L R M I L
W R A P P E R S P S C O T I R W C
I K U A O W G J W N L S L T J E W
I K F O C Z H D B A B H Y N X R Z
E T S A W Z C R S C M T G B B O L
U D T A Y M K B E F Y T C Z Z Y B
V S G A D Z J A M P D P N R P H I
R O L S K Y T O A U A C R J F B Q
B K A T Z G I N G V U P Y R R G U
U Q S Q H Q G M W W C K U I G P K
V W S X L C E V M D U V W S B I V
B U D Q Y E Z L Z B P W A J Q E B

BOTTLES	CANS	CLEANUP	DIRTY
DUMP	GLASS	LITTER	PAPER
PLASTIC	RECYCLE	REDUCE	REUSE
STRAWS	TRASH	WASTE	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 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.

 GOVERNMENTAL GRANT CONTRACT (cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)			
Begin Date	End Date	Agency Tracking #	Edison ID
7/1/2020	6/30/2021	40100-15520	65794

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.

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 # (EDISON PO #) Z21LIT047

PROJECT # 47-500-4021-04

MONTH REQUESTING REIMBURSEMENT: JULY

YEAR: 2020

Salaries and Benefits (Per Schedule 1 Attached)	\$7,815.61
Direct Cost (Per Schedule 2 Attached)	\$0.00
Education Cost (Per Schedule 3 Attached)	\$3,796.31
Total Monthly Invoice	\$11,611.91

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: _____

(REQUIRED)

Title: _____

FOR TDOT PERSONNEL USE ONLY

Approved by: _____ Date: _____

REVISED FEB 2012 TWG

FY-21 Updated Schedule Sheet

Schedule Sheet

INVOICE # 2021KNOXJULY

CONTRACT # (PO EDISON#) Z21LIT047

REIMBURSEMENT MONTH: JULY

Schedule 1 - Must match time sheets

Salaries and Benefits					
Employees	Title	Per Rate Hr.	Total Hrs.	Benefits	Amount
	Laborer	\$10.79	167.50	\$1,211.21	\$3,018.54
	Laborer	\$10.79	160.00	\$511.67	\$2,238.07
	Laborer	\$10.79	142.00	\$1,026.82	\$2,559.00
					\$0.00
				TOTAL	\$7,815.61

Schedule 2 - Must match receipts

Direct Cost	Amount
Vehicle & Trailer Purchase under \$4,999.99	\$0.00
Vehicle Operational Cost, Repair, Service, Fuel, Oil, Tires	\$0.00
Equipment/Rental	\$0.00
Landfill	\$0.00
Meals	\$0.00
Supplies/Litter Pickup/Safety	\$0.00
TDOT Sponsored Training, Travel Training/Lodging	\$0.00
TOTAL	\$0.00

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

Education	Per Rate Hr.	Total Hrs.	Benefits	Amount
Education Coordinator Salary & Benefits:	\$19.23	137.5	\$1,062.87	\$3,707.00
Community Outreach Coordinator:	\$13.50	0	\$0.00	\$0.00
Staff Support:	\$5.63	0	\$0.00	\$0.00
Education Direct Costs	Description			Amount
Communication				\$0.00
Instructional Supplies				\$33.80
Meetings, Events				\$0.00
Training				\$0.00

Time Frame

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:0000481530
V:00980134



TDOT
Department of
Transportation

RECEIVED

By Tishara 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
400 Main Street, Ste. 630
Knoxville, TN 37902

DATE PREPARED: May 28, 2020

INVOICE # 1920KNOXAPRIL

CONTRACT # (OR TISSON PO #) Z20LIT047

PROJECT # 47-500-4020-04

MONTH REQUESTING REIMBURSEMENT: April

YEAR: 2020

Salaries and Benefits (Per Schedule 1 Attached)	\$9,942.09
Direct Cost (Per Schedule 2 Attached)	\$0.00
Education Cost (Per Schedule 3 Attached)	\$5,253.75
Total Monthly Invoice	\$15,195.83

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: *Denise Baker*
(REQUIRED)
Title: Senior Director of Finance

