



Department of
**Environment &
Conservation**



Convenience Center Grant Manual

Opportunity for Funding

Tennessee Department of Environment & Conservation | Grant Manual | FY25



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UNOFFICIAL



Convenience Center Grant

FY25

Application Manual

Prepared by:



Division of Solid Waste Management

Materials Management Program

Davy Crockett Tower, 7th Floor

500 James Robertson Parkway

Nashville, TN 37243

Overview

According to the public policy statement in the Solid Waste Management Act of 1991, Tenn. Code Ann. §§ 68-211-801 to -874 (“Act”), the State of Tennessee (“State”) has a responsibility to protect the public health, safety, and well-being of its citizens and to protect and enhance the quality of its environment. Under the Act, the State must institute and maintain, through the Department of Environment and Conservation (“Department”), a comprehensive, integrated, statewide program for solid waste management. This will assure that solid waste facilities, whether publicly or privately operated, do not adversely affect the health, safety, and well-being of the public and do not degrade the quality of the environment.

With this intent, section 824 of the Act directs the Department to offer matching grants from the Solid Waste Management Fund to counties for the purpose of establishing or upgrading convenience centers. Counties are required to meet a minimum level of service by a network of convenience centers throughout the county. Tenn. Code Ann. § 68-211-851. The Act also provides that the goal of the State is to reduce by twenty-five percent (25%) the amount of solid waste disposed at Class I municipal solid waste disposal facilities. Tenn. Code Ann. § 68-211-861.

The Department acknowledges that not all local jurisdictions are the same and they may wish to take different approaches toward achieving the State’s solid waste reduction and diversion goals. Counties with smaller populations may focus efforts toward achieving qualitative goals, while more populous regions and the state might focus on quantitative goals. Qualitative goals include expanding the types of materials collected, providing a service to an underserved area, improving efficiencies, and improving quality of material recovered. Quantitative goals include increased recovery rates, capture rates, participation rates, set out rates, or decreased costs per household served.

Purpose of the Grant

The purpose of this grant is to provide funding assistance to counties to meet or exceed the minimum level of collection assurance, as required by Tennessee Code Annotated section 68-211-851. It assists eligible applicants to enhance their collection assurance requirements through elimination of unmanned county collection systems, also known as Green Boxes, upgrade existing convenience center sites, and establish new convenience center sites.

This grant also supports the implementation of the 2015-2025 Solid Waste and Materials Management Plan Objectives (https://www.tn.gov/content/dam/tn/environment/solid-waste/documents/solid-waste/sw_2025-plan-final.pdf). It is the Department's intent with this grant to support local governments' efforts toward developing a fully integrated solid waste management system. Successful proposals will demonstrate how the requested funding will improve collection assurance through its network of convenience centers, and highest rated applications will also reference their efforts on the following:

- Increase recycling access and participation (Objective 2), by enhancing drop-off and curbside programs; or,
- Ensure sufficient and environmentally sound disposal (Objective 7).

Eligibility

Tennessee counties needing grant assistance for the purpose of upgrading or establishing convenience centers, as required by Tennessee Code Annotated section 68-211-851, may apply. Applications for requests to cover costs used for regular operation expenses of a reoccurring nature cannot be considered.

There are four (4) priorities for this grant:

- Applicants that are updating existing convenience centers for safety and compliance standard needs.
- Applicants that are establishing a new convenience center that provides access to an under-served area.
- Applicants that are eliminating unmanned county collection systems (i.e., "Green Boxes") and replacing them with convenience centers.
- Applicants that do not meet the minimum level of service for the number of convenience centers under Tennessee Code Annotated section 68-211-851 and Tennessee Comprehensive Rules and Regulations, Rule 0400-11-01-.10(2).

Eligible expenses include, but are not limited to:

- Land, paving, fencing, shelters for attendants, power connection, containers, basic equipment including, but not limited to, balers, crushers, grinders, fencing, as well as compactors, receivers, and identified collection containers; and
- Developing and printing of operating manuals, and operational signage needed for center operation.

