

GRANT APPLICATION SUMMARY SHEET

Grant Name: Recycling Rebates 18-19
Department: PUBLIC WORKS
Grantor: TENNESSEE DEPT. OF ENVIRON. & CONSERVATION
Pass-Through Grantor (If applicable):
Total Applied: \$121,124.92
Metro Cash Match: \$121,124.92
Department Contact: Sharon Smith
 862-8715
Status: NEW

Program Description:
 Funding for recycling education and curbside recycling carts.

Plan for continuation of services upon grant expiration:
 N/A

APPROVED AS TO AVAILABILITY OF FUNDS: **APPROVED AS TO FORM AND LEGALITY:**

H. Max Adams 11-5-18 nick s/ke 11/5/18
 Director of Finance Date Metropolitan Attorney Date

APPROVED AS TO RISK AND INSURANCE: #
B. CW 11/5/18 Daniffon 11.5.18
 Director of Risk Management Date Metropolitan Mayor Date
 Services

(This application is contingent upon approval of the application by the Metropolitan Council.)

Application Type: Recycling Rebates

Purpose and Overview

Recycling Rebates Overview:

The Solid Waste Management Act of 1991 (Tennessee Code Annotated [T.C.A.] §68-211-825) established the Solid Waste Management Fund to be used in part to establish a recycling rebate program for the purchase of equipment needed to establish or upgrade recycling at a public or not-for-profit recycling collection site. The goal of the State is to reduce the amount of solid waste disposed of at Class I disposal facilities by twenty-five percent (25%).

T.C.A. §68-211-825(b)(1), amended by Public Chapter 742, authorizes the Department to provide a rebate against the amount due to the State under the state tipping fee surcharge to the five (5) most populous counties according to annual estimated census released annually in April by the United States Census Bureau.

A local match equal to the rebate amount must be expended by the eligible local government. Recycling rebates may be used to assist these local governments in their achievement of their 25% waste reduction and diversion goal and should be limited in scope to recycling programs and projects.

Purpose of the Rebate

The five eligible counties contain roughly 41% of the State's population and are responsible for approximately 44% of the municipal solid waste disposed in Tennessee. The Recycling Rebate Program is in lieu of the Recycling Equipment Program (T.C.A. §68-211-825(b)(2)) and supports the implementation of 2015-2025 Solid Waste and Materials Management Plan Objectives. It is the Department's intent with this rebate to support local governments' efforts toward achieving their waste reduction and recycling goals.

Preferred usages will demonstrate how the requested equipment will improve operating efficiencies or:

- Increase material tonnages (Objective 1)
- Increase recycling access and/or participation (Objective 2),
- Promote material processing and end use in Tennessee (Objective 3)
- Support new waste reduction and recycling technologies (Objective 5)
- Support education and outreach efforts (Objective 6)

TDEC Sustainability Statement

The Tennessee Department of Environment and Conservation (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.

Timeline, Eligibility & Funding

Rebate Timeline

Applications must be submitted in the TDEC Online Grants System on or before October 2018. Applications received after October 2018 will not be accepted.

- July 2, 2018: Request for Applications Announced
- October 1, 2018: Deadline for application submittal, start processing applications
- October/November 2018: Rate, recommend and prepare contracts for grant awards
- December 2018: Announcements of award for Recycling Rebates
- June 30, 2019: All Recycling Rebate invoices submitted

Eligibility:

The five most populous counties according to the annual census released in April by the United States Census Bureau and their cities that manage solid waste are eligible for the Recycling Rebate. Rebates may be used for a variety of recycling purposes such as establishing new programs or collection sites; preparing recovered materials for transport and marketing; identifying markets for recovered materials; and developing educational programs for adults and children to help them understand solid waste issues, management options, costs and the value of waste reduction and recycling efforts. If a local government provides collection or disposal services (TCA §68-211-825 (b)(2)), recycling rebates for the amounts shown in the below table are offered.