FOR TDOT PERSONNEL USE ONLY

APPROVED

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

REVISED FEB 2012 THC

Schedule Sheet

Schedule Sheet

INVOICE # 1920KNOXAPRIL
 CONTRACT # (PO EDISON #) Z20LIT047
 REIMBURSEMENT MONTH: APRIL

Schedule 1 - Must match time sheets

Salaries and Benefits					
Employees	Title	Per Rate Hr.	Total Hrs.	Benefits	Amount
[REDACTED]	Laborer	\$10.79	189.50	\$1,045.48	\$2,874.37
[REDACTED]	Laborer	\$10.79	188.00	\$1,214.83	\$3,027.55
[REDACTED]	Laborer	\$10.88	180.00	\$1,151.50	\$2,880.30
[REDACTED]	Laborer	\$10.88	66.00	\$474.99	\$1,179.87
				TOTAL	\$9,942.09

Schedule 2 - Must match receipts

Direct Cost	Amount
Vehicle & Trailer Purchase under \$4,999.99	\$0.00
Vehicle Operational Cost, Repair, Service, Fuel, Oil, Tires	\$0.00
Equipment/Rental	\$0.00
Landfill	\$0.00
Meals	\$0.00
Supplies/Litter Pickup/Safety	\$0.00
TDOT Sponsored Training	\$0.00
Travel Training/Lodging	\$0.00
TOTAL	\$0.00

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

Education	Per Rate Hr.	Total Hrs.	Benefits	Amount
Community Outreach Coordinator [REDACTED]	\$19.23	118.5	918.00	\$3,194.78
Education Coordinator Salary & Benefits [REDACTED]	\$7.00	173	0.00	\$1,211.00
Education Coordinator Salary & Benefits [REDACTED]	\$7.00	109	0	\$763.00
Education Direct Costs	Description	Amount		
Communication		\$0.00		
Instructional Supplies		\$53.03		
Meetings, Events		\$0.00		
Training		\$0.00		
Travel - Lodging		\$31.98		
TOTAL		\$5,253.75		

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

TOTAL MONTHLY INVOICE **\$15,195.83**

Monthly Progress Report

Monthly Progress Report: May 2020.

COUNTY OF KNOX

LGP Administrator: Drew Thurman Phone # 865-215-5821
Education Contact: Alanna McKissack Phone # 865-521-6957
SW Admin Contact/Prepared by: Abby Strain Phone # 865-215-5818

EMAIL ADDRESS: drew.thurman@knoxcounty.org or abby.strain@knoxcounty.org

I. LITTER COLLECTION SECTION:

Collection personnel are Knox County Litter Crew & DUI's (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 (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 state roadside miles covered during the month?

List of roads: see attached

How many total pounds (lbs.) of litter were collected: 1,095 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. 0 Lbs
Tires/Cardboard/Metal

Illegal dump 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 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 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: \$788.05 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 \$1,313.44 spent:

- 4/17/20 UTK Environment & Sustainability Talk
 - 23 attendees
- Education Videos: At Home Activities with KKB
 - 4/2/20 Springtime Recycled Craft
 - 1,400 reached
 - 4/10/20 Litter Lookers
 - 985 reached
- Sustainable Story time with KKB
 - 4/22/20 Nancy and Sluggo Love Tennessee
 - 800 reached
 - 4/28/20 Michael Recycle and Litterbug Doug
 - 1,400 reached
 - 4/30/20 Wartville Wizard
 - 1,200 reached

Public Education \$1,313.44 spent:

- Earth Month Trivia
 - Week 1: Trees
 - 812 reached
 - Week 2: Recycling
 - 2,121 reached
 - Week 3: Pollution
 - 502 reached
 - Week 4: Water
 - 922 reached

Media Education \$1,313.44 spent:

- Facebook
 - 21 new page likes
 - 406 page views
 - 38 posts
 - 12,066 people reached
- Instagram
 - 3 posts
 - 91 post likes
- Twitter
 - 3 tweets
 - 1,425 tweet impressions
 - 0 new followers
 - 8 profile visits
- Newsletter
 - Sent 4/1/20 to 3,256 recipients
- 4/21/2020 WATE TV - PPE Litter

Education Expenses

Business Education \$788.05 spent:

- 4/9/20 Fast Food Restaurant Litter Survey

Government Education \$525.38 spent:

- Due to COVID-19, we utilized social media and our newsletter to educate residents within the community about solid waste updates.



