



Department of
Environment &
Conservation

Organics Management Grant Manual

Opportunity for Funding

Tennessee Department of Environment & Conservation | Grant Manual | August FY26



(This Page Intentionally Left Blank)

OFFICIAL



Organics Management Grant

FY26

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

The goal of the Solid Waste Management Act of 1991 (T.C.A. §68-211-825) is to reduce the amount of solid waste disposed of at Class I disposal facilities by twenty-five percent (25%). The largest percentage of the municipal solid waste stream is organic material; at an estimated 30% of the waste stream. Strategies for reducing organic waste includes source reduction, wasted food recovery, and food donation, food diversion (which includes feeding animals, anaerobic digestion, and composting), or by being put towards beneficial end-use. The purpose of this grant is to offer support to the entire spectrum of organics management, meaning this offering is not limited to composting. This grant covers organics management for education, waste food recovery, food donation, and diversion infrastructure. All methods of organics management support the 2015-2025 Solid Waste and Materials Management Plan's implementation.

In 2015, TDEC initiated the first ever organics management related grant the State had offered, which specifically targeted composting. The composting grant aimed to promote increased composting access across the state through cooperative partnerships among solid waste planning regions, counties, and municipalities. These partnerships define activities that can be undertaken to reduce operation costs, promote recycling, and increase revenues for local governments participating in these cooperative partnerships. As solid waste generation, diversion, and disposal evolve, TDEC makes every effort to adapt its grant opportunities so that assistance can be provided to Tennessee communities, organizations, and businesses to further promote reductions in solid waste generation and disposal.

The FY26 Organics Management Grant places emphasis on three (4) priorities:

- Fostering public/private partnerships.
- Counties, municipalities, public institutions, or non-profit organizations providing new or expanded organics management services to their region.
- Pursuing reductions in wasted food and food waste through education, food recovery and donation, feeding animals, industrial uses, anaerobic digestion, composting, or other means deemed likely to significantly reduce, recover, and/or diverting food waste.
- 13 counties and municipalities located within the Major Disaster Declaration for Hurricane Helene.

TDEC 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. Regions with smaller populations may focus efforts toward achieving qualitative goals rather than quantitative goals of the more populous regions and the state. 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 Organics Management Grant supports the implementation of the [2015-2025 Solid Waste and Materials Management Plan](#) objectives. With this grant, it is TDEC's intent to support efforts towards achieving waste reduction and recycling goals for the state. Successful applications will demonstrate how the proposed project will:

- Increase tonnages of organic materials collected (Objective 1)
- Increase organics recycling access and/or participation (Objective 2)
- Promote organics material processing and end use in Tennessee (Objective 3)
- Increase diversion of organics (Objective 4)
- Support new organics waste reduction and recycling technologies (Objective 5)
- Improve organics education and outreach (Objective 6)

Eligibility

All Tennessee counties, municipalities, and organizations which have been determined to be tax exempt nonprofit recycling organizations who are designated as 501(c)(3) by the Internal Revenue Service may apply for grants under T.C.A. § 68-211-825.

As stated in the overview, priority for the Organics Management Grant will be given to entities that demonstrate a public/private partnership. Priority will be given to counties, municipalities, public institutions, and non-profit organizations that provide new or expanded organics management services to residents. Also, consideration will be given to applicants addressing wasted food and food waste through education, feeding people, feeding animals, industrial uses, anaerobic digestion, and composting.

Government and non-profit applicants may not request equipment that is otherwise available at privately owned facilities which serve the relevant geographical area. If an applicant demonstrates that the equipment is an indispensable component of a project and will not compete with privately owned facilities, it may be considered for funding. Equipment that causes the applicant to directly compete with existing private enterprises in the applicant's geographical area (T.C.A. §68-211-825(a)) is not eligible under this grant.

Applicants previously awarded grants from the Solid Waste Management Fund in the last two years that are under contract with open balances or who have failed to meet the obligations of those contracts are ineligible. In addition, projects that require land will need to demonstrate that the necessary land is secured for the project prior to final execution of the grant contract. Projects must be ready to start upon grant contract execution.

Equipment and/or items eligible for funding should fall into three categories; (1) organics waste reduction equipment or items, which may include educational materials, or similar equipment; (2) organics waste recovery and donation equipment or items, which may include bins in food service retail establishments designed to collect unconsumed fruits and vegetables, equipment that may support existing food recovery or donation operations, or similar activities; (3) organics waste diversion equipment or items, which may include equipment necessary for general organics processing, for composting operations, or similar activities. Any strategy that aids in the increased disposal of materials in Class I disposal facilities is not eligible under the terms of the grant.

