
GRANT APPLICATION SUMMARY SHEET

Grant Name: Recycling Education and Outreach Grant 25
Department: WATER & SEWER
Grantor: TENNESSEE DEPT. OF ENVIRON. & CONSERVATIO
Pass-Through Grantor (If applicable): \$14,782.00
Total Applied For \$7,391.00
Metro Cash Match: Allie Omens
Department Contact: 862-8593
 NEW

Status:**Program Description:**

New funding opportunity from TDEC to support Tennessee's 2015-2025 Solid Waste and Materials Management Plan. If awarded, these funds will be used to develop a series of multilingual recycling education resources. The grant requires a 50% match.

Plan for continuation of services upon grant expiration:

The use of the resources developed will be utilized following the grant period to provide resources for multilingual Nashvillians about how to recycle right. This includes continued use in workshops, presentations, social media, and video distribution.

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

<u><i>Kevin Crumbo/mfw</i></u>	3/13/2024		3:56 PM CDT		3/13/2024		1:58 PM PDT
Director of Finance	Date			<u><i>Tara Ladd</i></u>	Date		

APPROVED AS TO RISK AND INSURANCE:

<u><i>Balogun Cobb</i></u>	3/13/2024		3:57 PM CDT		3/14/2024		1:32 PM
Director of Risk Management Services	Date			<u><i>Freddie O'Connell</i></u>	Date		

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

Grants Tracking Form

Part One

Pre-Application <input type="radio"/> Application <input checked="" type="radio"/> Award Acceptance <input type="radio"/> Contract Amendment <input type="radio"/>													
Department	Dept. No.	Contact					Phone	Fax					
WATER & SEWER	065	Allie Omens					862-8593						
Grant Name:		Recycling Education and Outreach Grant 25											
Grantor:		TENNESSEE DEPT. OF ENVIRON. & CONSERVATION					Other:						
Grant Period From:		07/01/24		<small>(applications only)</small> Anticipated Application Date:		03/20/24							
Grant Period To:		06/30/25		<small>(applications only)</small> Application Deadline:		03/22/24							
Funding Type:		STATE			Multi-Department Grant		<input type="checkbox"/> If yes, list below.						
Pass-Thru:					Outside Consultant Project:		<input type="checkbox"/>						
Award Type:		COMPETITIVE			Total Award:		\$14,782.00						
Status:		NEW			Metro Cash Match:		\$7,391.00						
Metro Category:		New Initiative			Metro In-Kind Match:		\$0.00						
CFDA #					Is Council approval required?		<input checked="" type="checkbox"/>						
Project Description:		New funding opportunity from TDEC to support Tennessee's 2015-2025 Solid Waste and Materials Management Plan. If awarded, these funds will be used to develop a series of multilingual recycling education resources. The grant requires a 50% match.											
Plan for continuation of service after expiration of grant/Budgetary Impact:													
The use of the resources developed will be utilized following the grant period to provide resources for multilingual Nashvillians about how to recycle right. This includes continued use in workshops, presentations, social media, and video distribution.													
How is Match Determined?													
Fixed Amount of \$		\$0.00		or		50.0%		% of Grant		Other: <input type="checkbox"/>			
Explanation for "Other" means of determining match:													
\$891.00 of the \$2,673.00 IDC recovery will be used to meet part of the match requirement.													
For this Metro FY, how much of the required local Metro cash match:													
Is already in department budget?				\$7,391.00		Fund		30501		Business Unit			
Is not budgeted?						Proposed Source of Match:				65801300			
(Indicate Match Amount & Source for Remaining Grant Years in Budget Below)													
Other:													
Number of FTEs the grant will fund:				0.00		Actual number of positions added:				0.00			
Departmental Indirect Cost Rate				20.56%		Indirect Cost of Grant to Metro:				\$2,673.00			
*Indirect Costs allowed? <input checked="" type="radio"/> Yes <input type="radio"/> No				% Allow.		20.56%		Ind. Cost Requested from Grantor:				\$1,782.00 in budget	
<small>*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)</small>													
Draw down allowable? <input type="checkbox"/>													
Metro or Community-based Partners:													
Metro Nashville Network and NECAT													

Part Two

Grant Budget

Budget Year	Metro Fiscal Year	Federal Grantor	State Grantor	Other Grantor	Local Match Cash	Match Source (Fund, BU)	Local Match In-Kind	Total Grant Each Year	Indirect Cost to Metro	Ind. Cost Neg. from Grantor
Yr 1	FY25	\$0.00	\$14,782.00	\$0.00	\$7,391.00	30501, 65801300	\$0.00	\$22,173.00	\$2,673.00	\$1,782.00
Yr 2	FY__							\$0.00		
Yr 3	FY__							\$0.00		
Yr 4	FY__							\$0.00		
Yr 5	FY__							\$0.00		
Total		\$0.00	\$14,782.00	\$0.00	\$7,391.00		\$0.00	\$22,173.00	\$2,673.00	\$1,782.00
Date Awarded:					Tot. Awarded:			Contract#:		
(or) Date Denied:					Reason:					
(or) Date Withdrawn:					Reason:					

Contact: juanita.paulsen@gmail.com
vaughn.wilson@nashville.gov





Application Summary

Application Type: Education and Outreach Grant

Grant Amount:

Contract End Date:

Purpose and Overview

Education and Outreach Grant Overview:

The Tennessee Department of Environment and Conservation's Division of Solid Waste Management (the Department) 2015-2025 Solid Waste and Materials Management Plan (https://www.tn.gov/content/dam/tn/environment/solid-waste/documents/solid-waste/sw_2025-plan-final.pdf) established a set of eight objectives to serve as a framework for solid waste and materials management programs and policies at state and local levels in Tennessee. Objective 6 of this plan describes the Department's effort to expand and focus education and outreach about proper recycling and materials management to Tennessee citizens. This grant will be used to help local governments produce outreach material needed to consistently promote waste reduction and recycling best practices for established solid waste programs. Through the Solid Waste Management Act of 1991, § 68-211-847, the Department is authorized to award matching grants for implementing the education program component of the plan from funds available in the solid waste management fund. The local share of the match shall be determined by the Department, using an economic index based upon factors which include, but are not limited to, per capita income and property values of the local government (Attachment 4). Jurisdictions falling within the lower economic scale on the index shall be eligible for lower matching rates.