If part of the grant project is the purchase of land, applicants must secure a permit under Rule 0400-11-01-.10 prior to grant execution to be eligible.

Please be aware that it is the Materials Management Program's recommendation that this grant be primarily utilized for site safety upgrades and establishing new convenience centers, and secondarily utilized for purchase of equipment or to eliminate Green Boxes. It is the program's intention that the Recycling Equipment Grant shall be open again for application in late CY 2023 to award funds solely for the purchase of recycling equipment.

Non-Eligibility

The Department will not award any grant funds to any region that is not in compliance with the States rules and regulations. This includes, but is not limited to, financial assurance, violations, and annual solid waste fees.

Furthermore, applicants previously awarded a grant of this type that remains open, as well as Grantees who have failed to meet the obligations of previously awarded grant contracts in the last three years, are ineligible.

Funding

The Department has allocated \$1,500,000 for the Convenience Center Grant offering for Fiscal Year 2025. Applicants may request up to \$125,000 to upgrade or build a new convenience center facility. A match of 10%-50% is required as indicated in the Convenience Center Grant Match Requirement (Attachment 4). The local match set forth in shall be determined by the Department, using an economic index based upon the United States Census Bureau, including per capita income and property values of the county applicant. Reimbursement may not exceed 50% of the approved total eligible project costs.

Grant awards will be made based on the estimates included in the grant application and will not be increased. It is important that applicants research the equipment or facility they are seeking to purchase and obtain accurate price information prior to submitting their application. Only equipment or facility improvements identified in the application and approved will be funded and purchase and installation deadlines shall be detailed in the contract. In the event of a delay in receiving equipment or materials, the Grantee should immediately notify and request approval by contacting the Program Administrator 1 with a justification letter on letterhead and an estimated timeline.

Selection Criteria

Applications shall first be reviewed for completeness and eligibility. Applications shall be rated based on two (2) categories, and four (4) possible modifiers, averaged among ratings

completed by a minimum of three raters. Sixty percent (60%) of the application's weight shall be based on the proposed project's value, including but not limited to:

- Does the project increase the level of service in the county?
- Does the project add or expand a program?
- Does the project offer a significant return on investment, as measured in tons of waste diverted from landfills or positive environmental impact?
- Is the project for the benefit of the citizens of a given region or is it an attempt to set up a for-profit venture?

Forty percent (40%) of the application's weight shall be considered based on the proposed project's feasibility, including but not limited to:

- Is the grantee financially able to meet any applicable matching funds?
- Has the project been thoroughly and carefully considered? (Detailed project plans, maps, quotes, and studies will increase the application's value)
- In the past five years, has the applicant had significant delays in completing other grant projects, or failed to follow established administrative procedures? Alternately, has the applicant proven to rapidly and efficiently complete projects?

Modifiers shall be applied to an application lastly, and are considered as follows:

Top 5 County	-5
At-Risk County	+5
Distressed County	+10
Received Same Grant Type in Past 3 Years	-10

Funding Conditions

Upon award, Grantees must participate in a Project Management Conference (PMC), also referred to as a Project Implementation Meeting, or PIM, within 30 days following contract execution. The meeting will be scheduled before the contract execution. The PMC will be hosted virtually by the Department and will cover contract requirements and deadlines and provide an opportunity for Grantees to complete the Statement of Understanding and the Grant Contract Budget Acceptance with assistance.

Applicants must be ready to proceed with the project as soon as possible after the grant contract has been fully executed. However, prior to procuring goods or services, Grantees shall complete the Title VI Training Certification Form and any other training verification requirements. This should be completed within thirty (30) days following Contract execution.

Progress reports must be submitted as follows: March 31, September 30, and December 31.

End of fiscal year accrued liability reporting must be submitted by June 30. Inactivity on awarded projects greater than six months shall result in contract termination.

Grantees must comply with all national, state, and local laws and regulations during construction. This includes contracting with an engineering or construction consultant for architectural documents, if applicable. Certain laws and rules may require a general contractor to provide oversight of project work. Applicants must research this need and are responsible for meeting appropriate requirements.