Funding

The Organics Management Grant supports the implementation of *2015-2025 Solid Waste and Materials Management Plan* Objectives which can be reviewed at the following link: (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 efforts of local governments toward achieving their waste reduction and recycling goals. Successful proposals will demonstrate how the requested services or equipment will improve operating efficiencies or:

- Increase tonnages of organic materials collected (Objective 1)
- Increase organics recycling access and/or participation (Objective 2)
- Promote organics material processing and end use in Tennessee (Objective 3)
- Increase diversion of organics (Objective 4)
- Support new organics waste reduction and recycling technologies (Objective 5)
- Improve organics education and outreach (Objective 6)

The total allocation of grant funding for this Organics Management Grant is \$400,000. Municipalities, counties, and non-profits can apply for a Maximum State Liability of \$150,000. This does not include the Grantee match portion.

A local match of 10%-50% (Attachment 2) is required based on an economic index that includes factors such as per capita income and property values in the jurisdiction to be served. Tenn. Code Ann. § 68-211-825(a).

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 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 awarded will be funded, and purchase and installation deadlines will be detailed in the contract scopes. In the event of a delay in receiving equipment or materials, contact should immediately be made with the Grants Program Manager and a justification letter and estimated timeline should be submitted for approval.

Selection Criteria

Applications will first be reviewed for completeness and eligibility. Applications shall be rated first based on project description, value, benefits, sustainability, and operational priorities averaged among ratings completed by a minimum of three (3) anonymous raters. Finally, the applications will be assigned up to five (5) modifiers. The first and second modifiers will correspond to the applicant's county economic classification in the Appalachian Regional Commission (ARC) economic index. The next possible modifier will be assigned if the applicant has received the same type of grant to which they are currently applying in the last three (3) years. Next, has the applicant had prior history of delays, inefficiency in administrative activities, or terminated for cause. Lastly, a modifier will be assigned for the applicant proposing project partnerships with local municipality/county with interlocal agreements and/or private partnership subcontracts.

All applications will be scored based on the following criteria and weightings:

Sixty percent (65%) of the application's weight shall be considered based on the proposed project's description, value, and benefits, including but not limited to:

- Are the project needs, goals, and benefits clearly described and measurable?
- Does the project integrate and promote measurable goals in line with the Objectives of the 2025 Solid Waste Plan?
- Does the project offer a significant return on investment, as measured in tons of waste diverted from landfills or positive environmental impact?
- Does the project increase the level of service in the county? Does the project add or expand an existing program?
- Is the project primarily for the benefit of the citizens of a given region, or is it principally a for-profit venture?

Forty percent (35%) of the application's weight shall be considered based on the proposed project's sustainability of project funds and operational priorities, including but not limited to:

- Is the applicant financially able to provide the applicable matching funds?
- How efficiently are the funds and resources being managed and sustained during and beyond project completion?
- Are there any interlocal government partnerships and/or private partnerships and are the contributions of all entities clearly defined?

- Has the project been thoroughly and carefully considered? (Any detailed project plans, maps, quotes, and studies will increase the applicant's feasibility score.)
- In the past five years, has the applicant had significant delays in completing a grant project or failed to follow established administrative procedures? Alternately, has the applicant proven to rapidly and efficiently complete projects?
- Does the project offer a significant return on investment, as measured in tons of waste diverted from landfills or positive environmental impact?
- Does the project increase the level of service in the county? Does the project add or expand an existing program?
- Is the project primarily for the benefit of the citizens of a given region, or is it principally a for-profit venture?

The following modifiers shall be applied to an application:

Modifier	Points
At-Risk County	+5
Distressed County	+10
Received Same Grant Type in Past 3 Years	-10
Past 3 - Year History of Delays and/or Failure for Cause	-10
Partnerships with Local Municipalities/County Government by Interlocal Agreements and/or Subcontracting with Private Partnership(s)	+5
Utilization of Tennessee-based Landfill	+5/-5

Commented [RC1]: See Addition of points for Tennessee based landfill and comment of additional criteria added in the paragraph above the modifier table.

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 of contract execution. The meeting will be scheduled before the contract execution. The PMC will be hosted virtually by the Department, will cover contract requirements and deadlines, and will provide an opportunity for Grantees to complete the Statement of Understanding and the Grant Contract Budget Acceptance with assistance.

Grantees 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 and uploaded to the Grants Management System (GMS) portal within 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 (6) months shall result in contract termination at the Departments sole discretion.

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 April 11, 2025, by 4:30 p.m. CST. 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 the head of the organization and clear and detailed completion of all application prompts in GMS, including but not limited to the Narrative Questions, Budget Worksheet, verification of having recently completed the Title VI Pre-Audit Survey (NOTE: this is not the Title VI Training Certification), non- debarment verification, and more.