Davidson/Nashville- \$121,124.92	Hamilton- \$21,706.60	Knox- \$49,629.40	Rutherford- \$31,493.46	Shelby- \$18,308.57
Belle Meade-\$529.69	Chattanooga- \$32,447.96	Knoxville- \$33,870.60	Murfreesboro- \$23,756.54	Arlington- \$2,123.34
Berry Hill-\$95.61	Collegedale- \$2,111.83			Bartlett- \$10,729.64

Goodlettsville-\$3,065.98	East Ridge-\$3,825.16		Collierville-\$9,129.14
Oak Hill-\$833.80	Lakesite-\$337.81		Germantown-\$7,105.83
	Lookout Mountain \$0.00		Lakeland-\$2,290.73
	Red Bank \$2,129.04		Memphis-\$118,409.78
	Ridgeside \$77.71		Millington-\$2,002.98
	Signal Mountain \$0.00		
	Soddy Daisy \$2,480.25		
	Walden-\$383.64		

Funding & Matching Requirements:

The Department has allocated \$500,000 for recycling rebates for Fiscal Year 2018-19. Rebate recipients are required to provide a dollar-for-dollar match for funds requested. Matching costs will be documented at the time of reimbursement of eligible costs. Each county's allocation of funding shall be proportional to the population of each county. Municipalities that manage solid waste within the five counties shall be offered a proportionate share of their county's rebate on a per capita basis.

A local government may elect to not receive the rebate or may elect to have rebate funds assigned to the county, another city, solid waste authority, or non-profit recycler. The State must be notified in writing of the local government's intent to receive, assign, or waive funding opportunity by October 2018. If a city designated to receive a recycling rebate does not submit the appropriate rebate application by October 2018, the rebate funds will automatically be assigned to the county. If a county designated to receive a recycling rebate does not provide the appropriate rebate application by October 2018, the rebate funds will automatically be assigned to the county's largest eligible municipality.

The allocation of funds in accordance with the amended T.C.A. §68-211-825 (b) is as follows:

Rebate = (Total Population of County) / (Total Population of Five Most Populous Counties) X 100% of State Funds Allocated for Recycling Equipment Grants

Funding is distributed to each eligible rebate recipient based on a prorated per capita share.

Selection Criteria

Selection Criteria

The Recycling Rebate is a non-competitive funding opportunity for the top five most populous counties (see Eligibility section in previous tab) and is therefore guaranteed to the participating counties and municipalities. However, there are specific funding criteria that will render specific requests ineligible to receive funding.

These additional selection criteria are as follows:

- No recurring costs will be funded. This includes salaries, benefits, utility costs, or any other costs that occur on a routine basis that are regularly associated with running a solid waste disposal or recycling program.
- No regularly scheduled maintenance costs will be funded. Consideration will be given for unexpected mechanical failures.
- Any carts intended for curbside recycling pickup must be equipped with RFID tags even if the accompanying infrastructure is not yet available to the recycling program.
- The requested funding may not exceed the figure for each county or municipality listed in the Eligibility Section. Care should be taken to tailor each application to that budget which is provided. Counties and municipalities should denote the additional local shares when proposing expenditures beyond their dollar-for-dollar match.

Resources and Contact

For Reference:

[2015-2025 Solid Waste and Materials Management Plan](#)

[About Recycling Rebates](#)

Frequently Asked Questions

[Download FAQs](#)

Program Contact:

To insure consistency and fairness, the persons named below shall be the sole points of contact throughout the application and award process. All communications, concerning this application and award process must be addressed to:

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

General and Administrative Questions:

Loretta Harrington, Grant Program Manager
(615) 532-0086
Loretta.Harrington@tn.gov

Technical Questions:

Vincent Leray
(615) 532-0814
Vincent.Leray@tn.gov

Title VI Survey

Note: 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. Download and complete the Title VI Pre-Audit Survey. Once complete, upload the form and required attachments below. Resource links are available on the form.

If you are submitting multiple applications in this grant round, you need only download the form one time. You will need to upload the completed form for each application.

[Download Title VI Pre-Audit Survey Form](#)

2. Upload completed Title VI Pre-Audit Survey:

MetroNashvilleTitleVIFY19.pdf

7,404 KB - 10/30/2018 1:42pm

Total Files: 1

3. Upload the following:

- (a) Non-Discrimination Policy
- (b) Limited English Proficiency (LEP) Plan
- (c) Copy of your Title VI training program
- (d) Copy of your agency's procedures on reviewing Title VI complaints

Note: For applicants that would like to view samples of the Title VI policies referenced above, TDEC has made samples available for the use of sub-contractors, sub-recipients, and Grantees.

