

- ac. A Resolution authorizing the Mayor to execute any and all documents necessary to apply for the "Organic Management" Grant and, if awarded, accept a grant in the amount of \$25,000.00 from the Tennessee Department of Environment & Conservation (TDEC), to further grow The Knoxville Compost Project by continuing to divert municipal food waste from the landfill to reduce greenhouse gases and to produce compost to grow food in urban farms, community gardens, and residential backyards.



**CITY OF KNOXVILLE, TENNESSEE**

**City Council**

**AGENDA INFORMATION SHEET**

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**AGENDA DATE:** April 29, 2025

**DEPARTMENT:** Public Service Department

**DIRECTOR or DESIGNEE:** Rachel Butzler

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**AGENDA SUMMARY**

A Resolution authorizing the Mayor to execute any and all documents necessary to apply for the "Organic Management" Grant and, if awarded, accept a grant in the amount of \$25,000.00 from the Tennessee Department of Environment & Conservation (TDEC), to further grow The Knoxville Compost Project by continuing to divert municipal food waste from the landfill to reduce greenhouse gases and to produce compost to grow food in urban farms, community gardens, and residential backyards.

**COUNCIL DISTRICT(S) AFFECTED**

All Districts

**BACKGROUND**

In February 2022, the City of Knoxville along with three partner organizations launched the city's first public compost program, the Knoxville Compost Project. The success of the pilot project led us to expand our composting efforts through an \$89,270 grant from the USDA in 2023. The USDA grant was completed in February 2025 and thus the Waste and Resources Management Office is seeking additional funding to continue the composting momentum!

Thus far, the project has outperformed expectations. It is very popular with the public as residents and restaurants continue to utilize all five food scrap drop-off locations, diverting more food waste from the landfill than the previous year since the program's creation in 2022. Through the previous USDA grant, we were able to offer free backyard composting workshops where attendees received a free compost tumbler and countertop food scraps collection bin. We hosted eight workshops, each workshop's registration filling up within minutes of it going live.

This grant, if funded, will allow for the expansion of this proven model. It is our goal to work with more community partners to host food scrap drop-off locations, providing additional convenient locations for the public to compost their food waste. Further, because the backyard composting workshops were so popular, this funding will allow us to continue offering these valuable workshops to the public.

**ESTIMATED PROJECT SCHEDULE**

The turnaround time for this grant application was short and the proposal submitted before it could be heard by Council. The grant was due to TDEC on April 18, 2025 and the City's

application was submitted on April 15, 2025. Grantees will be announced May 12, 2025 with funding available July 31, 2025. Grant obligations must be completed by June 15, 2026.

### **PRIOR ACTION/REVIEW**

### **FISCAL INFORMATION**

Total budget for the one-year project is \$50,000. Our grant proposal requests \$25,000 from TDEC. Grant requires a 50% match (\$25,000) which will be pulled from the Public Service Department's Waste and Resource Management Operating Budget. 230.43430

## RESOLUTION

A RESOLUTION OF THE COUNCIL OF THE CITY OF KNOXVILLE AUTHORIZING THE MAYOR TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO APPLY FOR THE “ORGANIC MANAGEMENT” GRANT AND, IF AWARDED, ACCEPT A GRANT IN THE AMOUNT OF \$25,000.00 FROM THE TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION (TDEC), TO FURTHER GROW THE KNOXVILLE COMPOST PROJECT BY CONTINUING TO DIVERT MUNICIPAL FOOD WASTE FROM THE LANDFILL TO REDUCE GREENHOUSE GASES AND TO PRODUCE COMPOST TO GROW FOOD IN URBAN FARMS, COMMUNITY GARDENS, AND RESIDENTIAL BACKYARDS.

RESOLUTION NO: \_\_\_\_\_

REQUESTED BY: Public Service

PREPARED BY: Law

APPROVED: \_\_\_\_\_

APPROVED AS AN EMERGENCY MEASURE: \_\_\_\_\_

MINUTE BOOK: \_\_\_\_\_ PAGE \_\_\_\_\_

**WHEREAS**, In February 2022, the City of Knoxville along with three partner organizations launched the city’s first public compost program, the Knoxville Compost Project. The success of the pilot project led the City to expand its composting efforts through an \$89,270 grant from the USDA in 2023. The USDA grant was completed in February 2025 and thus the Waste and Resources Management Office is seeking additional funding to continue the composting momentum; and

**WHEREAS**, the project has outperformed expectations. It is very popular with the public as residents and restaurants continue to utilize all five food scrap drop-off locations, diverting more food waste from the landfill than the previous year since the program’s creation in 2022. Through the previous USDA grant, the Waste and Resources Management office was able to

offer eight free backyard composting workshops where attendees received a free compost tumbler and countertop food scraps collection bin; and

**WHEREAS**, this grant, if funded, will allow more community partners to host food scrap drop-off locations, providing additional convenient locations for the public to compost their food waste and allow the City to continue offering these valuable workshops to the public.

**WHEREAS**, Grant requires a 50% match (\$25,000) which will be pulled from the Public Service Department's Waste and Resource Management Operating Budget.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KNOXVILLE:**

**SECTION 1:** The Mayor of the City of Knoxville be and hereby is, authorized to execute all documents necessary to apply for, and if awarded, accept a matching grant in the amount of TWENTY-FIVE THOUSAND AND NO/100 DOLLARS (\$25,000.00) from the State of Tennessee, Department of Environment and Conservation to further grow The Knoxville Compost Project through the "Organics Management" grant funding.

**SECTION 2:** This Resolution shall take effect from and after its passage, the welfare of the City requiring it.

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Presiding Officer of the Council

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Recorder



## Solid Waste Management

Convenience Center Grant

Grant Workshops

Household Hazardous Waste Collection Facility Grant

Organics Management Grants

Recycling Equipment Grant

Recycling Rebate

Technical Assistance Grant

Tire Environmental Act Program

Used Oil Grants

Waste Reduction Grants

# Organics Management Grants

[Back to Grants Home](#)

## Division of Solid Waste Management

### Eligible Applicants:

Tennessee counties, cities, solid waste authorities, and organizations that 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.

