



125 Rowell Court
Falls Church, VA 22046
864.760.8828

RECYCLINGPARTNERSHIP.ORG

Ms. Sharon Smith, Assistant Director
Metro Nashville Public Works
750 S. 5th Street
Nashville, TN 37206

February 26, 2019

Dear Ms. Smith,

The Recycling Partnership would like to present the Metropolitan Government of Nashville and Davidson County with an offer of grant funding in support of your community's planned enhancement to your curbside recycling program. As detailed in the attached grant contract, our offer includes a cash grant of up to \$506,000, and in addition includes substantial technical assistance and in-kind support from The Recycling Partnership.

This offer of funding and assistance is the result of many months of collaborative work between Metro Nashville staff, the Tennessee Department of Environment and Conservation (TDEC), and The Recycling Partnership. This grant is made possible by the generous support of the Recycling Partnership's funders, and includes special support from Love Beauty and Planet, a Unilever brand. In order to qualify for this grant, Metro Nashville was not required to prepare an application for funding, and instead this grant contract stands alone and is intended to work in conjunction with your recently awarded grant from TDEC.

The ultimate goal of this offer is to support Metro Nashville as you purchase the collection equipment necessary to implement jurisdiction-wide bi-weekly (every-other-week) curbside recycling and implement a jurisdiction-wide recycling education and outreach campaign. We couldn't be more excited to be working in collaboration with Metro Nashville as you implement this important update to your public recycling program.

Improved recycling supports industry and employment in Tennessee, protects the environment, and empowers communities. The Recycling Partnership is thrilled to provide this offer of grant funding and support, and we look forward to working with you to advance recycling in Nashville!

Sincerely,

Rob Taylor, Director of Grants and Community Programs



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Falls Church, VA 22046
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RECYCLING PARTNERSHIP GRANT AGREEMENT

This Grant Agreement is hereby made and entered into on the date executed below, by and between The Recycling Partnership, Inc. ("Partnership") and the Metropolitan Government of Nashville and Davidson County, TN ("Grantee"), which are referred to collectively herein as the "Parties."

1. Grant Agreement Documents: This Grant Agreement consists of this document and its attachments; (a) Terms and Conditions (Attachment A), and (b) Grantee's Work Plan (Attachment B). This Grant Agreement comprises the entire agreement between the Parties and supersedes any and all previous and contemporaneous agreements and representations, whether oral or written. The Parties may amend the Grant Agreement as provided in Paragraph 8.

2. Term: The Grant Agreement shall be effective during the Grant Period, which begins on the execution date below and ends on February 28, 2021, unless the Parties agree to amend the Grant Agreement as provided in Paragraph 8.

3. Grantee's Duties: Subject to Paragraph 10 hereof, the Grantee shall take reasonable and appropriate steps to substantially complete the Grantee's Work Plan as set out in Attachment B and under the conditions set forth in Attachment A.

4. Duties of Partnership and Grantee: The Partnership shall make a cash grant to the Grantee in the amount of **FIVE HUNDRED SIX THOUSAND DOLLARS AND ZERO CENTS (\$506,000.00)** to support the purchase of recycling collection trucks, recycling carts, and educational and outreach efforts with the goal of improving and enhancing Grantee's residential curbside recycling program ("Cash Grant"). The details of the cash grant and the anticipated costs and expenditures associated with this grant project are detailed in the section titled Project Budget and Grant Funding found in Attachment B, the Grantee's Workplan.

In addition to the provision of direct grant funding, during the Grant Period the Partnership shall also provide the Grantee with access to resources, Partnership staff time and other in-kind services with an estimated value of **ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000)**. The purpose of these in-kind services is to support Grantee's public recycling program through the provision of technical support for strategic planning, program assessment, and recycling education and outreach including graphic design customization. The amounts set forth below represent the Partnership's intended distribution of the in-kind resources to the Grantee:

Description of In-Kind Resources from The Recycling Partnership	Projected Value
Access to Recycling Partnership educational campaign materials and design support	Up to \$100,000
Dedicated technical assistance support from Partnership staff	Up to \$40,000
Dedicated support from the Partnership for champion building	Up to \$10,000
Total projected value of in-kind assistance and support	Up to \$150,000

In exchange for the Cash Grant and In-kind resources from the Partnership, the Grantee will (i) commit staff time and resources for the planning and implementation of the project, including producing and distributing educational materials, completing research and program analysis, and providing additional support as the project requires in the Grantee’s Workplan Attachment B, and under the conditions set forth in Attachment A.