The Department's intent with this grant offer is to promote environmentally preferable purchasing in support of the 2015-2025 Solid Waste and Materials Management Plan Objective 3 to encourage the purchase of equipment made with recycled content, when available.

Deadline to Submit

A complete application shall be submitted in the Grants Management System (GMS) online **on or before** June 30, 2024, by 4:30 p.m. CDT. Applications received after this date and time will be automatically declined. Applications submitted via email or physical mail will be declined without review.

A complete application consists of a digital signature of a person with signatory authority for the applicant and clear and detailed completion of all application prompts in GMS, including but not limited to the Narrative Questions, Budget Worksheet, Title VI Pre-Audit Survey, and submission of the Automatic Clearing House Form FA-0825. All the information required has been implemented in GMS from required TDEC forms, such as Form CN-0915 (Grant Application) and Form CN-1448 (Title VI Pre-Audit Survey) but is made convenient in a purely digital format.

TENTATIVE GRANT TIMELINE

The anticipated timeline for this grant offering is as follows:

June 1, 2024:	Request for Applications Announced
June 30, 2024:	Deadline for Application Submittal
July 14, 2024:	Announce Awards and Prepare Grant Contracts
August 14, 2024:	Send Grant Offer to Successful Applicants
September 1, 2024:	Signed Contract Returned to Program
October 1, 2024:	Deliver Fully Executed Grants
December 29, 2024:	Grantee Submit Subcontract Request or Bid Package
June 30, 2025:	Equipment, Materials, and/or Facility Shall be Installed
September 30, 2025:	Final Request for Grant Reimbursements Submitted

TDEC SUSTAINABILITY STATEMENT

TDEC acknowledges that the products and services we procure have fundamental human health, environmental, and economic impacts, and that purchasing decisions should exemplify our commitment to sustainability and to protecting the environment and the quality of life of Tennesseans. TDEC endeavors to reduce the environmental impacts of its operations and to promote fiscal responsibility and community and environmental stewardship by integrating sustainability considerations in sourcing processes while continuing to observe general state purchasing laws and procurement policies.

TDEC TITLE VI STATEMENT

All Grantees will be required to affirm the following statement as part of the grant contract:

The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

Contact

The persons named below shall be the points of contact through the term of the grant contract. The below contacts are the only Department contacts designated to speak on official grant and contract-related matters. All Grantees shall direct their communications (regular mail, express mail, or electronic mail) concerning this application and award process to:

Tennessee Department of Environment and Conservation

Tennessee Department of Environment and Conservation
Division of Solid Waste Management
Davy Crockett Tower, 7th floor
500 James Robertson Parkway
Nashville, TN 37243

General and Administrative Questions:

Robin Chance
Grants Program Manager - DSWM
615-571-6364
Robin.Chance@tn.gov

West Tennessee Region:

Nicole Beers
Grant Analyst 3
901-930-9914
Nicole.Beers@tn.gov

Technical Questions:

Amy Katcher
Materials Management Program Manager
423-377-3373
Amy.Katcher@tn.gov

Amber Greene
Environmental Consultant Grants Program
615-651-9540
Amber.Greene@tn.gov

Grantee's Contacts:

The contract actions shall be requested, certified, or otherwise authorized by the executive director or mayor of the Grantee. A letter of signatory authorization shall be provided by the Grantee if these actions must be completed by another individual.

In the contract body, Section D.8. shall display the executive director or mayor and an additional technical contact (if applicable) authorized to speak on the county's behalf for common project communications.