The 2025 Organics Management Grant emphasizes three 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 divert food waste.

As stated, 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.

### Eligible Projects:

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 a 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 & Matching Requirements:

The Department has budgeted \$400,000 total for Organics Management Grants. No grant may exceed \$150,000. A match of 10%-50% is required as indicated in the Grant Match Requirement Table.

Grant awards will be made based on the estimates included in the grant application and will not be increased. Applicants must research the equipment and services they are seeking to purchase and implement and obtain accurate price information and delivery periods prior to submitting their application. Only items, services, and equipment identified in the application may be funded, so proper planning and research should be done by the applicant before submitting an application. The State reserves the right to partially fund projects based on the application pool to attain objectives of this grant. If specific services or equipment are fundamental to the project, these should be clearly indicated by the applicant in the application.



Department of  
Environment &  
Conservation

# Organics Management Grant Manual

Opportunity for Funding

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



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# Organics Management Grant

FY26

## Application Manual

Prepared by:



### **Division of Solid Waste Management**

Materials Management Program  
Davy Crockett Tower, 7<sup>th</sup> 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](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, 7<sup>th</sup> 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](mailto:Robin.Chance@tn.gov)

Amber Greene, Environmental Consultant 4, Division of  
Solid Waste Management  
615-651-9540  
[Amber.Greene@tn.gov](mailto:Amber.Greene@tn.gov)

#### ***Technical Questions:***

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

Amy Katcher, Materials Management Program  
Manager | Communications Manager  
Division of Solid Waste Management  
423-377-3373  
[Amy.Katcher@tn.gov](mailto: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)

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## **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](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, 7<sup>th</sup> 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)

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**Attachment 2**  
**Grant Match Requirement Table**

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

<sup>1</sup>FY25-26 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"> <li>Clearly describes project; the need is relevant.</li> <li>Clearly defines place of project within regional MSW plan.</li> <li>Clearly describes how the program will be promoted.</li> <li>Maintenance Plan and/or schedule is clearly established and utilized.</li> </ul>	<ul style="list-style-type: none"> <li>Vaguely defines project and the need is somewhat relevant.</li> <li>Vaguely defines place of project within regional MSW plan.</li> <li>Somewhat describes how the program will be promoted.</li> <li>Maintenance Plan and/or schedule is included but not clearly established and utilized.</li> </ul>	<ul style="list-style-type: none"> <li>Project definition and need are poor, missing, or irrelevant.</li> <li>Project not defined within context of regional MSW plan.</li> <li>Vague or missing description of how program will be promoted.</li> <li>Maintenance Plan and/or schedule not included, and request is replacing equipment.</li> </ul>	
Program Benefits – 25 Points Maximum			
18-25 Points	10-17 Points	0-10 Points	Score
<ul style="list-style-type: none"> <li>Project goals and improvements are clearly stated and measurable.</li> <li>Project clearly supports 2025 Plan Objectives.</li> <li>Benefits clearly defined and calculated.</li> </ul>	<ul style="list-style-type: none"> <li>Project goals and improvements vaguely stated and/or immeasurable.</li> <li>Project supports 2025 Plan Objectives only limited degree.</li> <li>Benefits slightly defined and calculated.</li> </ul>	<ul style="list-style-type: none"> <li>Project goals poorly defined and/or immeasurable.</li> <li>Project does not support 2025 Plan Objectives.</li> <li>Benefits vaguely defined, missing or not calculated.</li> </ul>	
Project Sustainability – 25 Points Maximum			
18-25 Points	10-17 Points	0-10 Points	Score
<ul style="list-style-type: none"> <li>Project clearly an efficient use of funds and resources.</li> <li>Organization has clear plan to sustain project beyond completion</li> <li>Revenues reinvested in program or business.</li> <li>Funding request reasonable to project objectives.</li> <li>Project marketing strategy is clear.</li> </ul>	<ul style="list-style-type: none"> <li>Project is efficient use of funds and resources to some degree.</li> <li>Organization has plan that may sustain project beyond completion</li> <li>Revenues appear as an incentive in programs (i.e. schools)</li> <li>Funding request appears reasonable to meet project objectives.</li> <li>Application describes marketing strategy some.</li> </ul>	<ul style="list-style-type: none"> <li>Project is not efficient use of funds and resources.</li> <li>Organization does not have plan to sustain project beyond completion</li> <li>Revenues appear to support programs other than those being proposed</li> <li>Funding request appears unreasonable in meeting objectives.</li> <li>Application poorly describes the marketing strategy for recovered materials, or does not do so at all.</li> </ul>	
Program and Operational Priorities – 10 Points Maximum			
8-10 Points	4-7 Points	0-4 Points	Score
<ul style="list-style-type: none"> <li>Project is a public/private partnership, and the contributions of each partner are clearly established.</li> <li>Applicant is a county, municipality, public institution, or non-profit organization.</li> <li>Education and outreach clear to meet project objectives.</li> </ul>	<ul style="list-style-type: none"> <li>2 of the 3 priorities are clearly established.</li> <li>Project is some element of public/private partnership, and the contributions of each partner are vaguely established.</li> <li>Education and outreach somewhat vague or unclear</li> </ul>	<ul style="list-style-type: none"> <li>0 of 3 priorities is clearly established.</li> <li>Project has no public/private partnership and contributions of each partner not clearly established.</li> <li>Education and outreach is nonexistent or unclear.</li> </ul>	
This Section Leave Blank – State Use Only			
[ ] Fully Funded at \$ _____	[ ] Partially Funded at \$ _____	[ ] 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, 7<sup>th</sup> 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."