COVID-19
has affected all of us... INCLUDING
OUR ENVIRONMENT

AFTER YOU DO THIS...



DO NOT DO THIS



DISPOSE RESPONSIBLY

brought to you by:



County Road List Example



COUNTY ROADS - NAMES	MILES
S. Young St.	3.1
Hickory Valley	14.1
Doran Rd.	4.3
Turntable Rd.	9.8
Ray Broyles	4.9
Mose Dr.	3.7
N. Spring St.	3.7
Gum Spring Mtn. Rd	5.6
Pine Thickett Rd.	1.1
Eastland Rd.	12.7
Airport Rd.	0.6
Paul Ruby Rd.	6.3
N. Robin Hood Rd.	0.8
Armstrong Rd.	4.8
Fremont Rd.	5.5
Mayberry	12
Onward Rd.	2.8
Cricket Rd.	3.2
Cedar Grove Rd.	4.5
Waymon Mason Rd.	4.5
Thacker Rd.	4.2
Buffalo Rd.	7.8
Lester Flatt Rd.	1.5
Haston Rd.	6.3
Lost Creek Rd.	5.6
Old Union Rd.	3.1
River Hill Rd.	2.4
McBride Rd.	3.3
Big Bottom Rd.	8.9
White's Cave Rd.	4.5
HWY 111	22.6
COUNTY ROAD TOTAL MILES:	178.2



Litter Grant Time Sheet

Schedule 1 & 3

LITTER GRANT PROGRAM																																	
MONTH: May																																	
DATE: 6/15/2020																																	
COUNTY: RHEA																																	
Employee Time Sheet																															Dates	Total	
EMPLOYEE NAME: Tommy Ballard																																	
Program/Funding 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	8	4	4					4	8	8				8	8		8					80
Litter Grant Hours Worked						8					4		4	4				8	4	8							8					48	
Educational Litter Grant Hours Worked	8						8							8								8							8			40	
Annual Leave																																0	
Sick Leave																																0	
Holiday																																0	
Total Litter Grant Hours Worked																																88	

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

LGP 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: 05/01/2020 COUNTY: Putnam																																	
Employee Time Sheet: Dates 04-01-2020/04-30-2020																														Total			
EMPLOYEE NAME: Tom Nelson																																	
Program/Funding 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																																	
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	176	
Educational Hours Worked																																	
Annual Leave																																	
Sick Leave																																	
Holiday																																	
Total Hours Worked on LGP																																	176

Supervisor Signature [Signature]
 Employee Signature Tom Nelson

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						
ID #:	[REDACTED]	711-21 Semi Monthly Salary			Payment No:	76772
Name On Pymt:	[REDACTED]				Payment Date:	4/2/2020
Loc:	Location: 010				Period End:	4/2/2020
	Hrs/Days	Rate	Current	CYTD	Other Deductions	
Salary	0.0000		1,480.77		Bmm D Plan D1 S Net - 2 Pe	149.96
Overtime	0.0000		99.70		Benefits	
Other Pay	0.0000		218.39		Bmm D Plan D1 S Net - 2 Pe	449.74
Gross Pay			1,798.86	10,683.48		
FIT			116.96	601.16		
Social Security			102.23	597.29		
Medicare			23.91	139.69		
SIT						
LIT						
State Retirement			89.94	534.18		
Other Deductions			149.96	1,049.72		
Benefits			449.74	3,148.18		
Net Pay			1,315.86	7,761.44		
Southeast Bank			1,315.86			
Leave	Earned	Taken	Accum			
					Current Taxable Gross	1,558.96
					CYTD Taxable Gross	9,099.58
*** Direct Deposit ***						
ID #:	[REDACTED]	711-21 Semi Monthly Salary			Payment No:	77330
Name On Pymt:	[REDACTED]				Payment Date:	4/16/2020
Loc:	Location: 010				Period End:	4/16/2020
	Hrs/Days	Rate	Current	CYTD	Other Deductions	
Salary	0.0000		1,480.77		Bmm D Plan D1 S Net - 2 Pe	149.96
Overtime	0.0000		113.94		Benefits	
Gross Pay			1,594.71	12,278.19	Bmm D Plan D1 S Net - 2 Pe	449.74
FIT			93.69	694.85		
Social Security			89.58	686.87		
Medicare			20.95	160.64		
SIT						
LIT						
State Retirement			79.74	613.92		
Other Deductions			149.96	1,199.68		
Benefits			449.74	3,597.92		
Net Pay			1,160.79	8,922.23		
Southeast Bank			1,160.79			
Leave	Earned	Taken	Accum			
					Current Taxable Gross	1,365.01
					CYTD Taxable Gross	10,464.59
*** 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