Subject to Paragraph 10 hereof, the Grantee will take reasonable and appropriate steps to substantially complete the Grantee’s Work Plan in accordance with the Anticipated Implementation Timeline described in the Grantee’s Work Plan.

5. Distribution Provisions: The Partnership shall distribute Grant funds to the Grantee to reimburse the Grantee for actual allowable expenditures the Grantee has made or otherwise incurred during the Grant Period. Excluding the final payment of grant funds, it is anticipated that the Partnership will process reimbursement payments of grant funds for allowable expenditures no more frequently than once per annual quarter (every three months). An allowable expenditure is one associated with work performed or goods or services acquired to complete the Grantee’s Work Plan as outlined in Attachment B hereto determined by the Partnership in its sole and absolute discretion. The Partnership shall make such distributions to the Grantee within THIRTY (30) days of receiving from the Grantee invoices prepared as described in Paragraph 6 below documenting allowable expenditures. Total distributions from the Partnership will not exceed 90 percent of reimbursable costs until the submittal of a final project report; the remaining ten (10) percent of reimbursable expenses shall be paid upon final report submittal. The Partnership shall make distributions by check and payable to the order of:

The Metropolitan Government of Nashville and Davidson County
 750 S. 5th Street
 Nashville, TN 37206

6. Invoices: As described in the section of Attachment A captioned “Reimbursement,” the Grantee shall submit reimbursement requests to the Partnership, which shall include copies of invoices of allowable expenditures for which the Grantee is seeking reimbursement. The Grantee’s final invoices must be received by the Partnership with the Grantee’s Final Report, as described in the “Reporting and Additional Post Award Requirements” section of Attachment A. With respect to all invoices submitted to the Partnership, the Grantee shall provide reasonable and appropriate evidence for the Partnership to determine the actual amounts paid by Grantee for work and services associated with allowable expenditures, and documentation that provides evidence of payment by the Grantee for all allowable expenditures submitted. In addition to supporting documentation, the Grantee shall provide a summary of the expenses paid by the Grantee in a table or spreadsheet outlining the expense, vendor,

and the purpose of the expense. Upon presentation of herein described invoices and documentation, the Grantee will then be eligible for reimbursement of up to 90 percent of the amount of grant funds to be provided by The Recycling Partnership for allowable expenditures and with the final 10 percent becoming available as detailed in Paragraph 5 above.

7. Grant Contacts: Programmatic contacts are set forth below.

Partnership Chief Community Strategy Officer:	Partnership Project Manager:	Grantee Project Manager:
Cody Marshall Telephone: (919) 612-7127 Email: cmarshall@recyclingpartnership.org	Rob Taylor Telephone: (919) 777-3964 Email: rtaylor@recyclingpartnership.org	Sharon Smith, Assistant Director Metro Nashville Public works Telephone: (615) 862-8715 Email: sharon.smith@nashville.gov

8. Changes and Amendments: Any change to this Grant Agreement that increases or decreases the amount distributable to the Grantee is not effective until approved in writing by the Chief Community Strategy Officer of the Partnership. The Grant Agreement may be amended or modified in writing signed by the Parties, subject to the approval of the Metropolitan Council by resolution.

9. Signature Warranty: Each of the undersigned represents and warrants that he or she is authorized to execute this Grant Agreement.

10. Subject-to-Appropriations: All expenditures and other performance by the Grantee under this Grant Agreement are subject to appropriations by the Metropolitan Council. Consequently, this Grant Agreement shall bind the Grantee only to the extent that Metropolitan Government of Nashville and Davidson County appropriates sufficient funds for the Grantee to perform its obligations hereunder.

Metropolitan Government of Nashville and Davidson County, TN

By _____

David Briley,
Mayor, Metropolitan Government of Nashville and Davidson County, TN

Signed by Metropolitan Government of Nashville and Davidson County on this date:

The Recycling Partnership, Inc.