**Application Type:** Organics Management Grant**Grant Amount:****Contract End Date:**

## Purpose and Overview

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### 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 Four (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 divert 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)

## 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

---

### 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.

### Grant Timeline

The anticipated timeline for this grant offering is as follows:

- February 28, 2025: Request for applications announced
- April 18, 2025: Deadline for application submittal
- May 19, 2025: Announce awards

- July 31, 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
- July 31, 2028: Contract End Date for equipment without "Vested Interest"
- July 31, 2030: Contract End Date for equipment with "Vested Interest"

## 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: [Solid Waste 2025 Plan](#).

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 grant funding for this Organics Management grant is \$400,000 will be for municipalities, counties, and non-profits. Their maximum \$150,000.

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

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## 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.

**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
No Utilization of Tennessee-based Landfill	-5

## Resources and Contact

---

## For Reference:

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

## Frequently Asked Questions

[Download FAQs](#)

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**

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:**

Robin Chance, Grants Program Manager  
Office: 615-571-6364  
[Nicole.Beers@tn.gov](mailto:Nicole.Beers@tn.gov)

#### **Technical Questions:**

Amy Katcher, Materials Management Program  
Manager| DSWM Communications Manager  
423-377-3373  
[Amy.Katcher@tn.gov](mailto:Amy.Katcher@tn.gov)

Robert Wadley, Technical Consultant  
(615) 741-4907  
[Robert.Wadley@tn.gov](mailto:Robert.Wadley@tn.gov)

## Title VI Compliance

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The Title VI Compliance Application is a separate application that is completed by the applicant to provide your organizations Pre-Audit Survey responses. Please note, this is not ONLY the Title VI Training and Certification.

This application will only need to be completed once per year when you wish to receive funds. Also, this application will automatically go back into Draft Status to be resubmitted 9 months after it has been marked complete.

## TDEC TITLE VI STATEMENT

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

Please confirm that the Applicant Organization has completed the Title VI Compliance application within the last calendar year.

Yes

Specify completion date of most recent Title VI application.

03/20/2025

## General Information

---

### Organization Profile

**Organization:** Knoxville, City of

**Type:** Municipal Government

**Primary Contact:** Indya Kincannon

**Address:** City County Building, 400 Main Street, Knoxville, TN 37902

**Address Two:**

**Email:** mayor@knoxvilletn.gov

**Phone:** (865) 215-2000

**Website:** <https://www.knoxvilletn.gov/>

Have you registered in Supplier Maintenance and received your Supplier ID?

You can view Supplier Maintenance [here](#).

I'm Not Sure

## Fiscal Year End Date

What day of the year does your organization's Fiscal Year end?

June 30

## Application completed by

**Name:** Makenzie Read

**Personal Address:** 400 Main St, Suite 520D, Knoxville, TN 37902-2405

**Personal Address Two:**

**Personal Email:** Mread@knoxvilletn.gov

**Personal Phone:** 865-215-2817

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

No

## FEIN

The Federal Employer Identification Number (FEIN) is also known as a Federal Tax Identification Number and is used to identify a business entity. If your organization does not have one, please obtain one [here](#).

62-6000326

Please specify which county the project will be primarily located:

Knox

## Project Contact

If funded, this is the individual responsible for project implementation and contract compliance (e.g., oversight of procurement, adherence to reporting requirements, etc.)

**Title or Position:** Waste & Resources Manager

**Phone:** 865-215-2817

**Email:** Mread@KnoxvilleTN.gov

**Mailing City:** Knoxville

**State:** TN

**ZIP:** 37902

## Narrative Questions

### A. 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?

If other such facilities or programs currently exist in the region, justify your proposed project or program.

No

**Further\_Explanation\_to\_Question\_1.pdf**

111.3 KB - 04/11/2025 11:52 AM

Total Files: 1

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.

Provide details and attachments as necessary.

The Knoxville Compost Project began as a pilot project in February 2022 with a single public food scraps drop-off in our downtown "Old City" area. Food scraps from this drop-off were then transported to a local farm, BattleField Farm, to be turned into compost and used on their many garden beds to grow nutrient-rich produce for underserved areas of our community. The program was very well received, thus allowing for the expansion of four additional food scrap drop-off locations throughout Knoxville. Currently, we have a food scraps drop-off at three of our recycling drop-off centers (east, south, and northwest Knoxville), at every Wednesday and Saturday Market Square Farmers' Market downtown (both winter and summer markets), and at a community garden in our downtown "Old City" area. With the expansion of our drop-offs, we also added two more local farms, Beardsley Farm & Pastor Richard S. Brown Jr. Community Farm, to our rotation for on-site composting using these food scraps from the drop-off locations. The partner farms use the finished compost on site as part of their food security programming.

Furthermore, in April 2023 we held our first backyard composting workshop and hosted eight additional workshops over the next 2 years. In addition to providing composting knowledge, these workshops provided 280 Knoxville households with a backyard compost tumbler and countertop food scrap collection bin to be able to start composting right away. All of this was offered to the public at no cost. Additionally, the backyard composting workshops were so popular (with registration filling up within minutes of going live) that we have come to find just how desired of a resource these workshops have been. We are consistently asked when the next workshop will be held.

It is one of the City of Knoxville's goals to reduce the amount of organic material going to the landfill, ultimately reducing the harmful production of methane emissions while also preserving necessary space in the nearby landfills. The amount of food scraps diverted from the landfill has increased year after year since the program began. We want to divert even more food waste from going to the landfill.

With grant funding, we want to partner with local businesses and organizations to host additional drop-off locations, making it even more convenient for the public to participate in the food scraps program. The added capacity and convenience of these additional drop-off locations will allow us to capture even more food waste from going to a landfill. This funding will enable us to fulfill these ongoing requests for composting education as well as provide the tools necessary for the public to compost in their own backyards.

It is important to us that we offer these resources to our community at no cost so there is no burden or barrier to keeping food scraps from going to a landfill. This grant funding will allow us to provide these free resources to Knoxville residents while giving us the opportunity to plan and grow the program as a permanent resource moving forward.

As mentioned in question 1, The Knoxville Compost Project and Green Heron Compost Services are not repeating the same services, but rather adding necessary capacity to get even more food waste out of the landfill.