BAD EXAMPLE

Schedule 2

Date: 3/11/20

Acct. Name: *W. P. ...*

Acct. Number: *...*

Reg. No.	Clerk	Account Forwarded
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

K. H. ...

14932

Your account stated to date - If error is found return at once.

Later
29.98

Schedule 2

Date: 3/11/20

Name: *...*

Acct. Name: *W. P. ...*

Acct. Number: *...*

Reg. No.	Clerk	Account Forwarded
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

4302 RECEIVED
MAR 11 2020

38255

14932

Your account stated to date - If error is found return at once.

02

35 36

8

AUTHORIZED BY: *[Signature]*

WHITE - ORIGINAL
YELLOW - DUPLICATE

Printed by Brady Printing Co.

1. Please send _____ copies of your invoice.
2. Order is to be entered in accordance with prices, delivery and specifications shown above. Notify us immediately if you are unable to ship as specified.
3. Our order number must appear on all invoices, packages and correspondence.

GOOD EXAMPLE

Card Processing Invoice 3-31-20

Schedule 2

Original

HIGHLAND CORPORATION
108 MILL AVENUE
P. O. BOX 190
HOHENWALD, TN 38442

Remit to:
HIGHLAND CORPORATION
P. O. BOX 1616
DICKSON, TN 37057

(931) 790-2274

(931) 790-2274

(931) 790-2274

HENDERSON CO LITTER GRANT
P. O. BOX 495
LEXINGTON, TN 38551

Account: 29180038
Invoice No: CP-099063
PO No:
Invoice Date: 03/31/2020
Closing Date: 03/31/2020
Invoice Amount: 450.77

Date/Time	Card	Site	Reference #	Product	Units	Unit Price	Amount
-----------	------	------	-------------	---------	-------	------------	--------

329678 - LITTER GR 2							
03/04/20 11:22	3296878	S	7635-0	87 OCT WITH 10% ETH	20.20000	1.74109	35.17
	Cardsway 178,682			REMOTE ADDRESS OF E. Church Street, Lexington, TN			
03/06/20 11:13	3296878	S	7735-0	87 OCT WITH 10% ETH	20.20000	1.74109	35.17
	Cardsway 178,680			REMOTE ADDRESS OF E. Church Street, Lexington, TN			
03/06/20 16:03	3296878	S	7848-0	87 OCT WITH 10% ETH	20.60000	1.64078	33.80
	Cardsway 178,137			REMOTE ADDRESS OF E. Church Street, Lexington, TN			
03/12/20 10:27	3296878	S	8012-0	87 OCT WITH 10% ETH	20.30000	1.64089	33.31
	Cardsway 178,380			REMOTE ADDRESS OF E. Church Street, Lexington, TN			
03/13/20 12:08	3296878	S	8062-0	87 OCT WITH 10% ETH	17.80000	1.64045	29.20
	Cardsway 168,580			REMOTE ADDRESS OF E. Church Street, Lexington, TN			
03/16/20 18:27	3296878	S	8155-0	87 OCT WITH 10% ETH	21.10000	1.54123	32.52
	Cardsway 178,675			REMOTE ADDRESS OF E. Church Street, Lexington, TN			
03/18/20 12:14	3296878	S	8228-0	87 OCT WITH 10% ETH	17.90000	1.54134	27.59
	Cardsway 178,760			REMOTE ADDRESS OF E. Church Street, Lexington, TN			
03/20/20 15:31	3296878	S	8329-0	87 OCT WITH 10% ETH	20.20000	1.54109	31.13
	Cardsway 178,847			REMOTE ADDRESS OF E. Church Street, Lexington, TN			
03/25/20 13:32	3296878	S	8475-0	87 OCT WITH 10% ETH	19.00000	1.44053	27.37
	Cardsway 186,179			REMOTE ADDRESS OF E. Church Street, Lexington, TN			
03/27/20 13:49	3296878	S	8547-0	87 OCT WITH 10% ETH	19.70000	1.44112	28.39
	Cardsway 186,340			REMOTE ADDRESS OF E. Church Street, Lexington, TN			
	MISCCELLANEOUS 129						
			329678 - LITTER GR 2 Total		197.50000		313.85
329632 - MIKE MCCONVILLE							
03/02/20 10:35	3299632	S	7500-0	87 OCT WITH 10% ETH	19.10000	1.80105	34.40
	Cardsway 178,817			REMOTE ADDRESS OF E. Church Street, Lexington, TN			
03/05/20 11:17	3299632	S	7881-0	87 OCT WITH 10% ETH	19.40000	1.74124	33.78
	Cardsway 177,183			REMOTE ADDRESS OF E. Church Street, Lexington, TN			
03/12/20 9:21	3299632	S	7987-0	87 OCT WITH 10% ETH	17.50000	1.64057	28.71
	Cardsway 177,339			REMOTE ADDRESS OF E. Church Street, Lexington, TN			
03/16/20 15:49	3299632	S	8545-0	87 OCT WITH 10% ETH	17.40000	1.54138	26.82
	Cardsway 177,530			REMOTE ADDRESS OF E. Church Street, Lexington, TN			
03/19/20 10:04	3299632	S	8257-0	87 OCT WITH 10% ETH	8.70000	1.54138	13.41
	Cardsway 177,630			REMOTE ADDRESS OF E. Church Street, Lexington, TN			
	MISCCELLANEOUS						
			329632 - MIKE MCCONVILLE Total		82.10000		137.12