Technical Narrative Questions

1. Describe the conditions that have led the applicant to consider applying for this grant (e.g., eliminating Green Boxes, insufficient centers, aging equipment, accessibility of existing sites, or regulatory problems). As applicable, cite collection assurance needs and necessities of financial assistance.
2. If new location(s) are needed, select new and explain the following: If a new location is not needed, select not applicable. (Please note that you will not be able to add line breaks in your responses. Separate points are suggested. Example: batteries, used oil, paint OR Bids April 2018 / Construction June 2018)
3. If existing location(s) are part of the application, select existing and explain the following: If an upgrade to an existing location is not desired, select not applicable. *Worksheet Engineering and Construction Plans. *Worksheet. Indicate the property boundaries of the designated upgraded convenience center site(s). Include an overlay diagram identifying the location of the requested upgrades within the property boundaries. Include a map showing expected service area for the convenience center site(s). *Upload button
4. Provide price quotes and specification sheets for all equipment requests. Attach supplemental documents or tables, if necessary.

Frequently Asked Questions

1) What method is used for grant project expense funding?

Payment of project expenses is on a reimbursement basis. The Grantee must complete payment(s) for equipment purchased in full and then submit the required invoice documentation and proof of payment to the Department for reimbursement. This is completed through the GMS portal, found at the following link:

https://tdec.smartsimple.com/s_Login.jsp?lang=1&prole=0 All supporting documentation must be dated after the start of the contract date. By law, the State has forty-five (45) days to process payments once a purchase order has been created.

2) When can the grant project begin?

Projects must begin after the grant contract has been fully executed. Any equipment ordered or purchased prior to the begin date of the executed contract will not be reimbursed. Also, vendors' bids or quotes for equipment purchases must dated after the contract execution date and be submitted and approved by the State prior to ordering or purchasing. Any equipment received/purchased prior to the begin date of the executed

contract will not be reimbursed. Failure to submit bids or quotes for approval prior to committing funds will result in denial of costs.

3) *Does the applicant have to follow a bidding process?*

Yes, the grant contract requires all Grantees to follow a competitive bidding process, where practical. While some local governments may use their own established purchasing policies, the bidding process used must reflect State requirements and must be approved by the State prior to the grantee making obligations for purchases.

4) *Does the State have to approve bids and the bidding process?*

Yes, the Grantee is only authorized to purchase equipment or materials after submitting bids and receiving approval in writing. Any purchases made prior to approval of the grantee's bids/quotes will result in denial of reimbursement.

5) *May the applicant enter a subcontract for third party services to complete grant actions?*

Yes, in fact funds approved under the budget line-item Professional Fee, Grant & Award most often result in a subcontract being necessary to complete the grant actions. The Grantee should submit an unsigned drafted subcontract for State review, and upon

receiving written State approval, may then enter the subcontract agreement to fulfill grant actions.

6) *When can I request reimbursement for expenses relative to the grant project?*

After the bids/quotes have been approved, and the equipment is installed and operational, an inspection will be made to verify completion by the Department. After the inspection, approval will be provided to the grantee to proceed with the submission of a Request for Grant Reimbursement Activity in GMS. The Grantee should provide supporting documentation (vendor invoices, copies of cancelled checks issued for payment, etc.) to facilitate prompt payment. Payments will be made electronically through the Automated Clearing House (ACH). Grantees will be required to provide banking account information in order to receive grant reimbursements. The ACH form will be included in all grant offers.

7) *How long will I have to complete the grant project?*

The Contract contains specific completion dates and requirements. Grantees must be precise in the timelines submitted in the application to assure that sufficient time is allowed for purchases and work activities.

8) *What are the grantee's responsibilities for the project after the grant is paid in full?*

Financial documents shall be maintained in accordance with State and Federal tax laws. Grantees must maintain financial documents for audit purposes for three years after the grant is paid in full. Equipment purchased must be properly maintained and operated for a term of five years after grant award or the Grantee must repay a prorated amount to the State. Some grants may have other responsibilities. The Grant Program Manager can provide more specific details on any other responsibilities required.

9) *Can applicants that have received funding in a prior year apply again this year?*

Yes, an applicant may apply for each grant solicitation, provided all activities from prior grant funding have been completed and the Grantee has been paid in full.

10) Can we submit supplemental documents?

Yes, supplemental documents applicable to this grant may be submitted, but only to the extent that these documents support the narrative information provided and are submitted at the time of application. Only necessary supplemental documents should be included.