**Backyard\_Compost\_Workshop.JPEG**

4.1 MB - 04/11/2025 12:00 PM

**Dumping\_Food\_Scraps\_at\_BattleField\_Farm.jpg**

4.3 MB - 04/11/2025 12:03 PM

**Dumping\_Food\_Scraps\_at\_Drop-Off.jpg**

3.2 MB - 04/11/2025 11:59 AM

**Educational\_Engagement\_at\_the\_Farmers\_Market.jpg**

3.2 MB - 04/11/2025 11:58 AM

**Food\_Scraps\_Drop-Off\_at\_Old\_City\_Garden.jpeg**

5.3 MB - 04/11/2025 11:56 AM

**Giving\_out\_compost\_tumbler\_and\_countertop\_bin\_at\_workshop.jpg**

1.1 MB - 04/11/2025 12:00 PM

**Green\_Heron\_Staff\_Dumping\_Food\_Scraps\_at\_Beardsley\_farm.JPG**

1.5 MB - 04/11/2025 12:02 PM

**Richard\_Brown\_Community\_Garden\_Compost\_with\_signs.jpg**

1.2 MB - 04/11/2025 12:04 PM

Total Files: 8

3. Describe how the program/project will be promoted in the community to support the achievement of the goal specified in question 2.

Include all attachments of examples of promotional materials and projected timeline of implementation or distribution.

The Knoxville Compost Project is heavily promoted through the City of Knoxville's website ([KnoxvilleTN.gov/Compost](http://KnoxvilleTN.gov/Compost)) and social media outlets (Facebook, Instagram, & X), through our partner farms & community organizations' own social media and programming, and through our office's attendance at many community events and presenting opportunities. The workshops have been especially promoted by word of mouth by those who have attended. Additionally, our office includes a promotional flyer in every mailer we send out to our residents who request a recycling cart (~1,200 new requests a year). We have also created educational content that is shared at any tabling event we attend, at the info booth at every Market Square Farmers' Market, and through appropriate community partners such as the Knox County Agriculture Extension office (and Master Gardeners program), Ijams Nature Center, and Knoxfill (a local refillery). The local news has also had at least three stories on The Knoxville Compost Project since it began. The promotion of this program is ongoing. For each backyard compost workshop, we will create an Eventbrite page for workshop registration as well as a social media graphic with details on the workshop and the timeline for when registration will go live. The graphic highlighting the workshop will also be posted to our website at [KnoxvilleTN.gov/Compost](http://KnoxvilleTN.gov/Compost). All workshops are advertised on social media 2 weeks ahead of the workshop date.



**Backyard\_Compost\_Workshop\_Advertisement\_Graphic.png**

2.4 MB - 04/11/2025 12:06 PM

**Backyard\_Compost\_Workshop\_Advertisement\_Graphic\_2.png**

1.2 MB - 04/11/2025 12:06 PM

**Backyard\_Composting\_Educational\_Handout.pdf**

795.7 KB - 04/11/2025 12:06 PM

**Compost\_Partner\_Logos.png**

926.7 KB - 04/11/2025 12:06 PM

**Food\_Scrap\_Itemized\_List\_Cart\_Sticker\_(10\_x\_3\_5)\_2024.pdf**

2.8 MB - 04/11/2025 12:06 PM

**Food\_Scrap\_Yes\_No\_Educational\_Postcard\_(8\_5\_x\_5\_5)\_2024.pdf**

4.7 MB - 04/11/2025 12:06 PM

**Food\_Scraps\_Drop-Off\_Banner\_for\_message\_boards\_32\_x\_22\_2024.pdf**

710.1 KB - 04/11/2025 12:06 PM

**Food\_Scraps\_Drop\_Offs\_List\_Educational\_Graphic.png**

656.4 KB - 04/11/2025 12:06 PM

**General\_Compost\_Program\_Flyer.pdf**

4.3 MB - 04/11/2025 12:06 PM

**Knoxville\_Compost\_Project\_How-To.png**

438.4 KB - 04/11/2025 12:06 PM

**Knoxville\_Compost\_Resources\_Guide\_Educational\_Graphic.png**

503.4 KB - 04/11/2025 12:06 PM

**Partner\_Farms\_Highlight.pdf**

1.4 MB - 04/11/2025 12:06 PM

Total Files: 12



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.

If this request is for educational or outreach efforts, please provide schedule of proposed educational opportunities, including topics, location, and target audiences.

This request for grant funding is to help cover the cost of the following:

- Supplies to install additional food scrap drop-off locations (32-gallon carts, message boards, locks for carts)
- Backyard compost bins and countertop food scrap collection bins for distribution at our workshops attended by Knoxville households interested in composting at home
- The hauling of food scraps from drop-off locations to the three partner farms
- Maintenance of compost piles at our 3 partner farms
- Compensation for those who lead the City-sponsored backyard composting workshops
- Printing and distribution of educational content that promotes The Knoxville Compost Project and the importance of preventing food waste from being landfilled

Our office as well as our hauler, Green Heron, stay on top of the maintenance of all food scrap drop-off sites. Maintenance of these locations is minimal, consisting of the upkeep of any cart stickers that may need to be replaced, fixing locks that may be broken or require WD-40, cleaning dirt/bugs off the message boards, and always swapping out a food scraps collection cart with a clean cart at each scheduled pickup. Additionally, our office routinely checks on our cart and sticker inventory, placing orders for each when necessary.

Our general educational outreach promoting The Knoxville Compost Project as well as the importance and impact of reducing food waste is ongoing, as outlined in question 3. Our office accepts every opportunity to table at events and provide presentations when asked—this typically works out to be about 12 or so requests a year. These events span audiences from school-age children, to neighborhood groups, to rotary clubs, general public events, and even religious organizations. Concerning our backyard composting workshops, we will have a minimum of one workshop per quarter for a total of four a year. We will rotate locations for these workshops between different community spaces across the city such as Ijams Nature Center, Beardsley Community Farm, and the City's Public Works Complex. The workshops will cover the importance of composting, how to get started composting at home, and any troubleshooting tips. Our audiences for these workshops are households located within the City limits of Knoxville. Each workshop will have the capacity for at least thirty households for an estimated 120 households taught per year. Each household will leave the workshop with a free backyard compost bin and countertop food scraps collection bin.