By 

Cody Marshall,
Chief Community Strategy Officer

Signed by The Recycling Partnership on this date:

3/4/2019

APPROVED AS TO AVAILABILITY
OF FUNDS:

Thomas Rodnoal
Director of Finance *TR*

APPROVED AS TO FORM AND
LEGALITY:

Mark S. Lee
Metropolitan Attorney

ATTEST:

Metropolitan Clerk: _____

Date: _____

SIGNATURE PAGE
FOR

GRANT NO. Recycling Partnership Grant for equipment to be used for expanded curbside recycling frequency

IN WITNESS WHEREOF, the parties have by their duly authorized representatives set their signatures.

METROPOLITAN GOVERNMENT OF
NASHVILLE AND DAVIDSON COUNTY

Mark A. Sturtevant
Mark Sturtevant, Director
Public Works

2-27-19
Date

APPROVED AS TO AVAILABILITY
OF FUNDS:

See Previous Page
Talia Lomax-O'dneal, Director
Department of Finance

Date

APPROVED AS TO RISK AND INSURANCE:

TJCN
Director of Insurance

3/6/19
Date

APPROVED AS TO FORM AND
LEGALITY:

See Previous Page
Metropolitan Attorney

Date

ATTEST:

See Previous Page
Metropolitan Clerk

Date

Attachment A: Terms and Conditions

a. Termination: Either Party may terminate the Grant Agreement in writing with thirty (30) days' notice to the other Party. If the Grantee fails to substantially fulfill its obligations under this Grant Agreement in a timely and proper manner, the Partnership may provide written notice to the Grantee of its intent to terminate the Grant Agreement. Such notice shall specify the reasons for termination and allow the Grantee thirty (30) days to mitigate any specified reasons. If the Grantee fails to mitigate the specified reasons, the Partnership may terminate this Grant Agreement by giving written notice to the Grantee of such termination and the effective date of such termination. In such case, the Grantee is entitled to retain a percentage of the Cash Grant distributed from the Partnership equal to the total amount of actual allowable expenditures incurred for educational and outreach efforts prior to termination.

b. Notices: All notices required by the terms of this Grant Agreement must be delivered by email with a read receipt requested to The Recycling Partnership at emmarshall@recyclingpartnership.org with a copy to rtaylor@recyclingpartnership.org.

All notices required by the terms of this Grant Agreement must be delivered by email with a read receipt requested to Grantee at sharon.smith@nashville.gov with a copy to Sharon Wahlstrom, Finance Director at sharon.wahlstrom@nashville.gov.

c. Recycled Paper: The Partnership encourages the Grantee to seek that all publications produced as a result of this Grant Agreement be printed double-sided on recycled-content paper with minimal 30 percent post-consumer recycled content, only if cost effective.

d. Lobbying: The Grantee shall not use or appropriate any funds received from the Partnership to carry on propaganda or otherwise attempt to influence legislation.

e. Compliance with Work Plan: The Grantee shall substantially adhere to the timeline and objectives detailed in the Grantee's Work Plan as set out in Attachment B and strive to make sufficient progress toward fulfilling such timeline and objectives.

f. Extensions: No-cost time extensions are possible, but not guaranteed by the Partnership. If the Grantee seeks a no-cost time extension, the Grantee shall submit a written request for extension to the Chief Community Strategy Officer of the Partnership at least SIXTY (60) days prior to the end of the Grant Period.

g. Retroactive Costs: Costs incurred before the Grant Period are not eligible for reimbursement unless approved in writing by the Chief Community Strategy Officer of the Partnership.

h. Travel Expenses: Grant funds from the Partnership may not be used for travel expenses without prior written approval from the Chief Community Strategy Officer of the Partnership.

i. Technical Assistance: The Grantee agrees to work with the Partnership during the design, implementation and monitoring of the program improvements, both educational and operational, during the Grant Period.

j. Collection Frequency: When a grant project involves funding in support of curbside recycling, Grantee must provide residents with a recycling program under which recyclables are collected on a weekly or every other week basis. Collection frequency impacts cart size as follows:

- Weekly collection: minimum of 64+ gallon cart is required.
- Every other week collection: 93+ gallon cart size is required.

k. Cart Distribution: When a grant project involves grant funding in support of the purchase and distribution of carts for curbside recycling, Grantee must distribute carts for recycling collection free of additional charge to residents beyond standard monthly utility rate for waste and recycling services and in accordance with existing policies and procedures of the Grantee.