There are three priorities for this grant:

- Applicants that develop public/private or public/public partnerships
- Applicants that target an adult audience
- Applicants that use the suggested Recycling Partnership templates (Attachment 7) to aid in the implementation of a Statewide Recycling Brand Campaign



Application Summary

Purpose of the Grant

The Department acknowledges that there can be many effective approaches to consistently and regularly inform residents about their local recycling program. Public education funding is intended for the promotion of recycling programs. The primary purpose is to inform residents what they can recycle, where they can recycle, and when they can recycle. Only after meeting these basic needs should an applicant request funding for other purposes. The Recycling Education and Outreach Grant takes this into consideration by providing a tiered project recommendation system (below). If you operate a county convenience center or drop-off site, ensure that elements 1-4 have been achieved before focusing on other education and outreach program expansions. For curbside programs, the Department recommends ensuring achievement of element 5 before considering other program expansions. Where applicable, the Department recommends applying for projects along the following continuum to ensure that programs have at least the most critical outreach elements. The grant priority is to bring all programs up to at least the levels described in elements 1-5 before funding other projects outlined in elements 6-9. See Attachment 7 for examples and templates of such projects.

Applicable Convenience Center/Drop-Off Priorities

1. Clear and effective safety signage for both residents and employees at each convenience center or drop-off site.
2. Clearly labeled collection containers for materials.
3. Clear, professional, and easily identifiable facility entrance signs at each convenience center or drop-off site, displaying each location's hours of operation.
4. A-Frame signage at each site (recommend at least 2-4 per site) displaying a targeted message to residents and providing physical barriers to aid in traffic flow.

Applicable Curbside Recycling Programs

5. Mailers, oops tags, scheduling magnets, informational stickers, and praise tags delivered on at least an



Application Summary

annual basis intended to inform residents of desired changes or reinforce proper recycling behavior.

Potential Next Steps

6. Additional advertising to create a community culture of waste reduction and recycling (social media, truck signs, signs at stores and community buildings, utility bill stuffers, local newspaper advertisements, or other items that directly inform your residents).
7. An organized, well-advertised, and easily navigable website detailing recycling program policies and materials that are and are not accepted.
8. Community workshops, employee workshops, and local events to promote the recycling program.
9. Other education program expansions and partnerships with schools, non-profits, private entities, etc.

The Education and Outreach Grant primarily supports the implementation of 2015-2025 Solid Waste and Materials Management Plan Objective 6 (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, school districts, and non-profit entities toward consistent promotion of waste reduction, diversion, and recycling. Successful proposals will demonstrate how the projects will reach the largest audience or:

- Increase material tonnages (Objective 1)
- Increase recycling access and/or participation (Objective 2)
- Promote material processing and end use in Tennessee (Objective 3)
- Expand and focus 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

Grant Timeline

A complete application shall be submitted in the Grants Management System (GMS) online **on or before**, March 22, 2024, 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 mayor, executive or other signatory authority 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.

The anticipated timeline for this grant offering is as follows:

- February 16, 2024: Request for applications announced
- March 22, 2024: Deadline for application submittal
- April 1, 2024: Announce awards and prepare grant contract
- May 1, 2024: Send grant contract for signature
- May 15, 2024: Signed Contract returned to Program
- June 15, 2024: Deliver fully executed grants
- July 1, 2024: Grant execution date
- June 30, 2025: Final Request for Grant Reimbursements submitted



Application Summary

Funding Conditions

Upon award, Grantees must participate in a Project Management Conference (PMC), also referred to as a Project Implementation Meeting, or PIM, within 30 days following contract execution. The meeting will be scheduled before the contract execution. The PMC will be hosted virtually by the Department, 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.

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

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

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

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

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



Application Summary

Funding

The Department has budgeted a total of \$100,000.00 for Education and Outreach Grants. Applicants may request up to \$20,000.00 for a proposed project. Please see the Education and Outreach Budget Worksheet (see Budget and Attachments tab) for specific funding guidance per capita. A match of 10-50% is required as indicated in Education and Outreach Grant Match Requirement (see Budget and Attachments tab). In-kind contributions will not be considered.

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 strategies and materials in which they plan to invest to obtain accurate price information prior to submitting their application. Only materials identified in the application will be funded.

Selection Criteria



Application Summary

Selection Criteria

Applications shall first be reviewed for completeness and eligibility. Upon receipt of a completed application, the Technical Narrative will be evaluated and scored by a team of raters (3 or more) using the Scoring Rubric provided (Attachment 4). Weighted scores for each question will be assigned by each rater.

Final consideration may also be given to projects that provide a service to an underserved area or demographic, are distributed geographically, may be replicated statewide, and reach a broader, more long-term audience.

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

- Project Description (40 points)
- Program Benefits (30 points)
- Sustainability and Funding (20 points)
- Establishment of Priority (10 points)

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

At-Risk County as found at https://www.tn.gov/transparenttn/state-financial-overview/openecd/openecd/tnecd-performance-metrics/openecd-long-term-objectives-quick-stats/distressed-counties.html	+5
Distressed County as found at https://www.tn.gov/transparenttn/state-financial-overview/openecd/openecd/tnecd-performance-metrics/openecd-long-term-objectives-quick-stats/distressed-counties.html	+10
Received Same Grant Type in Past 5 Years	-10



Application Summary

For scoring details:

[Download Scoring Rubric](#)

Resources and Contact

For Reference:

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

[About Education and Outreach Grants](#)

Sample Scope of Services

Note: Scopes of Services may be changed at the time of contact execution to better align with project outcomes. This is provided to convey project implementation and outcome expectations.

[Download Scope of Services](#)

Frequently Asked Questions

[Download FAQs](#)

Program Contact:



Application Summary

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:

Nicole Beers, Grant Analyst
(901) 930-9914
Nicole.Beers@tn.gov

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

Technical Questions:

Christina Perez, Environmental Scientist
(901) 425-6183
Christina.Perez@tn.gov

David Sutton, Technical Consultant
(615) 651-9505



Application Summary

David.L.Sutton@tn.gov

Title VI Compliance

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

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.

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.

10/29/2023



Application Summary

General Information

Organization Profile

Organization: Metropolitan Government of Nashville and Davidson County

Type: County Government

Primary Contact: Freddie O'Connell

Address: 100 Metro Courthouse, Nashville, TN 37201

Address Two:

Email: mayor@nashville.gov

Phone: (615) 862-6000

Website:

Application completed by

Name: Allie Omens

Personal Address: 1915 Cement Plant Rd, Nashville, TN 37208-1733

Personal Address Two:

Personal Email: allie.omens@nashville.gov

Personal Phone: 615-862-8593

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

No



Application Summary

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](#).

