

**To:** The Honorable Ed Mitchell, Mayor  
**From:** Loretta Harrington, Grants Program Manager  
**CC:** Mr. Jeff Headrick, Solid Waste Director, Blount County  
**Date:** January 31, 2018  
**Subject:** TDEC Used Oil Grant Fiscal Year 2018

Dear Mayor Mitchell:

It is a pleasure to offer you the Used Oil Grant for Fiscal Year 2018. In an attempt to expedite the processing of your Used Oil Grant Contract, the Department is sending you the contract electronically through one of the attachments included with this e-mail.

Review the grant document fully before signing and dating. If you have questions regarding the scope of services, general grant conditions or the budget and funding proposed, call me immediately.

The county mayor or an authorized representative (designated by resolution) must sign the contract. Return one signed copy to the Division of Solid Waste Management, Materials Management Program, along with the completed SDDA form and a voided check or deposit slip. Please submit the signed contract via e-mail to my attention and the grant coordinator assigned for your project.

Please return this signed grant contract to our office as soon as possible, but no later than February 9, 2018 this will allow the Department to fully execute it by the start date of February 15, 2018. If you must present this grant to your county commission for approval, please notify us as quickly as possible the date the commission will place it on the agenda.

Unless fully executed this grant contract does not bind the State. To fully execute this grant, All parties must signed by the appropriate official in accordance with applicable Tennessee laws and regulations. Depending upon the specifics of this grant contract, these officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury.

The Materials Management Program is scheduling project management conferences to overview the requirements of the Used Oil Grant. It is extremely important that you or your designee attend to review your responsibilities relative to this grant contract in accordance with A.3. *The grantee shall attend a mandatory pre-implementation project review meeting wherein grant contract expectations and contract scopes will be reviewed, explained, and a presentation of accountability for attaining said expectations shall be explained before any work can commence.* There are three scheduled and each are listed below:

<b>Date</b>	<b>Location</b>	<b>Time</b>
Tuesday March 06, 2018	Knoxville Environmental Field Office 3711 Middlebrook Pike Knoxville, TN 37921	8:00 a.m. - 4:00 p.m. EST
Friday March 09, 2018	Columbia Environmental Field Office 1421 Hampshire Pike Columbia, TN 38401	8:00 a.m. - 4:00 p.m. CST
Thursday March 15, 2018	Jackson Environmental Field Office 1625 Hollywood Drive Jackson, TN 38305	8:00 a.m. - 4:00 p.m. CST

If for any reason, you have difficulty in opening or printing this document, please contact one of the following Grant Coordinators and they will be able to assist you.

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