**B. 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?

This funding will allow us to expand the number and the convenience of our public food scrap drop-off locations, thus diverting more food scraps away from the landfill. Additionally, these expanded locations will engage community partners who will then be able to help advertise this program through their own social media accounts and programming. The goal is to have convenient locations where people can utilize the food scrap drop-offs as they run other errands or visit popular destinations. For example, on their way to a local grocery store/market or as they visit a park or recreation center. Through these expansions, we will better meet people where they are at and expect to capture even more food waste to be composted. Increasing the amount of food scraps will in turn generate more compost that our three partner farms are able to use on their own garden beds, providing nutrient-rich produce for underserved areas of our community. The backyard composting workshops will provide the knowledge and tools for the public to start composting at home, reducing their contribution to a landfill, and reaping the benefits of using their finished compost on their own gardens and yards.

We will define our success by the increased amount of food scraps collected year after year, the number of people who participate in both the drop-off program and in our workshops, and by the amount of finished compost generated. We will continue to measure the success of the program by recording the weight of both the collected food scraps and finished compost generated from those scraps, the number of people who participate in our drop-off program, and the number of participants at each of our workshops. Quantifying this success will include both the cost and methane emissions avoidance by diverting food scraps from the landfill.

6. Prepare a narrative that describes this project's outcomes and how these outcomes align with the following 2025 Plan Objectives:

- Increased material tonnage (Objective 1)
- Increased recycling access and/or participation (Objective 2)
- Promotion of material processing and end use in Tennessee (Objective 3)
- Increased diversion of organics (Objective 4)
- New waste reduction and recycling technology (Objective 5)
- Improved education and outreach (Objective 6)

Increased material tonnage (Objective 1)

• Through our partnership with Green Heron Compost Services, we are keeping record of the weight (lbs) of food scraps collected from each site at every scheduled collection. This information is recorded in a shared Google spreadsheet. In doing so, we not only see how our program is growing year after year, but we can also measure the food scrap drop-off locations that may need additional collections to keep up with

demand or require more amplification due to lower usage. Additionally, each of the three partner farms report each time they utilize the finished compost on their garden beds, providing approximate weight (lbs). We intend to continue measuring the growth of our program through these same methods. With the added capacity of additional drop-off locations as well as continuing our backyard compost workshops, we can expect a substantial increase for compost generated at our three partner farms and at the homes of Knoxville households who attend our workshops. Additionally, in order for the public to utilize our food scrap drop-off locations, they are required to take a one-time quiz, ensuring they know what they can and cannot compost through our program, to get the combination to unlock the carts at any of the drop-off locations. When they take this one-time quiz, we are capturing their email addresses. This enables us to measure how many community members are utilizing this program and gives us the opportunity to share information with them concerning new drop-off locations, upcoming backyard compost workshops, and any other composting initiatives.

#### Increased recycling access and/or participation (Objective 2)

- The City of Knoxville's request for this grant funding is to increase the access and participation of "recycling" food waste into compost. While our program does not align with this objective in terms of traditional mechanical recycling (paper, plastics, etc.), it is a form of turning something that is discarded into a new product, giving that product a new life. The City of Knoxville has a well-established traditional recycling program, providing 60,000 eligible households with access to curbside recycling as well as four recycling drop-off centers. However, Knoxville residents want even more ways to get good materials out of their trash carts—this is where The Knoxville Compost Project comes into play. Our funding request is specifically addressing this objective in that the funding will be used to expand access and therefore increase participation in the process of turning something originally destined for the landfill into a valuable resource instead.

#### Promotion of material processing and end use in Tennessee (Objective 3)

- The Knoxville Compost Project is as local as it gets. Food waste generated in the homes and businesses of Knoxville citizens is dropped off at various locations where community members often frequent such as a recycling drop-off center, a community garden, the farmers' market, and then that material is hauled to one of three local farms where it is made into compost. The compost generated at those farms is then used to grow nutrient-rich produce, which is then provided at no cost to the underserved areas of our community. Up until this program began in 2022, Knoxville citizens only had the option of discarding their food scraps in their garbage, which only fed the nearby landfill. In alignment with this objective, the highest and best use for this particular by-product would be to nourish Knoxville neighbors with high quality fruits and vegetables that are produced from this generated compost—and it all remains here in Knoxville, TN.

#### Increased diversion of organics (Objective 4)

- The entire goal of this funding request is in alignment with objective 4. The Knoxville Compost Project exists to increase the diversion of organics. Not only does this program provide access to composting for those who may not have the space, time, or desire to compost in their own backyards but it also supports those who do have the capacity to compost at home. While The Knoxville Compost Project has already been established, it is our goal to get even more organic material out of the landfill by adding additional, convenient public food scrap drop-off locations as well as continuing to offer free backyard compost

workshops to Knoxville households. The funding will also enable us to continue educational efforts on the importance of food waste reduction and the composting resources available to our community members. The added capacity provided by this funding will substantially increase the diversion of food waste from the landfill.

#### New waste reduction and recycling technology (Objective 5)

- While the technology of this program is nothing new, it is worth mentioning that the three partner farms host a composting system that is not necessarily a traditional system. Through a partnership with City Possum Farm, the composters built at these farms are aerated static pile (ASP) composters. They consist of three large, covered bins where two of the bins have PVC pipes in the bottom with holes throughout that blow air for one minute every hour. The blown air is powered by solar panels on the roof of the composters. The ASP method allows the food scraps to be composted faster, with minimal pile turning required by staff. This reduces odors and labor costs while more quickly generating finished compost to be used on the garden beds.