620694743

Please specify which county the project will be primarily located:
Davidson

Title or Position: Zero Waste Program Coordinator

Phone: 6158628593

Email: allie.omens@nashville.gov

Mailing City: Nashville

State: Tennessee

ZIP: 37208

Narrative Questions

I. Project Description (40 points)



Application Summary

1. Describe your current education and outreach approach. How do you currently inform residents about proper utilization of your recycling program and where are the gaps in informing residents what, where, and when they can recycle?

Nashville's education and outreach approach uses tools on the Nashville Waste and Recycling app (NWRA), website, social media, in-person and virtual presentations, recycling facility tours, tabling events, and cohesive program branding for acceptable materials to inform residents on proper utilization of Metro Waste Services' (MWS) recycling program. We have also used earned media opportunities and paid advertising via radio, print, and online ads. The NWRA allows residents to search 400+ materials to see if they are recyclable in Nashville and has had 971,563 item views. In 2023, we hosted 126 live participants on Recycle Right webinars and shared the recording with 281 registrants. It was also posted on YouTube and has 280 views. In 2023, we delivered our Recycle Right live presentation to 116 attendees in five neighborhood associations. We have some education materials in Spanish, Arabic, and Kurdish, but our webinars and tours are held in English. We have a gap in our multilingual education and outreach on when, where, and how people in Nashville can recycle. We can fill this gap by producing multilingual public service announcements (PSAs) to help residents properly recycle.

2. Describe the proposed project and need. What is your goal or expected outcome with this project and what is the primary message you intend to convey? If the requested material is intended to improve outreach and education at convenience centers or drop-off sites, also provide site layouts for locations of desired new signage. Also provide a timeline of grant deliverables to be incorporated into your contract scopes (include dates following contract execution for receiving bids, ordering materials, implementing the project, measuring success, etc).

The proposed project is to build on the Recycle Right campaign to launch a public service announcement (PSA) video series to encourage Nashville residents not to bag recyclables and not throw trash in their recycling carts. Video PSAs will be written, translated, filmed, and edited by third-party contractors following local and state procurement rules. There will be four PSA formats (10-seconds, 15-seconds, 30-seconds, and 60-seconds) translated into the top six languages spoken in Nashville (including Spanish, Kurdish, and Arabic) to be aired on a regular basis on Metro Nashville Network (MNN) and Nashville Education, Community and Arts Television (NECAT) at no cost and distributed to all local TV stations at no cost. They will also be posted to MWS social media accounts, YouTube channel, and website. The goal is to reduce the amount of bagged recycling and trash that contaminates Nashville's recycling stream. This PSA campaign will help MWS educate within communities who are best reached through multilingual outreach and improve cost-effectiveness of recycling collection. The PSAs will be filmed and aired by January 2025. A more detailed timeline for this project is attached.

3. How will you quantitatively measure success and change in public behavior toward achieving the project goal? How will this project improve upon your current education and outreach strategy or address the gaps identified in Question 1?

We will quantitatively measure success and behavior change through a recycling stream audit conducted at least once every year. According to the MWS 2023 audit, contamination rate was 23%. 13% of the contamination rate was bagged recycling and trash. We will conduct a recycling audit at the end of the grant period to determine if the campaign reduced the amount of bagged recycling contaminating Nashville's recycling stream. The Recycle Right PSA multilingual campaign will help close the gap on multilingual recycling outreach to Nashville residents. According to a 2021 American Community Survey, an estimated 3,095 Nashvillians speak Arabic, with 1,265 of that population living in a limited English-speaking household. Across Tennessee, Arabic is the third-most spoken language behind English and Spanish. Additionally, Nashville is home to the largest population of Kurds in the U.S. It is important that new educational materials are made to meet the needs of our non-English speaking and nonnative English-speaking communities in Nashville, improving upon our current education and outreach strategies. Success for this will also be measured by the number of views for the multilingual PSAs.

4. How will you prevent waste and use sustainable materials in the production and dispersal of education and outreach materials?

PSAs are a digital form of outreach and will not produce waste in their production. This is a significant benefit for the Recycle Right PSA campaign as it aims to improve recycling participation without producing more unnecessary waste.



Application Summary

5. Please estimate the cumulative number of households your project will reach. What will be the frequency of exposure to your campaign or message? Who are the targeted demographics for your outreach effort (be specific)?

Multilingual PSAs will be aired on two public TV broadcasting platforms, distributed to all local TV stations, and shared on MWS website, YouTube, and social media.

- NECAT potential reach: 161,000 households
- YouTube demonstrated reach: 4,000+ views of recycling content
- Social media potential reach: 35,000 followers on multiple platforms
- Local news potential reach: 2M+ monthly website views

The PSA will be made in four lengths to increase its versatility for use on these networks. We will ask MNN and NECAT to air the PSA every other week and MWS social media channels will post the PSA once a month to each page through at least June 2025. Our target demographic is multilingual Nashvillians. An estimated 15.7% of Nashvillians speak a language other than English, with 7.1% speaking only Spanish (Fig. 1). U.S. Census data shows the predominance of Spanish, Kurdish, and Arabic languages in South Nashville. Zipcodes 37211 and 37013 have high concentrations of less-than-well English speakers, non-English speakers, and limited English speakers (Figs. 2.1, 2.2, and 2.3). These areas also have the highest recycling contamination recorded by MWS collection drivers (Figs. 3.1 and 3.2).

6. Prepare a narrative that justifies the proposed materials or services benefit the local program and project goal.

Include key benefits that support the 2025 Plan Objectives, such as:

- Increase material tonnages (Objective 1)
- Increase recycling access and/or participation (Objective 2)
- Promote material processing and end use in Tennessee (Objective 3)
- Expand and focus education and outreach (Objective 6)

This project enhances Nashville's Zero Waste program through three key objectives:

Increasing Material Tonnages (Objective 1): Decreasing the contamination rate in recycling materials increases effectively recycled materials, saving landfill space, conserving energy, preserving resources, and preventing pollution. In 2023, only 8,487.99 tons out of 11,023.37 tons of mixed recycling were recycled due to a 23% contamination rate. By reducing the contamination rate, we capture more quality recycling materials.