[Sample Title VI Policies](#)

Acknowledgement

General Information

Organization Profile

Organization: Metropolitan Government of Nashville and Davidson County

Type: County Government

Primary Contact:

Address: 100 Metro Courthouse, Nashville, TN 37201

Address Two:

Email: david.briley@nashville.gov

Phone: (615) 862-6000

Fax:

Website:

Application completed by

Name: Sharon Smith

Personal Address: 750 S. 5th Street, Nashville, TN 37206

Personal Address Two:

Personal Email: sharon.smith@nashville.gov

Personal Phone: 6158628715

Personal Fax:

Are you a 501(c)(3) Chartered Organization?

No

FEIN

620694743

Please specify which county the project will be primarily located:

Davidson

Project Contact

If funded, this is the individual responsible for administering the grant.

Name: Sharon Smith

Phone: 615-862-8715

Email: sharon.smith@nashville.gov

Fax:

Mailing Address: 750 S. 5th Street

City: Nashville

State: TN

9 Digit Zip: 37206

Budget and Attachments

Funding Conditions

Applicants shall be prepared to proceed with eligible projects as soon as a fully executed Recycling Rebate Funds Request and Certification form is received. Local funding for costs in excess of the rebate award are the grantee's responsibility and shall be approved and available upon receipt of Recycling Rebate Funds Request and Certification form to avoid unnecessary delays.

The Department promotes environmentally preferable purchasing in support of the 2025 Solid Waste and Materials Management Plan Objective 3 by requiring equipment to be made with recycled content, when available.

Recycling Rebate Budget Worksheet

Describe how funds will be utilized:

Funds will be used for an education campaign on recycling promotion and contamination reduction

Intended Purchase	Quantity	Estimated Unit Cost	Total Cost	City or County
Education Campaign on Recycling and Contamination	1	\$99,899.84	\$99,899.84	
Recycling Carts (with RFID)	3000	\$47.45	\$142,350.00	
	0	\$0.00	\$0.00	
	0	\$0.00	\$0.00	
	0	\$0.00	\$0.00	
	0	\$0.00	\$0.00	
	0	\$0.00	\$0.00	
	0	\$0.00	\$0.00	
	0	\$0.00	\$0.00	
	0	\$0.00	\$0.00	
Total Estimated Cost		0	\$0.00	\$242,249.84
50% Local Matching Share		0	\$0.00	\$121,124.92
Less Local Match (Total Estimated Project Cost - Matching Share)		0	\$0.00	\$121,124.92
Maximum Rebate		0	\$0.00	\$121,124.92
Additional Local Share	0	\$0.00	\$0.00	\$0.00

Additional comments regarding the budget:

If assigning rebate to another county, city, SW authority or non-profit recipient, submit a letter indicating the receipt the recycling rebate should be assigned

Upload Letter indicating the receipt the recycling rebate should be assigned

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.

Authorized Representative Acknowledgement

Printed Name: Sharon Smith

Title: Assistant Director

Phone: 615-862-8715

Signature:

Date Signed: 11/02/2018

Email: sharon.smith@nashville.gov



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

TITLE VI PRE-AUDIT SURVEY

Name of entity: Metro Public Works (Metro Government of Nashville) Phone number: (615) 862-8750

Type of entity. (choose one): Government/Municipality Private Business Non-Profit

Address: 750 South 5th Street

City: Nashville State: Tennessee Zip Code: 37206 County: Davidson

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, including Title VI of the Civil Rights Act of 1964, which bars discrimination on the basis of race, color, or national origin by any agency receiving Federal funds. The Civil Rights Restoration Act of 1987 clarifies that discrimination is prohibited throughout an entire agency if any part of the agency receives federal financial assistance. As a sub-recipient of TDEC, you are required to comply with Title VI and related nondiscrimination laws and regulations.

The following data is being collected for compliance with Title VI 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 or loan so that your compliance efforts can be reviewed.

Complete this survey and return it along with applicable copies with your grant application.

