

## Tennessee Department of Transportation – Highway Beautification Office

2017-2018 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 1, 2017**. This set of instructions is designed to guide counties as they apply for the upcoming grant opportunity.

### Required Documentation

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

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

### Resolution

The first step in applying for a TDOT Litter Grant is to create a county resolution. The resolution must clearly indicate the following items:

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

An example of a resolution is attached (see Attachment A).

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

An example of an education 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 from salary and benefits or direct costs into education, but may not move education funds to another schedule/line item. While the official grant budget as shown in the contract will have several additional lines, Litter Grant participants are only required to list amounts for salaries and benefits, direct costs, and education efforts.

An example of a budget is attached (see Attachment D).

Please direct any questions you have regarding the application process to Mike McClanahan (Manager), Susan Stokes (Financial Coordinator) or Laura Williams (Outreach Coordinator).

Mike McClanahan

Susan Stokes

Laura Williams

Michael.McClanahan@tn.gov

Susan.Stokes@tn.gov

Laura.D.Williams@tn.gov

615-741-0803

615-770-3902

615-532-3455

Again, thank you for your interest. TDOT looks forward to working with your agency during the upcoming fiscal year as partners in keeping Tennessee clean and litter-free.

Attachment A – Resolution

AUTHORIZING RESOLUTION 17-05-001

Sponsored by:

Resolution authorizing submission of an application for a Litter and Trash Collecting Grant for FY 2017 - 2018 from the Tennessee Department of Transportation and authorizing the acceptance of said Grant.

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

Whereas, the contract for the Grant for FY 2017-2018 will impose certain legal obligations upon Blount County

THEREFORE, BE IT RESOLVED:

1. That Ed Mitchell County Mayor of Blount County is authorized to apply on behalf of Blount County for a Litter and Trash Collecting Grant for FY 2017-2018 from the Tennessee Department of Transportation.
2. That should said application be approved by the Tennessee Department of Transportation, then the Ed Mitchell County Mayor of Blount County is authorized to execute contracts or other necessary documents, which may be required to signify acceptance of the Litter and Trash Collecting Grant by Blount County.

Approved at the regular meeting held on the 18<sup>th</sup> day of May, 2017.

**CERTIFICATION OF ACTION ..... ATTEST**

\_\_\_\_\_  
**Commission Chairman**

\_\_\_\_\_  
**County Clerk**

Approved: \_\_\_\_

Vetoed: \_\_\_\_\_

County Mayor

Date

## Attachment B – Work Plan

### Work Plan for Blount County 2017-2018

Blount 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 wear safety vests at all times while working on or near a roadway. Work gloves, litter bags, and tools will be used for the purpose of litter collection. County personnel will ensure that a first-aid kit and adequate drinking water will be present at each worksite. Lunches will be provided to all 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 2017-2018

\_\_\_\_\_ 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.

<b>GRANTEE:</b>		COUNTY OF <u>  </u> Blount		
<b>PROGRAM AREA:</b>		TDOT LITTER GRANT PROGRAM		
<b>THE LINE-ITEMS AND AMOUNTS BELOW ARE APPLICABLE <u>ONLY</u> TO EXPENSE INCURRED IN THE PERIOD</b>				
<b>BEGINNING:</b>		JULY 1, 2017		<b>ENDING:</b> JUNE 30, 2018
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY * (detail schedule(s) attached as applicable)	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1 & 2	Salaries and Benefits & Taxes	*\$36,220.00	0.00	\$36,220.00
4, 15	Professional Fee/ Grant & Award (detail attached)	0.00	0.00	0.00
5, 6, 7, 8, 9, 10, 11 & 12	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications, and Travel/ Conferences & Meetings (This is the "Direct Costs" schedule)	*\$16,000.00	0.00	*\$16,000.00
13	Interest (detail attached)	0.00	0.00	
14	Insurance	0.00	0.00	0.00
16	Specific Assistance To Individuals	0.00	0.00	0.00
17	Depreciation (detail attached)	0.00	0.00	0.00
18	Other Non-Personnel EDUCATION (detail attached)	*\$22,380.00	0.00	\$22,380.00
20	Capital Purchase (detail attached)	0.00	0.00	0.00
22	Indirect Cost	0.00	0.00	0.00
24	In-Kind Expense	0.00	0.00	0.00
25	<b>GRAND TOTAL</b>	<b>*\$74,600.00</b>	<b>0.00</b>	<b>*\$74,600.00</b>
<p>** Refer to Department of Finance and Administration Policy 03, <i>Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies</i>, Appendix A for the definition of each expense object line-item. Policy 03 is posted on the Internet at: <a href="http://www.state.tn.us/finance/rds/ocr/policy03.pdf">www.state.tn.us/finance/rds/ocr/policy03.pdf</a>.</p>				