Increasing Recycling Access and Participation (Objective 2): Providing comprehensive multilingual educational resources empowers non-English speaking residents to participate in the MWS recycling program, fostering increased understanding and engagement among diverse communities.

Expanding and Focusing Education and Outreach (Objective 6): High-quality PSAs target multilingual residents, raising awareness, understanding, and support for Nashville's Zero Waste goals, promoting effective recycling behaviors without the need for residents to attend webinars or facility tours. This expands the program's reach and garners increased interest for future zero waste initiatives.

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



Application Summary

7. How will your organization sustain the chosen public outreach effort beyond the funding of this grant? The completed PSAs will provide content for the MWS team to educate the community well into the future. Through both MNN and NECAT, the PSAs will be able to run intermittently for the foreseeable future. These videos will also be posted online to provide a long-term resource to educate residents about the basics of recycling right and will be utilized by the MWS team as part of all other education programming including use at community meetings, public webinars and workshops, in student education programs, and on social media. All messaging will be designed for longevity.

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

If yes, provide a copy of the budget.

[Waste_Service_Operations_Budget_to_Actual_January_2024_E_O.xlsx](#)

IV. Establishment of Priority – 10 points

9. Identify any formal partners (with written agreements). Select all that apply.
Public Sector/Local Government

Upload written agreements.



Application Summary

For each of the partners checked above, list their name and their role in the proposed project. If not applicable, specify N/A.

Metro Nashville Network – Airing PSAs on their television channel and YouTube platform

10. Is this project utilizing the templates provided in the Outreach Material Templates (Attachment 7) provided below? If yes, please indicate which templates you intend to use. (Please identify items as A-I as referenced in the templates)

We plan to utilize Template F Social Media Advertisements (Do Not Bag Recyclables) in the multilingual PSAs. We look forward to collaborating with TDEC and the Recycling Partnership to brand this resource to align with the Metro Nashville Recycle Right campaign. We will show this template at the end of each PSA format (10-seconds, 15-seconds, 30-seconds, and 60-seconds) to create a cohesive look for the multilingual, “Do Not Bag Recyclables” campaign.



Application Summary

Supporting Documentation

- For signage and printed materials, provide concepts of the desired outreach material or indicate desired Attachment 7 templates.
- Other documents related to the grant proposal or equipment request, optional.

Attachments_MultilingualResidents_2024.pdf

974.6 KB - 03/11/2024 1:59PM

FY25_Timeline_-_Multilingual_Education_and_Outreach.xlsx

14.9 KB - 03/11/2024 2:00PM

RecycleRightPSA.png

965.1 KB - 03/11/2024 1:59PM

Recycling_Services_in_Nashville__Nashville_gov.pdf

169 KB - 03/11/2024 1:59PM

Recycling_WebsiteVisits_2023.pdf

59.4 KB - 03/11/2024 1:59PM

ZeroWaste_WebsiteVisits_2023.pdf

59.8 KB - 03/11/2024 1:59PM

Total Files: 6



Application Summary

[Download Outreach Material Templates](#)

Budget and Attachments

Applicants shall be prepared to proceed with the project as soon as a fully executed grant is received. 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.

The local match shall be determined by the Department, using an economic index based upon factors which include, but are not limited to, per capita income and property values of the county (Attachment 3). Reimbursement may not exceed 50% of the approved total eligible project costs.

- Matching funds are required at the time of purchase.
- In-kind contributions will not be considered.

It is important that applicants research materials or programming needed to submit accurate price quotes with their application. Grant awards will be made based on the estimates included in the grant application.

The Department's intent with this grant offer is to promote environmentally preferable purchasing in support of the 2025 Solid Waste and Materials Management Plan, Objective 3, by requiring purchased project materials to be made with recycled content when available and by only producing materials that can be used sustainably. Printed materials must be produced on mediums made from recycled content and must be labeled as such.

Promotional giveaways will only be funded if they are a part of a cohesive public education program, and the local government already has each of the minimum suggested materials and measures in place. Other items will only be considered if they are part of a specific program, and their use is justified in the Education and Outreach Technical Narrative Response section of the application. The Department is especially interested in avoiding



Application Summary

giveaway items that quickly increase the flow of solid waste.

All educational/promotional materials must be pre-approved by the Department before being ordered, printed, and published, etc. Items that will **NOT** be funded include but are not limited to:

- Yo-yos
- Toys
- Zipper Pulls
- Pens/Pencils
- Frisbees
- Kitchen Utensils
- Stickers
- Crayons
- Litterbags
- Temporary Tattoos
- Tote Bags
- Slinky's
- Book covers
- Key Chains
- Hand Fans
- Letter Openers

Budget Resource

Budget Resource Acknowledgement

I have downloaded and read the Budget Resource to assist in completing the budget worksheet.

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)	\$13,000.00	\$6,500.00	\$19,500.00



Application Summary

5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage and Shipping, Occupancy, Equipment, Rental and Maintenance, Printing and Publications	\$0.00	\$0.00	\$0.00
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	\$1,782.00	\$891.00	\$2,673.00
24	In-Kind Expense	\$0.00	\$0.00	\$0.00
25	Grant Total	\$14,782.00	\$7,391.00	\$22,173.00

Budget Line Item Details Budget Line Item Detail

Professional Fee, Grant and Award	Amount
Script writing, video filming, video editing	\$18,000.00
Script translation	\$1,500.00



Application Summary

	\$0.00
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\$0.00

Other Non-Personnel	Amount
	\$0.00
	\$0.00
	\$0.00
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	\$0.00
	\$0.00
	\$0.00
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Application Summary

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Capital Purchase	Amount
	\$0.00
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	\$0.00
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	\$0.00
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Application Summary

	\$0.00
	\$0.00
	\$0.00
\$0.00	
Salaries, Benefits and Taxes	Amount
	\$0.00
	\$0.00
	\$0.00
	\$0.00
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Application Summary

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	\$0.00
	\$0.00

\$2,673.00

In Kind Expenses	Amount
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00



Application Summary

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	\$0.00
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\$0.00	

Supplies	Amount
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
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	\$0.00
	\$0.00
	\$0.00



Application Summary

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

Additional comments regarding the budget:

Education and Outreach Worksheet

Eligible Projects	Please Specify	Priority Order	Quantity	Location
New or Updated Facility Entrance Signs			0	
New or Updated Collection Container Labels			0	
New or Updated Safety Signage			0	
A-Frame signs (recommended 2-4 per site)			0	
Mailers/cart tags/fliers			0	
Paid Ads (trucks or bus signs and wraps, banners, billboards, etc.)			0	
Social Media Campaigns			0	



Application Summary

Public Access Television Communications	1	1	Nashville
Special Events		0	
Newspaper, Magazine, or Print Communications		0	
Radio Advertising		0	
Community or Staff Workshops		0	
Educational Booth/Kiosk Purchase or Update		0	
Professional Services (including graphic designers, advertising agencies, web developers, etc.)	1	2	Nashville
Other	Specify:	0	

Outreach Materials Attachments:

If you plan to use your own design for signage and printed materials, provide concepts of each outreach material.



