



Tennessee Department of Transportation
Highway Beautification Office
2026-2027 (FY27)
Litter Grant Program
Grant Application Instruction Packet

Thank you for your interest in participating in the TDOT Litter Grant Program. In order for a county to receive state funds through this program, it must submit a series of required documents by **June 8, 2026**. This set of instructions is designed to guide counties as they apply for the upcoming grant opportunity.

Required Documentation

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

1. Work Plan
2. Education Plan
3. Litter Grant Budget

Work Plan

The following step is to create a work plan. While there is no official template, a county must clearly indicate the type of work they plan to complete using Litter Grant funds. This plan should outline the general scope of planned work, as well as specific details.

For example, a county should report whether inmate labor will be used in clean-up efforts, and state that safety gear will be worn by all work crews when working along the right of way.

An example of a *work plan* is attached (see [Attachment B](#)).

Education Plan

The next step is to develop an education plan. The Litter Grant Program requires participating counties use a pre-established portion of funds for educational purposes. There is no official template for this document; however, counties **must** identify their educational targets for the year.

These efforts may include litter prevention education outreach and programming, recycling education and outreach, community cleanup events, and educational promotional items that have a clear

connection to litter prevention programming and messaging. Promotional items should include a litter prevention and/or education message and support broader outreach goals.

Target audiences may include K-12 students, businesses, the public, media campaigns, or government education initiatives. In this section, counties should identify planned events and describe the activities they intend to conduct as part of their targeted education and outreach efforts.

For this year, counties are requested to include a focus on school aged education, along with activities from at least two additional outreach categories.

**** Please note that *no more* than 10% of grant funds may be used for advertising or promoting a litter and trash collection program in accordance with TCA § 41-2-123(c). ****

An example of an *education plan* is attached (see [Attachment C](#)).

Litter Grant Budget

The final step entails submitting a budget. This budget must match the contract amount exactly. A county may choose to move funds between salary or direct costs line items or into education but may **not** move education funds to another schedule/line item.

* Transfers between line items are now limited to a **maximum of 20%** of the line item's original amount.

Although the official grant budget in the contract includes several additional line items, Litter Grant participants are only required to report amounts for salaries, direct costs, and education efforts.

An example of a *budget* is attached (see [Attachment D](#)).

Please direct any questions you have regarding the application process to Antonia Hayes or Victoria Cooper or Loren McWright.

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Thank you again for your interest. TDOT looks forward to partnering with your agency in the upcoming fiscal year to help keep Tennessee clean and litter-free.

Attachment B – Work Plan

Work Plan for _____ County 2026-2027 (FY27)

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

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

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

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

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

Attachment C – Education Plan

Education Plan for _____ County (FY 2027)

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

Student Education

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

Public Education

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

Media Education

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

Business Education

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

Government Education

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

Attachment D – Litter Grant Budget

Required Application Line Items

Please fill out the below line items, and include the completed budget in final application

- Schedule 1: Salaries, Benefits & Taxes - Grant Contract & Total Project
- Schedule 2: Supplies - Grant Contract & Total Project
- Schedule 3: Professional Fee, Grant & Award (Education): Grant Contract & Total Project
- Grand Total: Grant Contract & Total Project
- Professional Fee, Grant & Award (next page)

GRANT BUDGET				
LITTER PICKUP & PREVENTION EDUCATION				
The Grant Budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN: JULY 1, 2026 END: JUNE 30, 2027				
	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
	Salaries, Benefits & Taxes	0.00	0.00	0.00
	Professional Fee, Grant & Award ²	0.00	0.00	0.00
	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	0.00	0.00	0.00
	Travel, Conferences & Meetings	0.00	0.00	0.00
	Interest ²	0.00	0.00	0.00
	Insurance	0.00	0.00	0.00
	Specific Assistance To Individuals	0.00	0.00	0.00
	Depreciation ²	0.00	0.00	0.00
	Other Non-Personnel ²	0.00	0.00	0.00
	Capital Purchase ²	0.00	0.00	0.00
	Indirect Cost	0.00	0.00	0.00
	In-Kind Expense	0.00	0.00	0.00
	GRAND TOTAL	0.00	0.00	0.00

¹ Each expense object line-item is defined by the U.S. OMB's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E Cost Principles (posted on the Internet at: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E>) and CPO Policy 2013-007 (posted online at <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-.html>).

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

Attachment D – Litter Grant Budget (continued)

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
Required litter prevention education amount.	Amount
TOTAL	Amount

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