11) Where can I find grant documents?

The Grants Management System (GMS) online portal may be found at:
<https://www.tn.gov/environment/about-tdec/grants/program-areas.html>

12) When a grant is awarded, what are my Title VI responsibilities?

When applying for this grant, the applicant must complete a Title VI Pre-Audit Survey and provide various prompted non-discrimination documentation, including but not limited to complaint procedures and LEP (Limited English Proficiency) Policy. Upon contract execution, the Grantee shall complete the required information for the Title VI Training Certification Form Activity, located in GMS. Proof of training must be provided for a minimum of two people within the organization: one who hold financial responsibility for the grant contract and one who holds action responsibility for the grant contract. The Grantee must submit this form and training certification(s) within thirty (30) days following contract execution. If the grantee does not have a Title VI Program to facilitate the required training proof and materials, the Department has various resources that may assist the applicant in the administration of this grant. More information may be found at the link below: <https://www.tn.gov/environment/program-areas/opsp-policy-and-sustainable-practices/opsp-title-vi-and-environmental-justice/policy-title-vi-faqs.html>.

13) If I have a question, who do I contact during the solicitation phase?

There are three contacts (a technical contact and two administrative contacts) that can provide official information relative to this grant proposal solicitation. These individuals and their contact information may be found in the Contact section of this grant manual. These contacts are the only Department contacts designated to speak on official grant and contract-related matters.

Attachment 1: Grant Application Form



STATE OF TENNESSEE
 DEPARTMENT OF ENVIRONMENT AND CONSERVATION
 DIVISION OF SOLID WASTE MANAGEMENT
 MATERIALS MANAGEMENT PROGRAM
 WILLIAM R. SNODGRASS TENNESSEE TOWER
 312 ROSA L. PARKS AVENUE, 14TH FLOOR
 NASHVILLE, TN 37243

RESET

PRINT

← RETURN APPLICATION TO THIS ADDRESS

DATE

GRANT APPLICATION

1. APPLICATION IS FOR:

RECYCLING EQUIPMENT
 USED OIL
 WASTE REDUCTION
 OTHER _____

2. APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME			FEIN#	
ADDRESS	CITY	STATE	ZIP	TN COUNTY
				Enter County

3. TYPE OF ORGANIZATION

COUNTY
 SOLID WASTE AUTHORITY
 FOR PROFIT ORGANIZATION
 PROPRIETORSHIP
 NOT FOR PROFIT ORGANIZATION
 MUNICIPALITY
 PLANNING REGION
 CORPORATION
 PARTNERSHIP
 OTHER (SPECIFY)

3a. NON PROFIT ORGANIZATION

CHARTERED IN TENNESSEE? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE OF CHARTER	IRS CLASSIFICATION	ATTACH A COPY OF APPROVAL LETTER FOR CHARTER OR 501(c)(3) EXEMPTION
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4. CONTACT PERSON PROVIDE NAME OF PERSON RESPONSIBLE FOR ALL GRANT ACTIVITIES (i.e. BIDDING, PURCHASING)

CONTACT PERSON NAME	PHONE	FAX	E-MAIL
MAILING ADDRESS			
		CITY	STATE ZIP

5. CERTIFICATION

I certify under penalty of law that this document and all attachments were prepared by me, or under my direction or supervision. The submitted information is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. As specified in Tennessee Code Annotated Section 39-16-702(a)(4), this declaration is made under penalty of perjury.

_____ TITLE _____
 SIGNATURE OF AUTHORIZED REPRESENTATIVE

_____ DATE _____
 PRINTED NAME

_____ EMAIL ADDRESS _____
 PHONE NUMBER

OFFICIAL USE ONLY

REVIEWER'S SIGNATURE _____ DATE _____	NOTES:
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CN-0915 (Rev. 06-16)

RDA SW21

FD061016

Attachment 2: Budget Worksheet Convenience Center Equipment and Materials

Project Name _____

Vendor Number _____

Identify all items requested. Number in priority order, as all requested equipment may not be funded based on funds available. Identify the quantity, estimated unit cost, and total costs for each equipment type. Indicate the location where the equipment will be utilized. Complete the budget calculation in grey below.