Schedule 2

Giles County Fire
222 West
Putask
Putask, Tennessee

EDWARD'S SERVICE CENTER
804 N. 1st St.
Putask, Tennessee

April 1st 2020

PURCHASE ORDER

VENDOR NAME: *Edward's Fire*

ADDRESS:

PHONE:

Phone 363-1524

ACCOUNT FORWARDED

Chk. Gasoline
Ch. Oil
Lts. Grease
Wash
Filter
Grease
Tire Repair
Labor

ITEM #	DESCRIPTION	TOTAL
	<i>Oil Change (Til 4 Service)</i>	9.00
	<i>Litter Grant Truck</i>	145.42
		154.42

TOTAL PRICE: *154.42*

COMMENTS:

AUTHORIZED REQUESTOR: [Redacted]

FINANCIAL MANAGEMENT APPROVAL: *SM*

PO # ASSIGNED: *123407*

GOOD EXAMPLE

Schedule 2



Gary Reasons
Crockett County Mayor

Crockett County, TN
Litter Grant Pickup Mileage

JUNE 2020 miles

311	0.47	\$ 148.17
-----	------	-----------

Office 731.696.5460 | Fax 731.696.4101 | 10 South Bell Street | Adams, Tennessee 38001



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
- <https://www.tn.gov/tdot/environmental-home/environmental-highway-beautification-office/beautification-litter-grant.html>
- 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 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 Dates:

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::	gatinburg Tn
Event Dates::	October 21 thru 23
Event Title::	TSWDA 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



Education Mileage Reimbursement

Schedule 3

Name: Maddy Staff				
Date	Starting Point	Destination	Purpose of Travel	Miles
2/4/2020	KKB	New Hopewell Elementary	Education	8.2
2/8/2020	3437 Keith Ave	Beaver Ridge United Methodist Church	Cleanup	9.3
2/10/2020	KKB	South Knox Community Center	Outreach	5.6
2/12/2020	KKB	3300 Sutherland Ave	Outreach	7.2
2/18/2020	Shannondale Elementary	New Hopewell Elementary	Education	8.3
2/19/2020	Shannondale Elementary	KKB	Education	8.3
2/20/2020	Shannondale Elementary	KKB	Education	8.3
2/21/2020	Shannondale Elementary	KKB	Education	8.3
2/22/2020	3437 Keith Ave	Ijams	Outreach	7.3
I verify this to be true and correct to the best of my knowledge.				70.8
 SIGNATURE			Total Miles @0.47 per mile \$33.28	
 DIRECTOR SIGNATURE			Parking Reimbursement (Attach Parking Receipt) 0	
3/2/2020			Total Amount Reimburseable \$33.28	
DATE				



Nobody Trashes Tennessee

FREE COMMUNITY RECYCLE EVENT BROUGHT TO YOU BY:



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.