l. RFID (Radio Frequency Identification) Tags: When a grant project involves grant funding in support of the purchase and distribution of carts for curbside recycling, Grantee must acquire and distribute carts with embedded RFID tags.

m. Material Collection: The Grantee shall provide a listing of the materials currently accepted for recycling. After a review by The Partnership of recycling materials already accepted by the Grantee, the Grantee shall work with its Materials Recovery Facility (MRF), hauler (if applicable) and the Partnership and/or a contractor hired at the Partnership's expense to evaluate the current mix of recycling materials collected residentially and consider the inclusion of other recyclable materials as appropriate in curbside collection.

n. Educational Best Practices: The Partnership utilizes a behavior change approach to recycling education and outreach. Our best practices consist of direct to resident communication with information about acceptable materials and recycling collection schedule along with the implementation of anti-contamination strategies to reinforce correct recycling behavior. At a minimum, the Partnership requires that grant funds allocated for education and outreach be used toward the procurement of direct to resident communications and further requires that Grantee cooperate with the Partnership in support of the design and implementation of the education and outreach campaign. Finally, the Partnership requires that the Grantee update its websites with updated messaging and information about the public recycling services in its jurisdiction based on recent work with the Partnership to include at a minimum a listing of acceptable materials and how to gain additional information about recycling collection schedule.

o. Press Events: The Grantee agrees to participate in local press events related to the Partnership, which may

include, but is not limited to, press releases, interviews, ribbon cutting ceremonies, etc. The Partnership agrees to give reasonable notice to the Grantee Key Personnel regarding any such press events.

p. Graphic Design Edits: The Partnership will work closely with the Grantee to customize educational materials to fit the needs of the campaign in accordance with the timeline established by the Parties. The Grantee must give at least one week's notice for any edits or changes to educational materials that are to be conducted by the Partnership. If the Grantee chooses to utilize a third-party service provider for the design of education and outreach materials instead of working directly with the Partnership, then the Partnership agrees to cooperate with the third-party service provider by providing access to Partnership tools, artwork and images for use by the third-party provider in service of the Grantee. The Partnership will not, however, provide customized design work on behalf of the third-party service provider. The Partnership will work closely with the Grantee on campaign materials and will provide two rounds of edits to the graphic design of these materials. Additional rounds of editing on graphic design materials may be provided by mutual agreement between the Partnership and Grantee.

q. Logo Usage: The Partnership requires that the Grantee use the Partnership logo with the phrase "Funded in part by," be included on all education materials associated with the Grant project that are to be supported by Partnership grant funding. When a Partnership project is majority funded by one funder, then in addition to the Partnership logo, that funder may also need to be exclusively called out by Grantee in communications materials with the "funded in part by" language, and the use of additional funder logos may be required, with the final product to be developed by mutual agreement between the Partnership and Grantee. Prior to finalization, the Partnership requests proof review of any campaign materials developed by the Grantee or a third party that uses campaign images, graphics or logos of the Partnership and funders thereof. Upon presentation of materials for review, the Partnership agrees to review proofs and provide feedback within one (1) week (five (5) business days), or to forfeit the right to require the use of the Partnership logo, and any additional funders' logos and associated "Funded in part by" phrasing. Grantor understands that under no circumstances can the Metropolitan Government appear to be endorsing or advertising on behalf of a private business.

r. Compliance with Patent, Trademark and Copyright Laws: The Partnership and Grantee agree that all work performed under this Grant Agreement, shall comply with all applicable patent, trademark and copyright laws, rules, regulations and codes of the United States. The Partnership and Grantee further agree that neither will use any protected patent, trademark or copyright in performance of their respective work unless the Partnership or Grantee has obtained proper permission and all releases and other necessary documents.

s. Electronic Signatures and Electronic Records: The Partnership consents to the use of electronic signatures by the Grantee. The Grant Agreement, and any other documents requiring a signature under the Grant Agreement, may be signed electronically by the Grantee in the manner specified by the Grantee. The Parties agree not to deny the legal effect or enforceability of the Grant Agreement solely because it is in electronic form or because an electronic record was used in its formation. The Parties agree not to object to the admissibility of the Grant Agreement in the form of an electronic record, or a paper copy of an electronic document, or a paper copy of a

document bearing an electronic signature, on the ground that it is an electronic record or electronic signature or that it is not in its original form or is not an original.