Eligible Items	Priority Order	Quantity	Estimated Unit Cost	Total Cost	Location
Compactor					
Receiver box, specify size _____					
Front-Load or Roll-Off Containers, specify size: _____					
Recycling Collection Trailer (no internal walls)					
Walking Floor Trailer					
Monitoring Equipment					
Land					
Paving					
Fencing					
Attendant Shelters					
Electricity/Water					
Signs					
Operation Manuals					
Education Materials					
Professional fees, specify:					
Other Equipment or Infrastructure Development:					
Total Estimated Project Cost (Sum of Total Cost Column)				\$	
Matching Share ¹ _____%				\$	
In-kind/Force Account Share (not to exceed 50% of Matching Share)				\$	
Remaining Project Cost (Total Estimated Project Cost - Matching)				\$	
Maximum Grant Award (not to exceed \$100,000)				\$	
Additional Local Share (if project costs exceed maximum grant award)				\$	

Attachment 3: Title VI Pre-Audit Survey



STATE OF TENNESSEE
DEPARTMENT OF ENVIRONMENT AND CONSERVATION
OFFICE of POLICY AND PLANNING
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue, 2nd Floor
Nashville, TN 37243

Title VI Pre-Audit Survey

Date: _____ Name: _____

Government/Municipality _____ Private Business _____ Non-Profit _____

Address: _____

City: _____

State: _____ County: _____ Phone: _____

Chief Administrator: _____ Title: _____

Compliance Officer: _____ Title: _____

The Tennessee Department of Environment and Conservation (TDEC) is a recipient of Federal financial assistance. Recipients are required to comply with various nondiscrimination laws and regulations, the focal point of which is Title VI of the Civil Rights Act of 1964. Title VI of the Civil Rights Act of 1964 bars discrimination against anyone in the United States because of race, color, or national origin by any agency receiving Federal funds. Additionally, the Civil Rights Restoration Act of 1987 defined "program" to make clear that discrimination is prohibited throughout an entire agency if any part of the agency receives Federal financial assistance. Thus, TDEC sub-recipients are required to comply with Title VI and related nondiscrimination laws and regulations.

The following racial data is being collected for compliance with Title VI of the Civil Rights Act of 1964 and will be used in accordance with applicable federal law. This form must be completed and returned to the TDEC program that administers your grant so that your compliance efforts can be reviewed.

1. What is the racial composition of the population in your geographic service area? _____
2. What is the racial composition of your advisory or governing board?

3. Does your advisory or governing board strive to ensure that the racial composition is at least proportionately reflective of the local community's racial minority population? Yes ____ No ____
4. Does your agency have a written policy of nondiscrimination stating that services or opportunities will be provided to all persons without regard to race, color, or national origin? Yes ____ No ____
If yes, attach a copy of your policy to this survey.
If no, when will your policy be developed?

5. Does your agency have a Limited English Proficiency (LEP) Plan to communicate with persons in your service area who do not speak English as their primary language or have limited ability to read, speak, write or understand English? Yes ____ No ____

Attachment 4: Convenience Center Grant Match Requirement

Anderson	50%
Bedford	40%
Benton	10%
Bledsoe	10%
Blount	50%
Bradley	40%
Campbell	20%
Cannon	30%
Carroll	10%
Carter	20%
Cheatham	40%
Chester	20%
Claiborne	20%
Clay	10%
Cocke	10%
Coffee	40%
Crockett	20%
Cumberland	40%
Davidson	50%
Decatur	20%
Dekalb	20%
Dickson	40%
Dyer	40%
Fayette	50%
Fentress	10%
Franklin	40%
Gibson	30%
Giles	30%
Grainger	20%
Greene	20%
Grundy	10%
Hamblen	30%