Application Summary

Other Attachments (optional):

Attach other documents related to the grant proposal or equipment request, optional.

Attachments_MultilingualResidents_2024.pdf

974.6 KB - 03/11/2024 1:56PM

FY25_Timeline_-_Multilingual_Education_and_Outreach.xlsx

14.9 KB - 03/11/2024 1:56PM

Recycling_Services_in_Nashville__Nashville_gov.pdf

169 KB - 03/11/2024 1:57PM

Recycling_WebsiteVisits_2023.pdf

59.4 KB - 03/11/2024 1:57PM

ZeroWaste_WebsiteVisits_2023.pdf

59.8 KB - 03/11/2024 1:57PM

Total Files: 5

Certification

Authorized Signatory



Application Summary

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
Sharon Smith	Special Projects Manager	615.862.8715	03/08/2024	sharon.smith@nas-hville.gov	Mayor Freddie O'Connell

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.

TDEC_Grants_2024_Mayor_Signed.pdf

45 KB - 03/08/2024 12:45PM

Total Files: 1

Self Debarment Verification



Application Summary

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.



Application Summary

Upload Debarment Status Verification

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

SAM_gov__Search.pdf

318.3 KB - 03/07/2024 3:46PM

Total Files: 1

What name was searched?

Nashville & Davidson County

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

Jenn Harrman

Date

03/06/2024

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



Application Summary

General Correspondence

Internal Use Only

Signature

Date

FREDDIE O'CONNELL
MAYOR



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

DEPARTMENT OF WATER AND SEWERAGE SERVICES
Metro Nashville Waste Services
1915 Cement Plant Rd
Nashville, TN 37208

March 6, 2024

David Salyers, Commissioner
Tennessee Department of Environment and Conservation
William R. Snodgrass TN Towner
312 Rosa L. Parks Ave., 14th Floor
Nashville, TN 37243

RE: TDEC Organics Management and Education and Outreach Grants

Commissioner Salyers,

This letter is to inform you that Sharon Smith, Special Projects Manager with Metro Water Services Waste Services Division, has approval to sign the TDEC Organics Management Grant and TDEC Outreach and Education Grant applications and other documents related to both grant applications.

Sincerely,

A handwritten signature in blue ink, appearing to read "Freddie O'Connell".

Freddie O'Connell
Mayor



If you need assistance or an accommodation, please contact Metro Water Services, at 615-862-4862, 1600 Second Avenue North, Nashville, Tennessee 37208.



Important Reps and Certs Update [Show Details](#)
Mar 1, 2024



[See All Alerts](#)

Entity Validation Processing [Show Details](#)
Mar 5, 2024



[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

Search

All Words

e.g. 1606N020Q02

[Search Results](#)

[Saved Searches](#)



Select Domain
All Domains



Filter By




Keyword Search


For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

Any Words 

All Words 

Exact Phrase 

e.g. 1606N020Q02

"Nashville & Davidson County" 

Federal Organizations

Enter Code or Name ▼



Status ^

Active

Inactive

Reset

Showing 1 - 7 of 7 results

Sort by

Date Modified/Updated

ELECTRIC POWER BOARD OF METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY Active Registration

Unique Entity ID	CAGE Code	Physical Address
N72YKLZDJE98	5KP70	1214 CHURCH ST, NASHVILLE, TN 37246 USA

Entity

Expiration Date
Jan 9, 2025

Purpose of Registration
All Awards

HAWKINS COUNTY EMERGENCY MEDICAL SERVICES, INC. Active Registration

Unique Entity ID	CAGE Code	Physical Address
NGM5XVAMCP43	80QU2	955 E MCKINNEY AVE, ROGERSVILLE, TN 37857 USA

Entity

Expiration Date
Jan 3, 2025

Purpose of Registration
All Awards

NASHVILLE & DAVIDSON COUNTY, METROPOLITAN GOVERNMENT OF Active Registration

Unique Entity ID	CAGE Code	Physical Address
LGZLHP6ZHM55	3QKW8	1 PUBLIC SQ, NASHVILLE, TN 37201 USA

Entity

Expiration Date
Jan 2, 2025

Purpose of Registration
All Awards

Service Contract Act WD #: 1977-0193

Non-Standard Service Description(s)

Mail Hauling Services - This WD may be used for mail hauling contracts for the U.S. Postal Service only.

Location Description

This wage determination applies to the Southern States including all portions of the following states not listed below: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee and Texas. GA: Atlanta Area: Counties of Clayton, Cobb, DeKalb, Fulton, and Gwinnett LA: New Orleans Area: Parishes of Jefferson, Orleans, St. Bernard, and St. Tammany TN: Memphis Area: Arkansas: Crittenden County Tennessee: Shelby County TN: Nashville Area: Counties of Davidson, Summer and Wilson

SCA Wage Determination

Revision Number
100

Service(s)
Mail Hauling Services

Published Date
Dec 25, 2023

TX: Dallas - Fort Worth Area: Collin, Dallas, Dentson, Ellis, Johnson, Kaufman, Rockwell, and Tarrant TX: Houston Area: Counties of Brazoria, Ford Bend, Harris, Liberty and Montgomery

THE CONVENTION CENTER AUTHORITY OF THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY Active Registration

Entity

Unique Entity ID: R52MDJT34MU5
CAGE Code: 6L7Q7
Physical Address: 201 REP JOHN LEWIS WAY S, NASHVILLE, TN 37203 USA

Expiration Date
Aug 29, 2024

Purpose of Registration
All Awards

NAMI DAVIDSON COUNTY INC ID Assigned

Entity

Unique Entity ID: HGNRE7JJA8W1
Physical Address: 392 HARDING PLACE SUITE 203, Nashville, TN 37211 USA