1. What is the racial composition of the population in your geographic service area? 27.8% Black, 10.3% Hispanic, 65.2% White (2010 U.S. Census Bureau) The governing body for Metro is the Human Relations Commission governing board.
2. What is the racial composition of your advisory or governing board? 7 Black, 1 Hispanic, 8 White.
The governing body for Metro is the Human Relations Commission governing board.
3. How does your advisory or governing board ensure that its racial composition reflective of the community's population? The members are appointed by the Mayor and affirmed by the Metro Council. The Mayor's Office and Metro Council are committed to ensuring committee and board members are reflective of the community.
4. Provide a copy of your agency's written policy of nondiscrimination stating that services or opportunities will be provided to all persons without regard to race, color, or national origin. If you do not have one, adopt TDEC's sample policy: <https://www.tn.gov/environment/program-areas/opsp-policy-and-sustainable-practices/opsp-title-vi-and-environmental-justice.html>, and provide the date of your adoption: _____

5. Provide a copy of your agency's Limited English Proficiency (LEP) Plan to communicate with persons who do not speak English as their primary language or have limited ability to read, speak, write, or understand English.

If you do not have one, adopt TDEC's sample plan (hyperlink provided above) and provide the date of your adoption: _____

6. How does your agency provide and ensure Title VI training of its staff? Currently, Title VI coordinators in each department are trained by the Human Relations Commission and that information is disseminated to staff members in Metro agencies.

7. Provide a copy of your Title VI training program.

If your agency does not currently have a Title VI training program, use TDEC's online training module, and retain the Certificates of Completion for each staff member; <https://tdec.tn.gov/title6/index.html>.

8. How do you advertise your projects and programs to the public? Projects are advertised on www.nashville.gov/Finance/Procurement. Vendors have an opportunity to bid on projects. Title VI programs are handled through the Metro Human Relations office. www.nashville.gov/Human-Relations-Commission.aspx

9. Provide a copy of your agency's procedures on reviewing Title VI complaints.

If you do not have one, use TDEC's sample procedures (hyperlink provided above in number 4) and provide the date of your adoption: _____

10. Has a federal or state agency found you in noncompliance with civil rights requirements? Yes No
If yes, please attach a copy of the complaint and findings.

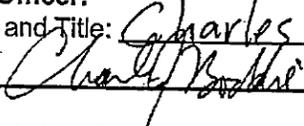
11. Has a civil rights compliance review been conducted onsite by a federal or state agency within the past two years? Yes No

Attach your Title VI policy and procedure, LEP policy and procedure, and Title VI training program.

Declaration of Respondent: I declare that I have completed the data in this survey and to the best of my knowledge and belief; it is true, correct and complete.

Compliance Officer:

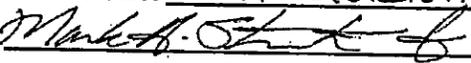
Printed Name and Title: Charles Boddie, Human Resources Manager

Signature:  Date: 10/12/18

Declaration of Chief Administrator or Supervising Authority: 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 Sec. 39-16-702(a)(4), this declaration is made under penalty of perjury.

Chief Administrator or Supervising Authority:

Printed Name and Title: MARK STURTEVANT, DIRECTOR

Signature:  Date: 10-15-18

Question 4 Attachment

METRO PUBLIC WORKS

Authority

The Public Works Title VI Coordinator is Charles Boddie, Human Resources Manager. Mr. Boddie reports to the Deputy Director of Public Works. His Title VI responsibilities include compliance planning, monitoring, training and reporting to various governmental grantors and as required by Metro. The contact information for Mr. Boddie is as follows:

Office: 615-862-8710

E-mail: charles.boddie@nashville.gov

Mission

The mission of Metro Nashville Public Works is to provide professional expertise, transportation, infrastructure and neighborhood environmental products to people who live, work, travel through, or play in Metro Nashville so they can experience clean neighborhoods, safe and efficient transportation.

Organizational Environment

(See attached organizational chart)

Federal Funding in the Public Works Department

The department has been awarded over \$1.063 million in Federal funds for FY'18 (July 1, 2017-June 30, 2018) that are used to achieve the goals and initiatives as defined in the departmental mission statement. (Please note, this figure only includes monies which PW has received and does not include funds promised for future projects.) These resources are primarily applied to capital needs for bikeways, sidewalks, traffic signal systems, streets, roads, intersections and bridges.