TENTATIVE GRANT TIMELINE

The anticipated timeline for this grant offering is as follows:

February 28, 2025:	Request for applications announced
April 11, 2025:	Deadline for application submittal
May 12, 2025:	Announce awards
August 1, 2025:	Contract Start Date
October 15, 2025:	Grantee submits subcontract request or bid package
March 15, 2026:	Equipment/materials shall be installed/made operational
June 15, 2026:	Final Request for Grant Reimbursements submitted
June 15, 2026:	Final Request for Grant Reimbursements submitted
July 31, 2028:	Contract End <u>[Date]</u> for equipment without "Vested Interest"

Commented [LH2]: Do you want to change contract start date to be July 1, 2025, and contract end date to be June 30, 2030? This would follow our fiscal year.

Commented [RC3R2]: We had to adjust the dates with TDEC Contracts to make sure that we can get it out in time as they have a certain amount of time to code it in GMS and can take 60 days, she was not comfortable with an earlier date. We can also move it to the next grant cycle in October execution date but would involve us moving around another date. It will still be FY26. The grantees wanted more time to apply and I needed more time for raters to rate since that has been the feedback as I reviewed the processes and that was what has pushed this and the Organics which will come out together. Up to you though what you would like to do of course.

Contact

The persons provided in the application for contact should be the **only** persons contacted with questions related to the application during its design below shall be the points of contact through the term of the grant contract. They are the only Department staff designated to speak officially on grant and contract related matters.

Tennessee Department of Environment and Conservation

Materials Management Program
Davy Crockett Tower, 7th Floor
500 James Robertson Parkway
Nashville, TN 37243

General and Administrative Questions:

Robin Chance, Grants Program Manager
Division of Solid Waste Management
Office: 615-571-6364
Robin.Chance@tn.gov

Amber Greene, Environmental Consultant 4, Division of
Solid Waste Management
615-651-9540
Amber.Greene@tn.gov

Technical Questions:

Robert Wadley, Technical Consultant
Division of Solid Waste Management
Office: 615-741-4907
Robert.Wadley@tn.gov

Amy Katcher, Materials Management Program
Manager | Communications Manager
Division of Solid Waste Management
423-377-3373
Amy.Katcher@tn.gov

Technical Narrative Questions

Project Description – 40 points

1. Does the project compete with private services or duplicate existing public sector services provided within the municipal solid waste planning region? Yes _____ No _____
2. Describe the proposed program or project; provide details and attachments as necessary. In the description, be sure to define the addressed need for the program or project, and if the project has a place within the region's municipal solid waste plan. If other such facilities or programs currently exist in the region, justify your proposed project or program.
3. Describe how the program/project will be promoted in the community to support the achievement of the goal specified in question 2.
4. Is this request to replace older-existing items or equipment, or is this request adding a new service, facility improvement or piece of equipment? Outline a maintenance plan and/or include the proposed maintenance schedule for materials and/or equipment that are being requested. If this request is for educational or outreach efforts, please provide schedule of proposed educational opportunities, including topics, location, and target audiences.

Program Benefits – 25 Points

5. What improvements will this project bring to your current program (increased reduction through education, cost benefits, increased collection volume, avoided landfill costs, improved material quality)? What are the estimated benefits (increased collection volume, reduction levels, cost savings, etc.) associated with your project? How will you define, measure and quantify your success toward achieving the project goal?
6. Prepare a narrative that describes this project’s outcomes and how these outcomes align with the following 2025 Plan Objectives:
- Increase access and participation in recycling (Objective 2)
 - Promote recycled material processing and end use in Tennessee (Objective 3)
 - Increase Diversion of Organics (Objective 4)
 - Support New waste reduction and recycling technologies (Objective 5)
 - Expand and Focus Education and Outreach (Objective 6)

Project Sustainability – 25 Points

7. Describe project’s current efforts to ensure long term financial viability such as the use of profit sharing, processing or collection fees, enterprise fund accounting, market agreements, or other considerations to insure its long-term sustainability.
8. Provide a copy of any partnership agreements, funding agreements, feedstock specifications or operational requirements that are to be used to maintain the long-term sustainability of the project?
9. Describe the process for marketing these recovered commodities (sole contracts, spot markets, where they are marketed, etc.). Is there a direct or local end-use market for the finished product of this project? Are the markets local, within the state of Tennessee or outside the State?
10. How will this project’s revenue funds be used or reinvested to perpetuate the proposed project into the future? What other funds are planned to be used to support the project and how?
11. Is the local match and additional local share included in the applicable agency budget?
Yes _____ If yes, provide a copy of the budget.
No _____ If no, provide an approved resolution for budget expansion.