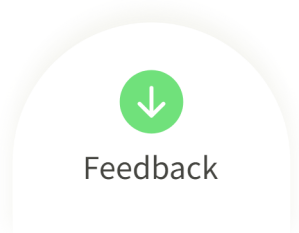
Assigned Date

DAVIDSON COUNTY SOIL AND WATER CONSERVATION DISTRICT ID Assigned

Entity

Unique Entity ID: EAWWHD5P3LZ5
Physical Address: 1607 COUNTY HOSPITAL RD # A, NASHVILLE, TN 37218 USA

Assigned Date
Sep 29, 2023



Our Website

- [About This Site](#)
- [Our Community](#)
- [Release Notes](#)
- [System Alerts](#)

Policies

- [Terms of Use](#)
- [Privacy Policy](#)
- [Disclaimers](#)
- [Freedom of Information Act](#)

Our Partners

- [Acquisition.gov](#)
- [USASpending.gov](#)
- [Grants.gov](#)
- [More Partners](#)

Customer Service

- [Help](#)
- [Check Entity Status](#)
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- [External Resources](#)

[Accessibility](#)

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This is a U.S. General Services Administration Federal Government computer system that is **"FOR OFFICIAL USE ONLY"**. This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

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SAM.gov

An official website of the U.S. General Services Administration

Attachments

Figure 1: Language Percentages in Nashville

Language

15.7% ±1.7%

(164,870 ±17,872.2)

Persons with language other than English spoken at home

about three-quarters of the rate in United States:
21.6% 67,754,440 (±0.1%/±171,150.5)

Language at home, children 5-17



English only
Spanish
Indo-European
Asian/Islander
Other

Show data / Embed

Language at home, adults 18+



English only
Spanish
Indo-European
Asian/Islander
Other

Hide data / Embed

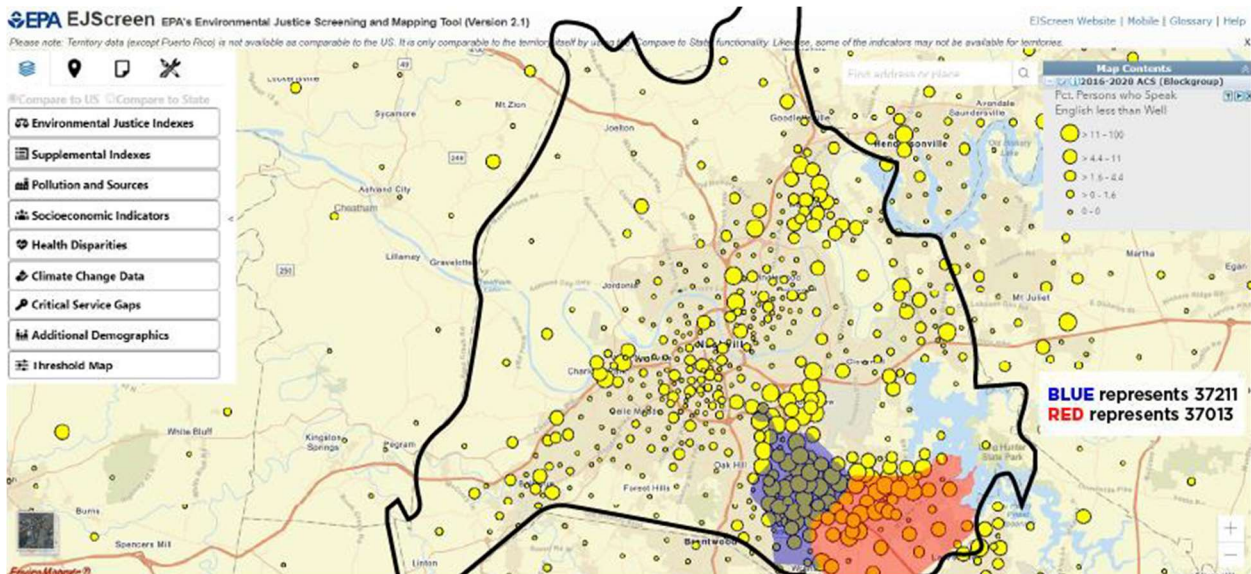
Language at home, adults 18+ (Table B16007) [View table](#)

Column	Nashville-Davidson, TN			United States		
English only	85.6%	±0.9%	744,368 ±11,033.7	78.3%	±0.1%	202,355,308 ±144,991.6
Spanish	7.1%	±0.4%	61,674 ±3,489.7	12.8%	±0%	33,136,131 ±91,241.9
Indo-European	2.6%†	±0.5%	22,413 ±4,554	3.9%	±0%	10,140,516 ±74,685.4
Asian/Islander	2.5%†	±0.4%	21,357 ±3,386.4	3.7%	±0%	9,671,724 ±54,463.1
Other	2.3%†	±0.6%	19,612 ±4,748.1	1.2%	±0%	3,114,788 ±48,256.8