Contracted Program Overview

The department utilizes contracts with various firms for professional services related to survey, design and construction monitoring of bikeways, sidewalks, traffic signal systems, streets, roads, intersections and bridges county-wide (GSD and USD) which include:

- Engineering, construction, maintenance and repair services for streets, roads, bridges, sidewalks and bikeways; this includes, but is not limited to, traffic signals, signs, pavement markings, and guardrails
- Implementation of FastTrac infrastructure development program including installation of new infrastructure and support systems
- Certain off-street parking facilities and also on-street parking operations and enforcement
- Recycling and disposal of solid waste

- Refuse collection, street cleaning, and street lighting for the Urban Services District (USD) area only
- Communications to general public about all of the above geared to enhance their mobility, safety and health within Davidson County. These contracts are vital to the department in attaining its goals.

Minority Participation on the Solid Waste Regional Board –

11 Members

- 8 Caucasian
- 2 African-American
- 1 Hispanic

Minority Participation on the Traffic and Parking Commission –

9 Members

- 8 Caucasian
- 1 African-American

Minority Participation on the Transportation Licensing Commission --

7 Members

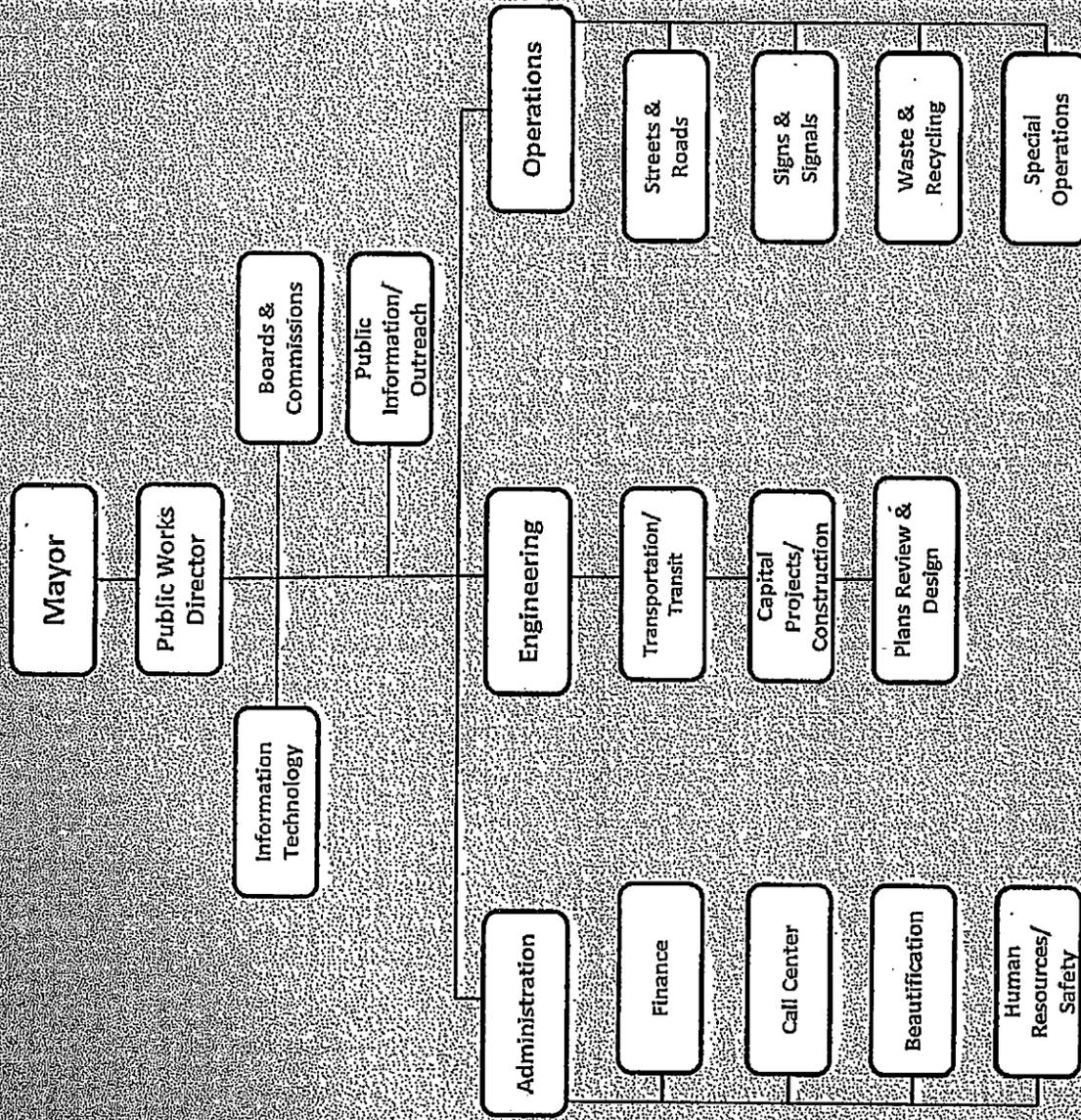
- 5 Caucasian
- 2 African-American

Number of Complaints Received Last Year – None

Statement of Non-discrimination

In compliance with Title VI of the Civil Rights Act of 1964, Metro Public Works will ensure equal opportunity in all aspects of its programs and services without regard to race, color, or national origin.

Public Works Organizational Chart by Division FY'18



Question 5 Attachment

Limited English Proficiency (LEP)

Federal laws, particularly Title VI and Executive Order 13166 issued in 2000, entitle people who do not speak English as a primary language—or have limited ability to speak, read, write, or understand English—to certain types of language assistance with local and state services, benefits, and encounters. LEP assistance provides people with meaningful access to service that are consistent with but not unduly burdensome to the fundamental mission of the agency or department.

Meaningful access to a program or service requires awareness of its existence and provisions. Therefore, agencies and departments receiving federal funds are expected to survey and assess the needs of their service populations on a regular basis to determine which materials should be translated into other languages. The following documents provide useful information for departments seeking to comply with the federal LEP standards:

- Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency"
- Department of Justice Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons as published in the Federal Register on June 18, 2002 (specifically for Department of Justice recipients)
- ISpeakCards2004



Certificate of Completion
Tennessee Department of Transportation
 Civil Rights Office Title VI Program

This certifies that

Charles Boddie

has completed

The Online Title VI Program Training

on

Wednesday, February 07, 2018

Walter Foster

Director

Carol Hosrud

Title VI Program Director

Question 9 Attachment

Filing an Inquiry or Complaint

If you wish to file a complaint, please fill out the online pre-check form first and our office will contact you about your complaint. Please note that this does not constitute an official complaint with the Human Relations Commission. You will be notified if the MHRC determines that your pre-check information should become an official complaint. Otherwise, the MHRC staff may refer you to another organization that is more appropriate for the type of complaint you have. You do not have to fill this pre-check out before you file a complaint. However, the pre-check is much quicker than filling out the full complaint, and the MHRC staff can easily determine whether you should move forward with the full complaint or not.

If you wish to file a complaint without filling out the pre-check, please call our office at (615) 880-3370 or email the MHRC.

- Online Complaint Pre-Check Form

Complaint Pre-Check

This is a pre-check form. Please note that this does not constitute an official complaint with the Human Relations Commission. You will be notified if the MHRC determines that your pre-check information should become an official complaint. Otherwise, the MHRC staff may refer you to another organization that is more appropriate for the type of complaint you have. You do not have to fill this pre-check out before you file a complaint. However, the pre-check is much quicker than filling out the full complaint, and the MHRC staff can easily determine whether you should move forward with the full complaint or not.

If you wish to file a complaint without filling out the pre-check, please call our office at (615) 880-3370 or download the full complaint form and email it to the MHRC.

Required fields

Complaint Info

First Name

Middle Name

Last Name

Suffix

Primary Phone

Zip Code

Email

Description (Limit 500 characters)

Are You a Metro Employee?

Yes

No

Department/Agency

Are You a Davidson County Resident?

Yes

No

Complaint Type

Other Complaint Type, specify

How Did You Hear About Us?

Discrimination Type

Age

Color

Creed

Disability

Gender Identity

- Harassment
- Language
- National Origin
- Race
- Religion
- Retaliation
- Sex
- Sexual Orientation
- Other