Hamilton	50%
Hancock	10%
Hardeman	10%
Hardin	30%
Hawkins	20%
Haywood	20%
Henderson	10%
Henry	20%
Hickman	30%
Houston	10%
Humphreys	30%
Jackson	10%
Jefferson	40%
Johnson	10%
Knox	50%
Lake	10%
Lauderdale	10%
Lawrence	20%
Lewis	10%
Lincoln	40%
Loudon	50%
Macon	20%
Madison	40%
Marion	30%
Marshall	30%
Maury	50%
McMinn	40%
McNairy	10%
Meigs	10%
Monroe	20%
Montgomery	50%
Moore	30%

Morgan	10%
Obion	30%
Overton	20%
Perry	10%
Pickett	10%
Polk	30%
Putnam	40%
Rhea	20%
Roane	50%
Robertson	50%
Rutherford	50%
Scott	10%
Sequatchie	10%
Sevier	50%
Shelby	50%
Smith	30%
Stewart	30%
Sullivan	50%
Sumner	50%
Tipton	40%
Trousdale	20%
Unicoi	20%
Union	20%
Van Buren	10%
Warren	20%
Washington	50%
Wayne	10%
Weakley	30%
White	30%
Williamson	50%
Wilson	50%

¹FY24-25 Grants Matching Table was created using a combination of average individual income and property tax revenue per county with ECD economic status factored in as to final match placement.

Attachment 5: Convenience Center Grant Example Scoring Rubric

Project History and Background (Value) – 30 Points Maximum			
40-28 Points	27-16 Points	15-0 Points	Score
<ul style="list-style-type: none"> Project clearly identifies collection assurance needs or enhancement and past collection conditions. Project strategies are clearly articulated and developed. Project supporting documents clearly demonstrate need. 	<ul style="list-style-type: none"> Project identifies collection assurance needs or enhancement, but vaguely describes plans to utilize new or enhanced site. Project strategies are vaguely articulated and developed. Project vaguely demonstrates need through supporting documents. 	<ul style="list-style-type: none"> Project needs are missing or inaccurately identified, and collection assurance plans are poorly described. Project strategies are poorly articulated and developed or missing. Project supporting documents are missing or partially included. 	
Project Plan (Value) – 30 Points Maximum			
40-28 Points	27-16 Points	15-0 Points	Score
<ul style="list-style-type: none"> Project plan and outcomes have been clearly and thoroughly considered and explained. Project clearly supports the 2025 Plan Objectives. Project timeline appears reasonable to meet project objectives. Clearly describes how the project will be promoted. 	<ul style="list-style-type: none"> Project goals and outcomes are vaguely considered and explained. Project supports the 2025 Plan Objectives to some limited degree. Project timeline may meet project objectives. Somewhat describes how the project will be promoted. 	<ul style="list-style-type: none"> Project goals and outcomes are poorly considered and explained. Project does not support the 2025 Plan Objectives. Project timeline vague, incomplete, or missing. Vague or missing description of how the project will be promoted. 	
Technical Assessment and Maps (Feasibility) – 40 Points Maximum			
20-14 Points	13-7 Points	6-0 Points	Score
<ul style="list-style-type: none"> Assessment materials provided clearly show proposed location and service area. Assessment materials clearly indicate how proposed project fits into the applicant's integrated solid waste system. Assessment materials clearly demonstrate ability to meet matching requirements. 	<ul style="list-style-type: none"> Assessment materials vaguely show proposed location and service area. Assessment materials provide limited view on how the proposed project fits into the applicant's integrated solid waste system. Assessment materials demonstrate an adequate ability to meet matching requirements. 	<ul style="list-style-type: none"> Assessment materials are poorly shown on and do not represent the location or service area. Assessment materials are missing elements showing how the proposed project fits into the applicant's integrated solid waste system. Assessment materials indicate an inability to meet matching requirements. 	
This Section Leave Blank – State Use Only			
<input type="checkbox"/> Fully Funded at \$_____	<input type="checkbox"/> Partially Funded at \$_____	<input type="checkbox"/> Proposal Not Funded	Total Score:
Rater Explanation/Comments:			
Grant Rater: 1 2 3 4	Date:	Reviewed By:	