Hide data

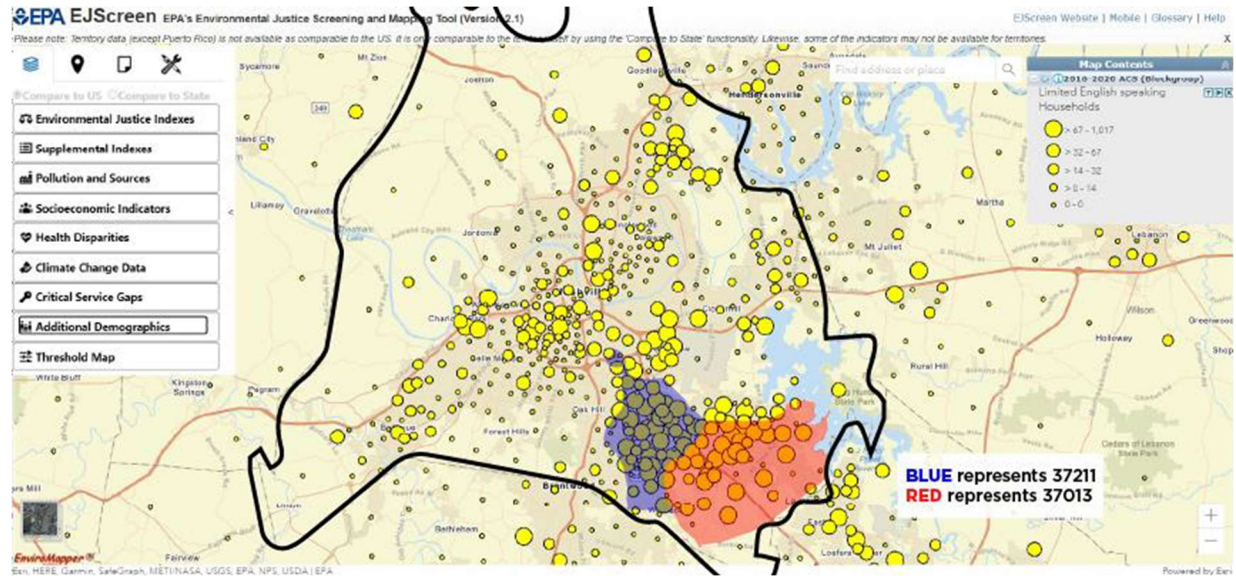
Source: *Census Reporter*

Figure 2.1: EJ Screen, Less than Well English



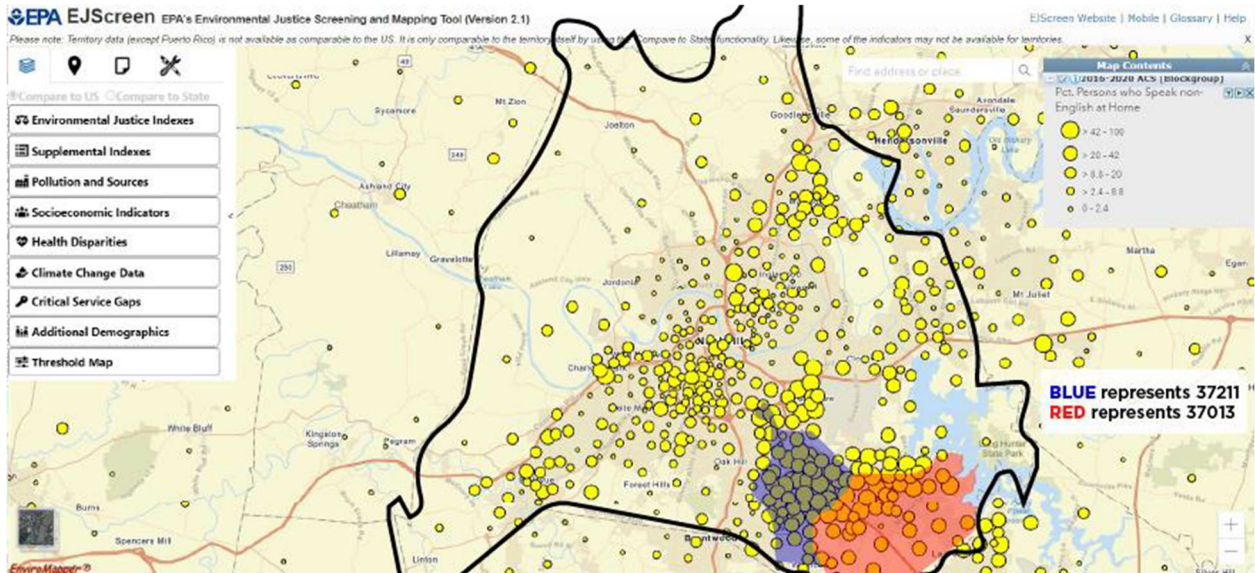
Source: *Metro Nashville & Environmental Protection Agency*

Figure 2.2: EJ Screen, Limited English



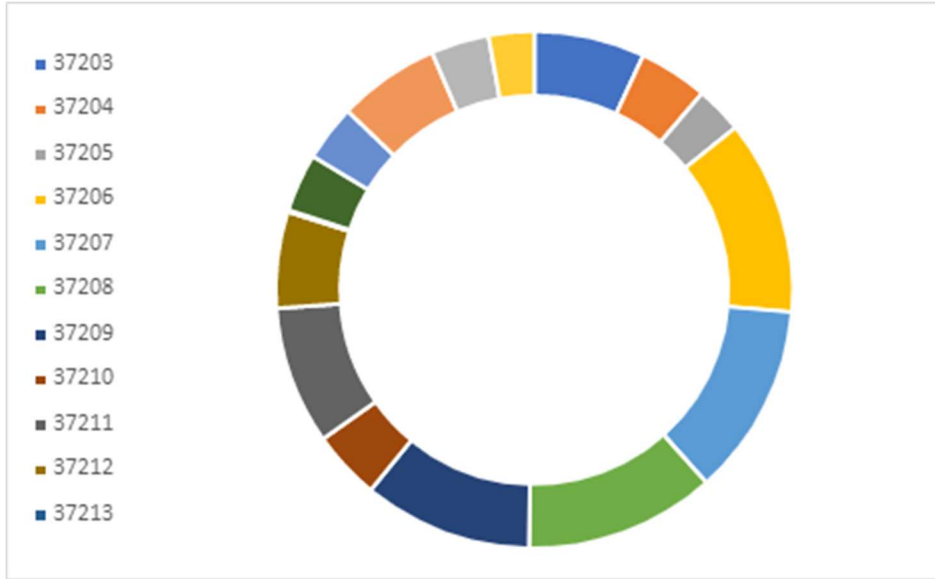
Source: Metro Nashville & Environmental Protection Agency

Figure 2.3: EJ Screen, Non-English at Home



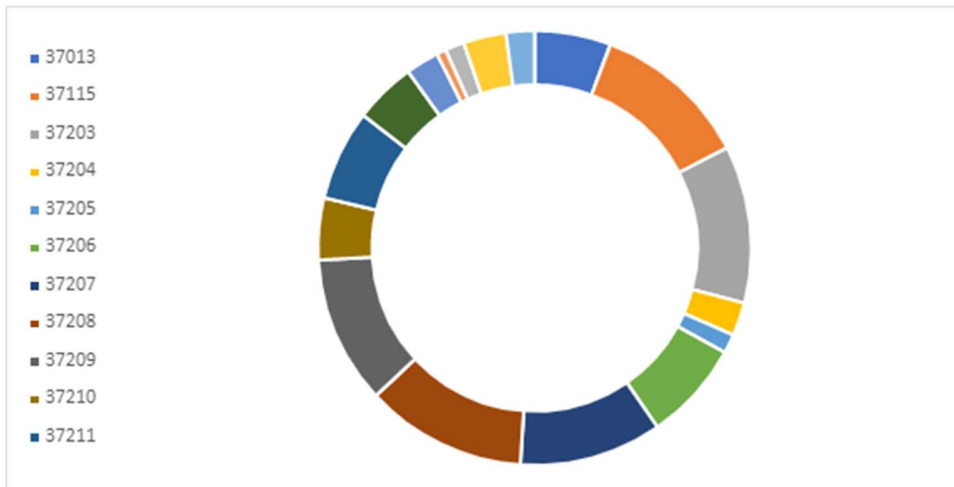
Source: Metro Nashville & Environmental Protection Agency