Program and Operational Priorities – 10 points

12. Identify any associated partners or collection systems and their role in the proposed project. Provide accompanying agreements or resolutions describing the details of the partnership and specific roles of each participating local government and business.

Partner	Organization Name	Role and/or Contribution
Public Sector/Local Government		
Nonprofit:		
Educational Institutions:		
Other:		

13. Is the project application for a county, municipality, public institution, or non-profit organization to improve the management of organic materials in their jurisdiction?

14. Describe how this project will contribute to the long-term reduction of organic materials that would have been destined for disposal but will be redirected to higher uses such as feeding the food insecure, animal feed, anaerobic digestion, or compost operations?

Supporting Documentation

- ☐ Regional maps, including service area, solid waste and recycling collection/processing sites, composting sites, etc.
- ☐ Other documents related to the grant proposal/equipment request (i.e. equipment specification sheets, contracts, through-put processing calculations)

OFFICIAL

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.

TDEC TITLE VI STATEMENT

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 handicap or 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.

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 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 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 may result in denial of costs.

3. Do I 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 may result in denial of reimbursement.

5. May I 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 Section A. *Scopes of Services* 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 (3) years after the grant is paid in full. Equipment purchased must be properly maintained and operated for a term of five (5) 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
Davy Crockett Tower
500 James Robertson Parkway, 7th Floor
Nashville, TN 37243
GRANT APPLICATION

RESET

PRINT

RETURN APPLICATION TO
THIS ADDRESS

DATE

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?
☐ YES ☐ NO

DATE OF CHARTER

IRS CLASSIFICATION

ATTACH A COPY OF APPROVAL LETTER FOR
CHARTER OR 501(c)(3) EXEMPTION

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.



SIGNATURE OF AUTHORIZED REPRESENTATIVE

TITLE

PRINTED NAME

DATE

PHONE NUMBER

EMAIL ADDRESS

OFFICIAL USE ONLY

REVIEWER'S SIGNATURE

DATE

NOTES:

CN 0915 (Rev. 06-16)

RDA SW21

Attachment 2
Grant Match Requirement Table

Anderson	40%	Hamilton	50%	Morgan	10%
Bedford	30%	Hancock	10%	Obion	30%
Benton	20%	Hardeman	10%	Overton	10%
Bledsoe	10%	Hardin	30%	Perry	10%
Blount	30%	Hawkins	10%	Pickett	10%
Bradley	30%	Haywood	10%	Polk	20%
Campbell	10%	Henderson	20%	Putnam	40%
Cannon	30%	Henry	20%	Rhea	10%
Carroll	10%	Hickman	20%	Roane	40%
Carter	10%	Houston	10%	Robertson	40%
Cheatham	50%	Humphreys	30%	Rutherford	50%
Chester	20%	Jackson	10%	Scott	10%
Claiborne	10%	Jefferson	40%	Sequatchie	10%
Clay	10%	Johnson	10%	Sevier	50%
Cocke	10%	Knox	50%	Shelby	50%
Coffee	20%	Lake	10%	Smith	20%
Crockett	20%	Lauderdale	10%	Stewart	40%
Cumberland	20%	Lawrence	10%	Sullivan	40%
Davidson	50%	Lewis	10%	Sumner	50%
Decatur	10%	Lincoln	30%	Tipton	40%
Dekalb	10%	Loudon	50%	Trousdale	20%
Dickson	40%	Macon	20%	Unicoi	10%
Dyer	20%	Madison	20%	Union	20%
Fayette	50%	Marion	30%	Van Buren	20%
Fentress	10%	Marshall	20%	Warren	10%
Franklin	30%	Maurry	30%	Washington	30%
Gibson	30%	McMinn	20%	Wayne	10%
Giles	20%	McNairy	10%	Weakley	20%
Grainger	10%	Meigs	10%	White	10%
Greene	10%	Monroe	10%	Williamson	50%
Grundy	10%	Montgomery	40%	Wilson	50%
Hamblen	20%	Moore	40%		

Counties matches temporarily reduced to \$0 through June - FY25 due to State and Federal Major Disaster Declared Areas:	
• Carter	• Hawkins
• Claiborne	• Jefferson
• Cocke	• Johnson
• Grainger	• Sullivan
• Greene	• Unicoi
• Hamblen	• Washington
• Sevier	