t. Reporting and Additional Post-Award Requirements: The Grantee shall comply with reporting requirements, including:

- In order to establish a baseline for measurement of project success, the Grantee shall provide monthly waste and recycling tonnage data for at least the twelve (12) month period immediately before the project is initiated.
- The Grantee shall deliver to the Partnership monthly waste and recycling data reports on a quarterly basis through the end of the Grant Term as defined in Paragraph 2 of The Recycling Partnership Grant Agreement or for the period of time extending one (1) calendar year beyond the date of the implementation of the recycling project funded by the Recycling Partnership, whichever is later. These reports shall be submitted electronically to the Partnership via a reporting system and format established by the Partnership.
- Post-grant Long Term Reporting using the Municipal Measurement Program: In addition to providing the Partnership with monthly waste and recycling data, the Grantee shall establish an account with the Municipal Measurement Program (MMP) System for annual reporting. Reporting in the MMP system is free and reporting involves entering annual tonnage data and answering questions about waste and recycling programs and services through a web-based analytical tool. To aid in the tracking of the long-term impacts of the work conducted, the Grantee commits to reporting annually in the Municipal Measurement Program (MMP) System for five (5) years following the implementation of the grant project.
- The Grantee shall submit a draft Final Report to the Partnership at least thirty (30) days prior to the end of the Grant Period for review. The Partnership will provide the required format for the Final Report and feedback to the Grantee about the draft Final Report including necessary changes and points of clarification within two weeks of receipt of the draft report, and a complete Final Report is required to be submitted within sixty (60) days of the end of the Grant Period.
- Additional reporting requirements may be included in Grantee's Work Plan, Attachment B.

u. Reimbursement: As stipulated in Paragraph 5 of the Grant Agreement, grant funds will be distributed by the Partnership on a reimbursement basis. When seeking reimbursement for grant related expenditures, Grantee must utilize the format provided by the Partnership. When submitting reimbursement requests, the Grantee must include a copy of any invoices for which the Grantee seeks reimbursement from the Partnership. All invoices should be accompanied by associated proof that Grantee has made payment for the invoices in question. Acceptable proof of payment can include copies of canceled checks or Grantee finance system reports showing that the payment has been made.

The Partnership shall reimburse Grantee for actual allowable expenditures with the Partnership retaining a minimum of ten percent (10%) of the grant funds until all grant related activities are completed and all reports are received and accepted. The remaining 10 percent of reimbursable expenses shall be paid upon completion of a

satisfactory Final Report as described above in the section titled “Reporting and Additional Post-Award Requirements.”

The Partnership may withhold payment of grant funds if Grantee is delinquent in meeting its reporting obligations as spelled out in paragraph t, “Reporting and Additional Post-Award Requirements” above.

Attachment B: Grantee's Workplan

a. Background: The Metropolitan Government of Nashville and Davidson County (Metro Nashville) operates a monthly curbside recycling collection system using city staff and trucks servicing offering recycling collection to all eligible single-family households within its jurisdiction. Metro Nashville staff estimate that approximately 99,000 of the 139,000 households in the service jurisdiction have a cart for curbside recycling and report that the curbside recycling program collects approximately 11,000 tons of recyclables annually. Households that participate in the recycling program are offered a 93+ gallon recycling cart that they can set out for collection once a month.

b. Project Description: With the support of grant funding from The Recycling Partnership and the Tennessee Department of Environment and Conservation (TDEC), Metro Nashville will purchase the collection equipment necessary to implement jurisdiction-wide bi-weekly (every-other-week) curbside recycling service that will be available to all eligible households within its jurisdiction. Metro Nashville will transition from a monthly (once-per-month) collection schedule to the provision of every-other-week curbside recycling collection. Metro Nashville will purchase and distribute 8,000 recycling carts that are 93+/- gallon in volume in order to allow additional households to access curbside recycling service. Finally, Metro Nashville will implement a jurisdiction-wide education and outreach campaign to support its curbside recycling program.