#### Improved education and outreach (Objective 6)

- As part of this funding request, our office seeks to not only create and distribute additional educational content as described in question 3 but to also increase our outreach efforts by engaging with more community partners. The expansion of the food scrap drop-off sites will involve community organizations both hosting a drop-off at their location as well as promoting The Knoxville Compost Project through their own educational outreach and programming. This will help The Knoxville Compost Project to reach a greater audience. Additionally, the backyard compost workshops will provide in-depth education on how to get composting in your own backyard. These workshops will provide educational handouts as well as the tools to start right away. We will continue to collaborate with the Knox County Agriculture Extension Office's Master Gardener Program to offer the Compost Hotline; a resource for any composting questions the public may have. Lastly, this funding will enable us to continue our partnership with Nourish Knoxville, who in addition to hosting a food scraps drop-off at every Wednesday and Saturday farmers' market, will provide education and engagement promoting composting in Knoxville at their information booth.

### **C. Program 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.

Once the drop-off locations are established, the only ongoing cost is the monthly payments to the contractor for the hauling of those food scraps to our partner farms and their maintenance of the compost piles. Other than the cost of the material, there is no cost to establish a drop-off at any of the chosen locations. For example, the locations are either at City-owned properties or with partner organizations who have agreed to host a drop-off with the understanding that our office will work directly with the contractor to maintain the locations. We will not establish more drop-off locations than we can financially maintain. The workshops will host an amount of attendees that we can afford enough composters/food scrap bins for (30 households per workshop) and we will only host as many workshops as the funding of those containers can sustain (a minimum of one per quarter). We will consistently compare costs of composters/food scrap bins to ensure we are purchasing the most affordable and durable containers available to us. Additionally, we will enter into agreements that guarantee a fixed price for services provided. These agreements will allow us to budget accordingly.

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?

**Explanation\_of\_Partnership\_Agreements\_\_etc\_.pdf**

155.3 KB - 04/11/2025 4:03 PM

Total Files: 1

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?

The beauty in this project is how local its mission is. The food scraps collected from our public drop-off locations are transported to three local farms to be turned into compost and used on their garden beds. Each of these three farms does important work in the Knoxville community to get fresh, nutrient-rich produce to disadvantaged individuals such as our elderly, impoverished, or refugee populations. Our backyard compost workshops are offered to households within the city limits of Knoxville, returning the food waste that is generated at local households back to the land and gardens of those same local residents.

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?

Revenue will not be generated from this program, as we will offer these resources to our community at no cost. The budget for the future of this program will be covered under the public service department's operational budget.

11. Is the local match and additional local share included in the applicable agency budget?

If yes, provide a copy of the budget.

If no, provide an approved resolution for budget expansion.

Yes

Provide a copy of the existing operating budget.

**Buget\_Explanation.pdf**

109.7 KB - 04/11/2025 12:14 PM

Total Files: 1

### **D. Program and Operational Priorities (10 Points)**

Provide accompanying agreements or resolutions describing the details of the partnership and specific roles of each participating local government and business.

**BattleField\_Farm\_LOS.pdf**

425.8 KB - 04/11/2025 11:48 AM

**Beardsley\_Community\_Farm\_LOS.pdf**

303.5 KB - 04/11/2025 11:48 AM

**Goodwill\_LOS.pdf**

279.1 KB - 04/11/2025 11:48 AM

**Green\_Heron\_Compost\_Services\_LOS.pdf**

144.9 KB - 04/11/2025 11:48 AM

**Ijams\_Nature\_Center\_LOS.pdf**

95.4 KB - 04/11/2025 11:48 AM

**Nourish\_Knoxville\_TDEC\_Letter\_of\_Support.pdf**

154.7 KB - 04/11/2025 11:48 AM

**Pastor\_Richard\_S\_Brown\_Jr\_Community\_Garden\_LOS.pdf**

83.7 KB - 04/11/2025 11:48 AM

Total Files: 7

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?

Yes. Currently the City of Knoxville has a strong yard waste collection program where leaves and brush are picked up from eligible households then repurposed into mulch at Living Earth, a contracted mulching company. However, we had not previously had an outlet for the public to dispose of their food waste other than just throwing it in the garbage. By providing an outlet for the public to compost their organic material instead, Knoxville now has an option for managing food waste; the requested funds will grow the convenience of this option. Not only will keeping this food waste out of the landfills expand the life of those necessary landfills, it will provide the public with an additional option to dispose of food waste that may better suit their preferences. The expansion of The Knoxville Compost Project is a method for improving the management of organic materials.

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?

Please upload any Regional maps, including service area, solid waste and recycling collection/processing sites, composting sites, project location, etc.

The Knoxville Compost Project works with three local farms: BattleField Farm, Beardsley Farm, and Pastor Richard S. Brown Jr. Community Farm. The City previously built large, three-bin ASP composters on each of these farms to accommodate the food waste from our public food scrap drop-off locations. The finished compost that is generated at each of these farms is then used on their many garden beds to provide nutrient-rich produce that feeds the underserved areas of Knoxville. You will find details of the food security programming that each of these farms do in the letters of support attached to this grant application. These three farms are vital to our community, getting high quality produce to those who cannot consistently afford fresh produce, those who are elderly, and to those who are seeking refuge within our community. Furthermore, each of these farms provide workforce development and hands-on experience with growing a garden in their own backyard.

The backyard composting workshops are an incredible resource to the community as they not only teach residents how to compost but they also provide the tools necessary to get started composting right away. We receive calls all the time from residents looking for compost for their own veggie and flower gardens. These workshops allow those residents the opportunity to create their own compost from their own food scraps right at home, with access to a compost hotline (through our partnership with the Knox County Ag Extension Office) to help troubleshoot along the way.

### Supporting Documentation

**Current\_Food\_Scraps\_Drop-Off\_Map\_Collection\_Sites.png**

534.3 KB - 04/11/2025 12:19 PM

**Partner\_Farms\_Map\_Composting\_Sites.png**

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Total Files: 2

## Budget and Attachments

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## Grant Terms and Conditions

Applicants selected for grant funds must follow all terms and conditions within the grant contract. Awardees will be expected to submit or maintain for inspection during normal hours operational data relative to daily operations, to include but not limited to weights, feed stocks utilized, temperatures, residual disposal or diversion, marketing, and project maintenance logs.