"Hamblen County Residents Only"

VENDOR SPONSORS:



MORRISTOWN
IRON & METAL



<https://www.facebook.com/events/66305658775262/>

For more information please contact Keep Morrystown Hamblen Beautiful-KMHB at 423-586-6422
Email us at: kmhbexecutive@outlook.com



KEEP MAURY BEAUTIFUL

R Y C P L L S B E B T R A S H P P
T E M L U B H V C O D K E F P L Q
A U U P E B P Y U T J F W T A F S
D O W S M A Z T D T A Z X S T W A
J V V X E B N F E L Q T T R A I D
E L C Y C E R U R E W I L R M I L
W R A P P E R S P S C O T I R W C
I K U A O W G J W N L S L T J E W
I K F O C Z H D B A B H Y N X R Z
E T S A W Z C R S C M T G B B O L
U D T A Y M K B E F Y T C Z Z Y B
V S G A D Z J A M P D P N R P H I
R O L S K Y T O A U A C R J F B Q
B K A T Z G I N G V U P Y R R G U
U Q S Q H Q G M W W C K U I G P K
V W S X L C E V M D U V W S B I V
B U D Q Y E Z L Z B P W A J Q E B

BOTTLES	CANS	CLEANUP	DIRTY
DUMP	GLASS	LITTER	PAPER
PLASTIC	RECYCLE	REDUCE	REUSE
STRAWS	TRASH	WASTE	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 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”

Pre-Approved Promotional Items

ITEM	REASON
APPAREL (T-SHIRTS, JACKETS, HATS, SAFETY VESTS)	GETS MESSAGE OUT TO PUBLIC ON ITEMS THAT PEOPLE WILL MOST LIKELY KEEP
BANNERS	PUBLIC MESSAGE FOR EVENTS/SPECIFIC LOCATIONS
BILLBOARDS	PUBLIC MESSAGE FOR EVENTS/SPECIFIC LOCATIONS
CAR CHARGING KITS (FOR PHONES)	LITTER PREVENTION MESSAGE IN CAR
CAR COASTERS	LITTER PREVENTION MESSAGE IN CAR
CAR LITTER BAGS	LITTER PREVENTION MESSAGE IN CAR
CAR ORGANIZERS	LITTER PREVENTION MESSAGE IN CAR
CAR VISORS	LITTER PREVENTION MESSAGE IN CAR
CHIP CLIP	GETS MESSAGE OUT TO PUBLIC ON ITEMS THAT PEOPLE WILL MOST LIKELY KEEP
COFFEE MUGS	PROMOTES REUSE INSTEAD OF DISPOSABLE OPTION
DRAWSTRING BAGS	GETS MESSAGE OUT TO PUBLIC ON ITEMS THAT PEOPLE WILL MOST LIKELY KEEP
ERASERS	USEFUL PROMOTIONAL ITEM FOR SCHOOLS
FIRST AID KIT	USEFUL PROMOTIONAL ITEM
FLOATING KEY CHAIN	HELPS KEYS FROM BECOMING LITTER IN BODIES OF WATER
GLOVES (REUSABLE)	PROMOTES REUSE INSTEAD OF DISPOSABLE OPTION
HAND SANITIZER	USEFUL PROMOTIONAL ITEM
KOOZIES	PROMOTES REUSE INSTEAD OF DISPOSABLE OPTION
MASKS (REUSABLE)	PROMOTES REUSE INSTEAD OF DISPOSABLE OPTION
MULTI TOOL	USEFUL PROMOTIONAL ITEM
PAPER PRODUCTS MADE FROM RECYCLED MATERIALS (PEN PADS, POST-IT NOTES, ETC.)	USEFUL PROMOTIONAL ITEM
PENS	USEFUL PROMOTIONAL ITEM