¹FY25-26 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 3

Organics Management Budget Worksheet

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

Eligible Capital Investment, Educational effort, Equipment or Item	Priority Order	Quantity	Estimated Unit Cost	Total Cost	Location
<i>Organics Waste Reduction Equipment or items- This may include development and provision of educational materials or similar materials.</i>					
<i>Organics Waste Recovery, or Donation Equipment, or similar items- This may include collection containers to collect unconsumed fruits and vegetables, equipment that may support existing food recovery operations, and similar equipment designed to improve food rescue, recovery, and donation operations.</i>					
<i>Organics Waste Diversion Equipment or similar items- This may include facilities and equipment necessary for general organic management operations and utilized to initiate or improve organics management operations.</i>					
<i>Additional facility improvement or equipment that may not fall under the above listed categories</i>					
Total Estimated Project Cost (Sum of Total Cost Column)				\$	
Matching Share ____%				\$	
Remaining Project Cost (Total Estimated Cost – Matching Share)				\$	
Maximum Grant Award (not to exceed \$150,000.00)				\$	
Additional Local Share (if project costs exceed maximum grant award)				\$	

Attachment 4

Scoring Rubric

Project Description – 40 Points Maximum			
30-40 Points	15-29 Points	0-14 Points	Score
<ul style="list-style-type: none"> Clearly describes project; the need is relevant. Clearly defines place of project within regional MSW plan. Clearly describes how the program will be promoted. Maintenance Plan and/or schedule is clearly established and utilized. 	<ul style="list-style-type: none"> Vaguely defines project and the need is somewhat relevant. Vaguely defines place of project within regional MSW plan. Somewhat describes how the program will be promoted. Maintenance Plan and/or schedule is included but not clearly established and utilized. 	<ul style="list-style-type: none"> Project definition and need are poor, missing, or irrelevant. Project not defined within context of regional MSW plan. Vague or missing description of how program will be promoted. Maintenance Plan and/or schedule not included, and request is replacing equipment. 	
Program Benefits – 25 Points Maximum			
18-25 Points	10-17 Points	0-10 Points	Score
<ul style="list-style-type: none"> Project goals and improvements are clearly stated and measurable. Project clearly supports 2025 Plan Objectives. Benefits clearly defined and calculated. 	<ul style="list-style-type: none"> Project goals and improvements vaguely stated and/or immeasurable. Project supports 2025 Plan Objectives only limited degree. Benefits slightly defined and calculated. 	<ul style="list-style-type: none"> Project goals poorly defined and/or immeasurable. Project does not support 2025 Plan Objectives. Benefits vaguely defined, missing or not calculated. 	
Project Sustainability – 25 Points Maximum			
18-25 Points	10-17 Points	0-10 Points	Score
<ul style="list-style-type: none"> Project clearly an efficient use of funds and resources. Organization has clear plan to sustain project beyond completion Revenues reinvested in program or business. Funding request reasonable to project objectives. Project marketing strategy is clear. 	<ul style="list-style-type: none"> Project is efficient use of funds and resources to some degree. Organization has plan that may sustain project beyond completion Revenues appear as an incentive in programs (i.e. schools) Funding request appears reasonable to meet project objectives. Application describes marketing strategy some. 	<ul style="list-style-type: none"> Project is not efficient use of funds and resources. Organization does not have plan to sustain project beyond completion Revenues appear to support programs other than those being proposed Funding request appears unreasonable in meeting objectives. Application poorly describes the marketing strategy for recovered materials, or does not do so at all. 	
Program and Operational Priorities – 10 Points Maximum			
8-10 Points	4-7 Points	0-4 Points	Score
<ul style="list-style-type: none"> Project is a public/private partnership, and the contributions of each partner are clearly established. Applicant is a county, municipality, public institution, or non-profit organization. Education and outreach clear to meet project objectives. 	<ul style="list-style-type: none"> 2 of the 3 priorities are clearly established. Project is some element of public/private partnership, and the contributions of each partner are vaguely established. Education and outreach somewhat vague or unclear 	<ul style="list-style-type: none"> 0 of 3 priorities is clearly established. Project has no public/private partnership and contributions of each partner not clearly established. Education and outreach is nonexistent or unclear. 	
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 5		Date:	Reviewed By:

**Attachment 5
Title VI Pre-Audit Survey**



STATE OF TENNESSEE
DEPARTMENT OF ENVIRONMENT AND CONSERVATION
Division of Solid Waste Management
Davy Crockett Tower
500 James Robertson Parkway, 7th Floor
Nashville, Tennessee 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 _____

CN-1448

Continue

RDA SW12

OFFICIAL



Tennessee Department of Environment and Conservation,
Authorization No. 331898, 0 copies. "This public document
was promulgated at a cost of **\$0** per copy."