Attachment 6 Supplier Direct Deposit Authorization (SDDA)



STATE OF TENNESSEE
DEPARTMENT OF FINANCE & ADMINISTRATION
SUPPLIER DIRECT DEPOSIT AUTHORIZATION
(NOT WIRE TRANSFERS)

Mail the ORIGINAL form to the address below. Mark the outside of the envelope "CONFIDENTIAL".
State of Tennessee
Attn: Supplier Maintenance
21st Floor WRS Tennessee Tower
312 Rosa L Parks Ave
Nashville, TN 37243

SECTION 1: TYPE OF REQUEST		
<input type="checkbox"/> New		
<input type="checkbox"/> Change Existing Account: Enter Existing Routing No: <input style="width: 100px;" type="text"/> Existing Account No: <input style="width: 100px;" type="text"/>		
SECTION 2: ACCOUNT HOLDER INFORMATION		
Name (as shown on your income tax return): <input style="width: 100%;" type="text"/>		
Business Name, if different from above: <input style="width: 100%;" type="text"/>		
Federal Employer Identification Number (FEIN): <input style="width: 100px;" type="text"/> or Social Security Number (SSN): <input style="width: 100px;" type="text"/>		
Enter the address that should be associated with the account number::		
Address Line 1: <input style="width: 100%;" type="text"/>		
Address Line 2: <input style="width: 100%;" type="text"/>		
City: <input style="width: 150px;" type="text"/>	State: <input style="width: 50px;" type="text"/>	Zip Code: <input style="width: 80px;" type="text"/>
Contact Name: <input style="width: 150px;" type="text"/>	Telephone: <input style="width: 100px;" type="text"/>	
Enter the email address to which the remittance advices should be routed:		
Email: <input style="width: 100%;" type="text"/>		
SECTION 3: AUTHORIZATION		
Are payments deposited into this account subject to being transferred, in its entirety, to a financial institution outside of the United States? Yes <input type="radio"/> No <input type="radio"/>		
Account Type: Checking <input type="radio"/> Savings <input type="radio"/>		
Financial Institution Name: <input style="width: 100%;" type="text"/>		
Routing Number: <input style="width: 100px;" type="text"/> Account Number: <input style="width: 100px;" type="text"/>		
I authorize my financial institution to verify any information provided on this form with the State of Tennessee. I also authorize the state to initiate credit entries and to initiate if necessary, debit entries and adjustments for any credit entries in error, to my account indicated above. This authorization will remain in effect until the state has received written notification of its termination and has adequate time to act upon the request.		
Authorized Signatory Printed Name: <input style="width: 100%;" type="text"/>		
Authorized Signature: <input style="width: 100%;" type="text"/>		Date: <input style="width: 80px;" type="text"/>
SECTION 4: FINANCIAL INSTITUTION VERIFICATION		
I certify the account and routing numbers in Section 3 are for the above specified account holder and is signed by an authorized signatory on the account.		
Representative Name: <input style="width: 150px;" type="text"/>	Representative Signature: <input style="width: 100%;" type="text"/>	
Title of Representative: <input style="width: 150px;" type="text"/>	Date: <input style="width: 80px;" type="text"/>	
Business Fax Number: <input style="width: 150px;" type="text"/>	Business Phone Number: <input style="width: 100px;" type="text"/>	
Mailing Address: <input style="width: 100%;" type="text"/>		
City: <input style="width: 150px;" type="text"/>	State: <input style="width: 50px;" type="text"/>	Zip Code: <input style="width: 80px;" type="text"/>

***Please note: Attachment 1, Attachment 2, Attachment 3, and Attachment 6 are outdated forms and will not be accepted if submitted solely as the Grant Application. The information herein has been built in the Grants Management System (GMS) online portal; the prompts shall appear in a different format but is the same information prompted in these two examples.**



Tennessee Department of Environment and Conservation,
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