PENCILS	USEFUL PROMOTIONAL ITEM FOR SCHOOLS
PERMANENT SIGNS	PUBLIC MESSAGE FOR EVENTS/SPECIFIC LOCATIONS
PHONE CASE (WATERPROOF)	USEFUL PROMOTIONAL ITEM
POCKET KNIFE	USEFUL PROMOTIONAL ITEM
RECYCLING BINS	PUBLIC MESSAGE FOR EVENTS/SPECIFIC LOCATIONS
RECYCLING/LITTERING COLORING BOOKS W/CRAYONS	EDUCATIONAL ITEM FOR SCHOOLS
REUSABLE BAGS	PROMOTES REUSE INSTEAD OF DISPOSABLE OPTION
REUSABLE STRAWS	PROMOTES REUSE INSTEAD OF DISPOSABLE OPTION
REUSABLE WATER BOTTLES	PROMOTES REUSE INSTEAD OF DISPOSABLE OPTION
RULERS	EDUCATIONAL ITEM FOR SCHOOLS
SEED BRACELETS	EDUCATIONAL ITEM FOR SCHOOLS
STADIUM CUPS	PROMOTES REUSE INSTEAD OF DISPOSABLE OPTION
TRASH BAGS (BRANDED)	PUBLIC MESSAGE FOR EVENTS/SPECIFIC LOCATIONS
TUMBLERS	PROMOTES REUSE INSTEAD OF DISPOSABLE OPTION
USB/JUMP DRIVES	EDUCATIONAL ITEM FOR SCHOOLS
VEHICLE WRAPS	PUBLIC MESSAGE FOR EVENTS/SPECIFIC LOCATIONS

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 INITIATED AND FUNDED)
- Providing barricades for block parties
- Plaques for Tree Advisory Committee
- Birdhouses, trees and flowers
- Clean up, fix up, paint up week (Usually during Great American Cleanup, no paint brushes, cleaners, nails, window panes, etc.)
- Litter Grant does not pay for overtime. Pays only for total litter grant hours worked at the hourly or salary rate
- Does not pay for salary for hours worked at a convenience center
- Post Office Boxes
- Ink cartridges
- Entry fees for you to play in a tournament. You can sponsor a hole with litter prevention/recycling signs, information, educating purposes
- Janitorial services
- Memorial signs
- Yard signs
- Uniforms for county workhouse trustees (does not include PPE)
- Items for personal use that are not in the realm of litter collection and education.
- Audits

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 Brittany.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...



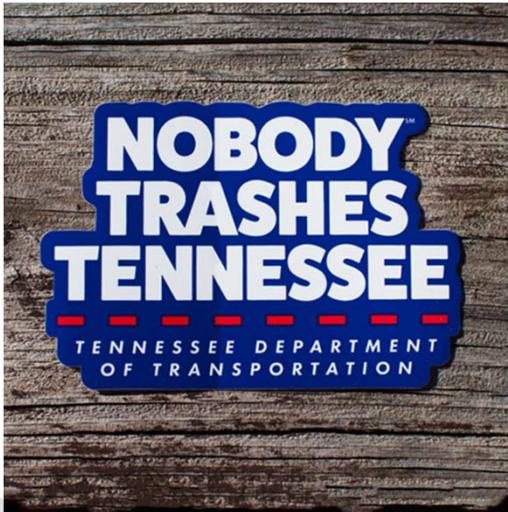
**NOBODYSM
TRASHES
TENNESSEE**



**T E N N E S S E E D E P A R T M E N T
O F T R A N S P O R T A T I O N**

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

TENNESSEE DEPARTMENT OF TRANSPORTATION

How Do I Adopt?

Visit www.TN.gov/TDOT using the keyword "Adopt-A-Highway" or scan the QR CODE below.



ADOPT  -HIGHWAY



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

 Tennessee Department of Transportation, Authorization No. 401495, 5000 copies, August 2019. This public document was promulgated at a cost of \$0.15 per copy.

LET'S HELP KEEP TENNESSEE LITTER FREE!