If non-profits that support or benefit State agencies seek to apply, all necessary State approvals, transfer of ownership documents, storage approvals, inventory control, and etc. must be included in the grant application for consideration.

Prior to any funds being released, a grant project management conference must be conducted with Division Program staff and the grantee, to review the terms and conditions of the grant contract, including the bid process and reimbursement.

The Grantee shall submit details, project plans, and specifications on all proposed new sites and their activities within 60 days of receiving the executed contract for approval by Division Program staff. Proof of application for all permits may be required in some situations. Local funding for costs in excess of the grant award shall be approved and available upon receipt of a fully executed grant to avoid unnecessary delays. All projects must be ready to begin upon receipt of an executed contract.

The local match shall be determined by the Department, using an economic index based upon the Four Tiers of an Integrated Solid Waste Management System, found in Table VI-1 of the 2025 Plan (pages 144-149). The Organics Management Grant Match Requirement Table in Attachment 4 of this manual provides information designating into which tier each county falls. You can view the 2025 Plan for your reference.

If funded, private for-profit applicant projects will have a 50% financial match regardless of county of operation. For-profit applicants, if funded, will have to meet all requirements contained in the cost-reimbursement grant contract.

### **Reimbursement may not exceed 50% of the approved total eligible project costs.**

- Matching funds are required at the time of grant reimbursement.
- In-kind or force account contributions will not be considered.

It is important that applicants research the equipment needed to submit accurate price quotes and delivery periods with their application. Maintenance, delivery, and shipping amounts will need to be detailed and included in the application. 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.

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

## Budget Resource

### Budget Worksheet

Policy 03 Object Line-item reference	Expense Object Line-item Category (1)	Grant Contract	Grantee Match	Total Project
Enter Match % Requirement:	50%			
1.2	Salaries, Benefits & Taxes	\$0.00	\$0.00	\$0.00
4, 15	Professional Fee, Grant and Award (2)	\$17,390.00	\$17,390.00	\$34,780.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage and Shipping, Occupancy, Equipment, Rental and Maintenance, Printing and Publications	\$7,610.00	\$7,610.00	\$15,220.00
11, 12	Travel, Conferences and Meetings	\$0.00	\$0.00	\$0.00
13	Interest (2)	\$0.00	\$0.00	\$0.00
14	Insurance	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals	\$0.00	\$0.00	\$0.00
17	Depreciation (2)	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel (2)	\$0.00	\$0.00	\$0.00
20	Capital Purchase (2)	\$0.00	\$0.00	\$0.00
22	Indirect Cost	\$0.00	\$0.00	\$0.00
24	In-Kind Expense	\$0.00	\$0.00	\$0.00
<b>25</b>	<b>Grant Total</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$50,000.00</b>

### Budget Line Item Details

#### Budget Line Item Detail

Professional Fee, Grant and Award	Amount
Compensation to lead workshops	\$120.00
Hauling of food scraps from drop-off sites	\$26,000.00
Maintenance of compost piles at 3 partner farms	\$4,160.00
Compensation for educational outreach at downtown farmers' markets	\$4,500.00
	\$0.00
	\$0.00



## Application Summary

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\$34,780.00

Interest	Amount
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Depreciation	Amount
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Other Non-Personnel	Amount
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Capital Purchase	Amount
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Salaries, Benefits and Taxes	Amount
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Travel, Conferences	Amount
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## Application Summary

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	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
\$0.00	

Indirect Costs	Amount
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
\$0.00	

In Kind Expenses	Amount
------------------	--------



	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
\$0.00	

Supplies	Amount
Countertop food scrap collection bins	\$5,250.00
32-gallon carts for collecting food scraps at drop-off sites	\$1,300.00
Educational handouts (creation, printing, and distribution)	\$4,170.00
Message Boards	\$4,500.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
\$15,220.00	

Additional comments regarding the budget:

We have already secured enough compost bins to host 4 workshops a year which is why this cost is not included in the budget.

Manufacturer's Specifications of equipment requested

Upload your Manufacturer's Specifications of equipment requested

**Equipment\_Specifications.pdf**

139.6 KB - 04/11/2025 4:12 PM

Total Files: 1

Application form signed by authorized representative

Upload your Application form signed by authorized representative

## Certification

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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 Signatory

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The current approved signatory for Knoxville, City of and all things related to this grant is **Indya Kincannon**.

If the individual listed above is no longer with the organization, please reach out to [TDEC.Grants@tn.gov](mailto:TDEC.Grants@tn.gov) with the new information.



Please select the correct response below

- ☒ I agree that the above regarding the approved signatory is correct.
- ☐ The above information is not correct. I will send the correct information to TDEC.Grants@tn.gov to get the organization primary contact updated.
- ☐ The above information is correct, but additional signers are needed. I will upload the additional signer information below.

Name of the individual that answered the question above

Makenzie Read

Date the above question was answered

04/11/2025

If the Awarded Local Government will be allowing individuals other than the principal executive officer or ranking elected official (i.e. mayor or utility director) to sign off on contract related items, the below information must be provided for each individual. An Authorization Letter from the principal executive officer or ranking elected official specifying individual(s) listed in the grant proposal have the authority to sign in place of the principal executive officer or ranking elected official must be uploaded below.

Printed Name	Title	Phone	Date Signed	Email	Name of Person Granting Authorization to Certify
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If you have signatory authority from the principal executive officer or ranking elected official, please fill out the information fields above and upload proof of signatory authority on grant applicant letterhead or another form of official executed documentation.

## Self Debarment Verification

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Please verify that your organization is not on the federal debarment list.

The Awarded Organization is required to check the debarment status of their organization by using the SAMS website prior to making a recommendation of award, purchasing of goods, or securing of services to meet grant requirements and to insure any and/or all funds associated with the grant project will be eligible for reimbursement. Grant reimbursements will not be processed if the debarment status verification have not been completed.