c. Measurement Plan: The Grantee will implement a system for tracking the number of households eligible to receive curbside recycling service along with the number of households actually utilizing said service as determined through the measurement of curbside recycling set out rate. The Grantee will also implement a system for tracking monthly tonnage data for municipal solid waste and recyclables. The Grantee will also work with the Partnership to evaluate contamination and participation rates of recovered materials, as resources allow. Reports will be provided to the Partnership as outlined in section t, Reporting and Additional Post-Award Requirements, as set out in Attachment A.

d. Public Outreach Plan: The Grantee will work closely with the Partnership to develop and implement an effective education and outreach campaign in support of Grantee's curbside recycling program utilizing the approach outlined in Paragraph n of Attachment A. Technical support will be provided by the Partnership as set out in the Grant Agreement. The Grantee will partner closely with the Partnership to maximize the educational efforts and materials developed during this campaign.

This educational effort will focus on engaging long-term recyclers as well as new participants to keep the recycling stream clean and ensure that residents are informed of what is acceptable and not acceptable in the recycling carts. A heavy emphasis of this campaign will be around educating residents about the new collection schedule and about how to properly prepare materials for recycling. This educational program is intended to complement any previous educational pieces that have already been sent to Nashville residents. The educational

effort will target all 139,000 households in the Metro Nashville service jurisdiction and will utilize most if not all of these supporting tools:

- Direct to resident informational mailers or utility bill inserts for all curbside households,
- Public activation event to drive citizen engagement in recycling,
- Social media boosting,
- Paid advertisements,
- The implementation of anti-contamination strategies to reinforce correct recycling behavior, and
- Other strategies determined effective by Metro Nashville and The Recycling Partnership.

e. Anticipated Implementation Timeline: The Partnership and Metro Nashville agree to develop and maintain a detailed Project Timeline providing milestones in the implementation of this grant project. The key dates in the project are as follows:

- November 1, 2019 – initiate education and outreach campaign in support of Grantee’s curbside recycling program.
- December 31, 2019 – complete the purchase of ten (10) recycling collection vehicles to enable the implementation of bi-weekly (every-other-week) curbside recycling for all eligible households in the Metro Nashville jurisdiction.
- February 3, 2020 – implement jurisdiction-wide every-other-week collection of curbside recycling.
- June 30, 2020 – complete the purchase of 8,000 carts that are 93+ gallons in volume to extend curbside recycling to additional households in the Metro Nashville jurisdiction. The goal is to have placed all of these carts into service by the end of the grant term as identified in Paragraph 2 of the Grant Agreement.

If unanticipated delays in the above schedule occur, then the Partnership and the Grantee agree to revisit the timeline and adjust as necessary to pursue the successful implementation of the project as described in paragraph a above. In addition and as necessary, the parties may decide to modify the grant agreement end date as stipulated in Paragraph 2 of The Recycling Partnership Grant Agreement.

f. Project Budget and Grant Funding: The amounts set forth in the table below represent the Partnership’s intended distribution of the grant funds to the Grantee:

Grant Element	Description	Grant Amount
Collection Vehicles	Grant funding to support the purchase of 16 collection vehicles to implement every-other-week curbside recycling for the Metro Nashville jurisdiction	\$250,000
Recycling Carts	Grant funding to support the purchase and distribution of 8,000 recycling carts households in Metro Nashville for every-other-week curbside recycling collection at \$7/cart	\$56,000
Education and Outreach Support	Grant funding to implement a recycling education and outreach campaign in support of	\$200,000

	curbside recycling in the Metro Nashville jurisdiction	
Total		\$506,000

All costs associated with project implementation beyond the direct grant funding from The Recycling Partnership will be the responsibility of the Grantee. It is understood that actual expenses may vary depending on a variety of factors including the final costs for recycling carts, recycling collection vehicles, education and outreach services and materials, as well as any distribution of grant funding from the Tennessee Department of Environment and Conservation (TDEC). Upon mutual agreement of the Partnership and Grantee, the final allocation of Partnership grant funds may be adjusted between individual expense categories as necessary. The actual amount of grant funding paid will be based on actual reimbursable expenditures as outlined in Paragraph u of Attachment A and the total amount of grant funding paid is not to exceed the amount specified in Paragraph 4 of the Grant Agreement. Any expenditures to be made by the Grantee are subject to the requirements provided in Paragraph 10 of The Recycling Partnership Grant Agreement. The Grantee shall only invoice and receive reimbursement for actual allowable expenditures incurred.