TENNESSEE

ADOPT  -HIGHWAY

TDOT BUZZIN' ABOUT Pollinator Awareness Week



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



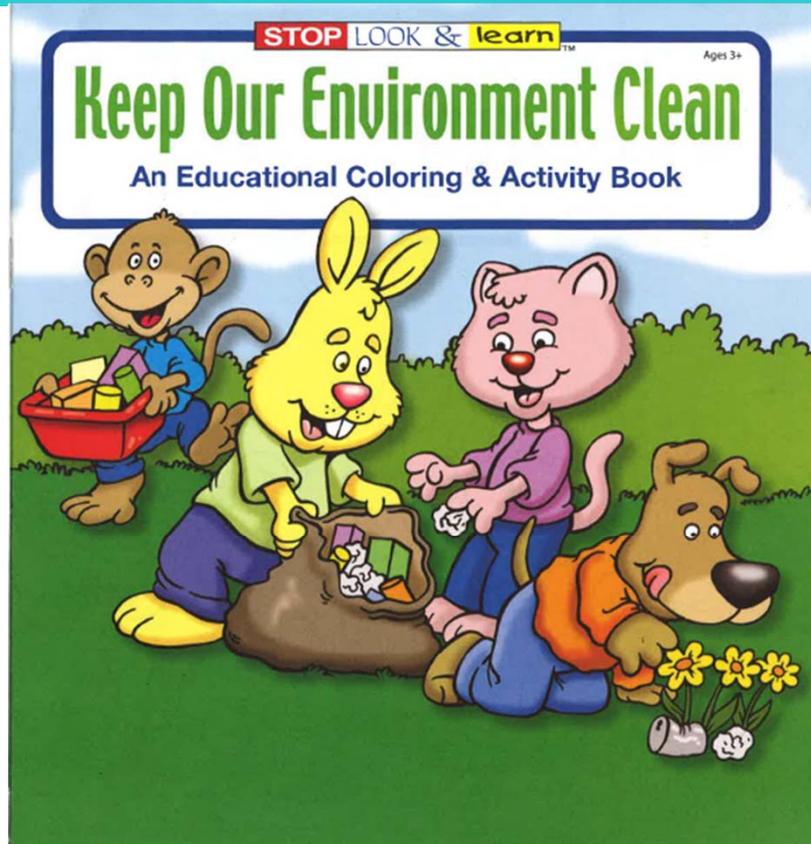
They are **IMPORTANT** in the production of fruits and vegetables.

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 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.shelbycountyttn.gov in the News Listing

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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.

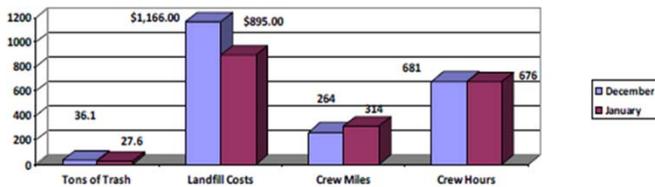
"Every dollar used for litter could have been spent on other pressing citizen needs. Still, we're committed to improving the appearance of Shelby County," said Shelby County Mayor Mark H. Luttrell, Jr.

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.shelbycountyttn.gov and click on the *Report a Concern* link. Citizens can also call the Shelby County Mayor's Action Center at (901) 222-2300.

January 2017

West TN Regional Recycling Hub

-VOLUNTEER TO RECYCLE-

January Newsletter

We at West Tennessee Regional Recycling Hub would like to wish you a happy New Year! We have lots of new and exciting things in store for 2017. Visit our new and improved website for the latest information and stayed tuned to our Newsletter for recently updates.

Visit our Website

Facility News

Household Hazardous Waste Container
 Chester Co. Solid Waste & Recycling Center now accepts Household Hazardous Waste. We are now equipped with a HHW container that is open every Tuesday & Thursday from 7:30am - 4pm. Please check out the HHW link on our website for accepted/unaccepted items.

Education & Outreach

The West Tennessee Regional Recycling Hub is pleased to announce that we have received a grant from the Tennessee Department of Transportation to fund a project to install a recycling station at the Memphis International Airport. This station will provide a convenient location for travelers to dispose of their recycling. The station will be located in the baggage claim area and will be open during the airport's operating hours. We are excited to be able to provide this service to our community and to help reduce the amount of waste that ends up in a landfill.

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.

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

\$1,100

TOTAL _____ EDUCATION

Resources

- My Emma
- Constant Contact
- MailChimp
- Canva

Litter Grant Schedule 3 will pay for yearly/monthly fees for platforms.

Resources



- 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

ADOPT- -HIGHWAY

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.



ADOPT--HIGHWAY

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.

Trashesquatch



[Video](#)

Join the Movement

1. Follow @nobodytrashestn



2. Like & Repost / Retweet / Share
4. Encourage others to follow