*NOTE: If active exclusions and/or delinquent federal debt are shown, the organization cannot receive a grant contract or grant funds. If no active exclusion and no delinquent federal debt are shown, the awarded organization may receive grant funds as long as all other grant policies and procedures are followed.*

Search for your organization to confirm that you are not on the Debarment List by going to [System for Award Management \(SAM\)](#)

Click "SEARCH RECORDS" tab.

In the search bars type in the Entity name or using an exclusion search term, Duns & Bradstreet number (DUNS) and/or the Entity Commercial and Government Entity (CAGE) code. You can only use one search bar at a time to search for records. Individuals are not assigned a DUNS number or CAGE code. When checking for a debarred individual, conduct the search by typing the name in the top bar.

Click "SEARCH" to retrieve a list of results. Entities with "Exclusion" listed in purple are currently debarred, while those labeled "Entity" in green do not have exclusions. In the right upper corner of the webpage, use the "Save PDF" option and upload a summary of search results.

Upload Debarment Status Verification

**Even if there are no search results, you still must upload a pdf showing your search results.**

**EntityInformation\_20250403-061755\_Self\_Debarment\_Verification.pdf**

78.3 KB - 04/03/2025 5:20 PM

Total Files: 1

What name was searched?

City of Knoxville

Please complete the below certification information

I certify to the best of my knowledge and belief that the data above is correct and I have searched my organization in the SAM system.

Name of person who searched the SAM system

Makenzie Read



Date

04/03/2025

Please download the summary, provide an authorization signature on the final page of the summary preceding images and upload in the appropriate location below.

Upload Files

General Correspondence

## Internal Use Only

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**Indya Kincannon**

Digitally signed by Indya Kincannon  
Date: 2025.04.15 09:11:25 -04'00'

Signature

Date



# CITY OF KNOXVILLE

Unique Entity ID <b>FJEHNN9JALF8</b>	CAGE / NCAGE <b>42NM6</b>	Purpose of Registration <b>Federal Assistance Awards Only</b>
Registration Status <b>Active Registration</b>	Expiration Date <b>Oct 22, 2025</b>	
Physical Address <b>400 W Main ST Knoxville, Tennessee 37902-2405 United States</b>	Mailing Address <b>P. O. Box 1631 Knoxville, Tennessee 37901-1631 United States</b>	

## Business Information

Doing Business as <b>(blank)</b>	Division Name <b>(blank)</b>	Division Number <b>(blank)</b>
Congressional District <b>Tennessee 02</b>	State / Country of Incorporation <b>(blank) / (blank)</b>	URL <b>http://www.knoxvilletn.gov</b>

## Registration Dates

Activation Date <b>Oct 24, 2024</b>	Submission Date <b>Oct 22, 2024</b>	Initial Registration Date <b>Jul 29, 2005</b>
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## Entity Dates

Entity Start Date <b>Jul 1, 1794</b>	Fiscal Year End Close Date <b>Jun 30</b>
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## Immediate Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

## Highest Level Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

## Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

## Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

## Exclusion Summary

Active Exclusions Records?

No

## SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

## Entity Types

### Business Types

Entity Structure <b>U.S. Government Entity</b>	Entity Type <b>US Local Government</b>	Organization Factors <b>(blank)</b>
Profit Structure <b>(blank)</b>		

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Government Types

U.S. Local Government  
City

Financial Information

Accepts Credit Card Payments No	Debt Subject To Offset No
EFT Indicator 0000	CAGE Code 42NM6

Points of Contact

Electronic Business

👤 PENNY OWENS, Purchasing Agent	P. O. Box 1631 Knoxville, Tennessee 37901 United States
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Government Business

👤 PENNY OWENS, Purchasing Agent	P.O. Box 1631 Knoxville, Tennessee 37901 United States
BOYCE EVANS	P. O. Box 1631 Knoxville, Tennessee 37901 United States

Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
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Disaster Response

This entity does not appear in the disaster response registry.



## **Manufacturer's Specifications of equipment requested**

This funding request does not include any requests for equipment.

## GRANT ROUTING FORM

### Information to Be Completed By the Initiating Department

1. Grant Identifying Number: \_\_\_\_\_
2. Grantor: TDEC Division of Solid Waste Management
3. Name/Title of the Grant: Organics Management Grants
4. Grant Agency (i.e. DOJ, FTA, TDOT, etc.): TDEC
5. Initiating Department Name: Public Service
6. Organ Number: 043430
7. Initiating Department Contact: Makenzie Read

8. Is the following information attached to this form?

a. Grant Application    Yes ☐    No ☒

9. Grant Amount: \$25,000

*(This is the amount from the grantor, **not** including any contributions from the City)*

10. City Required Match Amount: \$25,000

11. Is match currently budgeted?    Yes ☒    No ☐

If not, what is the proposed source of the match?

12. Will any new positions be created by the match?    Yes ☐    No ☒

If so, how are these positions to be funded beyond the life of the grant?

13. What other costs are associated with receipt of this grant? (Please note such things as future recurring costs needed to continue the relevant service.)

N/A

14. What is the life of the grant? July 31, 2025 - June 15, 2026

15. Is this a reimbursement grant or an advance grant? Reimbursement

**Save this document and attach with the AIS requesting authorization to apply for and accept the grant.**

Information to Be Completed By the Finance Department

**Analyst:**

1. Are all costs (match or other) associated with this acceptance of this grant currently budgeted?

The match for this Grant was budgeted in 230.043430.8950

2. Comments:

3. Financial Analyst's Signature: Jennifer Benton Digitally signed by Jennifer Benton  
Date: 2025.04.14 10:37:55 -04'00'

**Chief Financial Officer:**

1. Comments:

2. Finance Director's Signature: Boyce H. Evans Digitally signed by Boyce H. Evans  
Date: 2025.04.14 11:48:36 -04'00'

Information to Be Completed By the Mayor

1. Comments:

2. Mayor's Signature: Indya Kincannon Digitally signed by Indya Kincannon  
Date: 2025.04.15 09:52:09 -04'00'