Figure 3.1: Trash in Recycling Cart, June 2018 – September 2021



Source: Metro Nashville

Figure 3.2: Trash in Recycling Carts, September 2021 – January 2023



Source: Metro Nashville

Recycling Services in Nashville

[Home](#) [Departments](#) [Water](#) [Waste and Recycling](#)

Navigation

Not everything can be recycled. Check out our Waste Wizard and Recycle Right guidelines below for what you can and cannot recycle. Still have questions? Join one of our [free webinars on how to Recycle Right](#).

hubNashville

Report a missed recycling pickup or other recycling collection issue

[Submit hubNashville request](#)

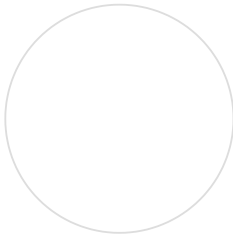
Nashville Waste and Recycling App

Use the Waste Wizard feature of Nashville’s Waste and Recycling App to look up what you can and cannot recycle in Nashville. Curbside recycling customer? View your collection schedule and sign up for recycling day reminders using the Calendar feature.

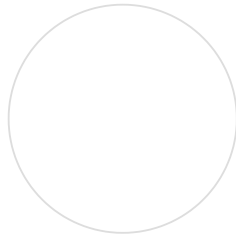
Waste Wizard					English	Share
Calendar	Wizard	Game	Drop-Off Sites	Route Map	Need help?	

Type the name of a waste item and we'll tell you how to recycle or dispose of it.

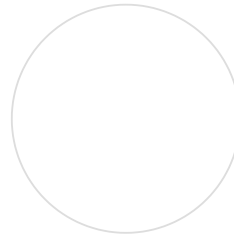
Featured Searches



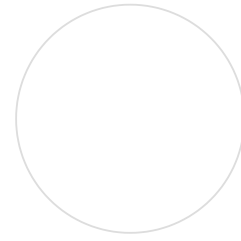
[Trash](#)



[Brush](#)



[#1, #2, #3, #4, #5,
#6, #7 Plastic](#)



[Plastic Tubs &
Lids](#)

[Privacy](#) | [Terms of Service](#) | [Cookie Policy](#)

[List of Materials](#)

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Recycle Right

How to Recycle

- Place **only the following items** in the recycling container.
- Items must be clean, empty, and dry.
- Place items loose in the container, **Not** in a plastic bag.
- Plastic caps should be left on or thrown away. Do **Not** place loose caps in the recycling container.
- Cardboard should be flattened.
- **At recycling drop-off sites, items must be separated into appropriately labeled containers.**

What Can Be Recycled

Paper and Cartons

- Paper
- Newspaper
- Magazines
- Mail
- Food and beverage cartons

Cardboard

- Corrugated cardboard
- Toilet paper and paper towel rolls

- Cereal boxes
- Tissue boxes

Food and Drink Cans

- Food cans
- Beverage cans

Plastic Bottles, Jars, and Jugs

- Beverage bottles
- Kitchen, laundry, and bath bottles and jugs
- Milk and juice jugs
- Plastic food jars

Glass Bottles and Jars (Recycling Drop-Off Sites Only)

No glass in curbside recycling carts.

- Glass bottles
- Glass jars

Leave these out to Recycle Right!

- **No** food or liquid. Empty and rinse all containers.
- **No** glass in curbside bins. Recycling drop-off site only.
- Do **Not** bag recyclables. Place items loose in bin.
- **No** plastic bags, plastic wrap, or bubble wrap.
- **No** plastic of any kind that is not a bottle, jar, or jug. No takeout containers, Styrofoam, plastic cups or tubs, etc.
- **No** hoses, wires, chains, or electronics.
- **No** yard waste.
- **No** clothing or linens.

Curbside Collection Information

If you live in Nashville's Urban Services District and receive trash collection from Metro in the brown rolling carts, your household is eligible to participate in the curbside recycling program. Eligible households are allowed up to 2 recycling carts at no cost.

If you live in the General Services District or a multi-family complex throughout Davidson County, contact your private hauler for information on recycling. All private haulers are required to offer a recycling option for their trash customers. Metro does not supply curbside recycling carts to buildings that use dumpsters for trash collection service.

Collection Guidelines

- Eligible households are allowed up to 2 recycling carts at no cost.
- Recycling is collected every other week.
- On your collection day, place your cart on the curb or alley by 7 a.m. with the arrow on the lid pointing toward the street or alley. Your recycling will be collected between the hours of 7 a.m. and 5 p.m.
- Items that are placed outside the recycle cart will not be picked up.
- Do not place the cart within 4 feet of any stationary object such as a car, mailbox, utility pole, recycling cart, etc.
- If recycling pick-up is delayed due to inclement weather, your recycling will be picked-up the following Saturday.

Holiday Collection

Recycling is not collected on holidays. If your recycling collection day falls on a holiday, all collection days after the holiday in that week will be delayed by one day. For example, if the holiday is on a Monday, collection for Monday customers will be on Tuesday, Tuesday customers on Wednesday, Wednesday customers on Thursday, etc.

Get "The Nash Trash" News

[Sign up for "The Nash Trash" newsletter.](#) *"The Nash Trash"* gives you the news you can reuse from Metro Nashville Waste Services to help keep Nashville clean and green, with:

- Tips on recycling, composting, and all things zero waste
- Updates about recycling collection and drop-off sites
- Practical resources for low-waste living

Printable Materials and Signage

Posters

- [Recycle Right 8.5x11 poster - English](#)
- [Recycle Right 8.5x11 poster - Spanish](#)
- [Recycle Right 8.5x11 poster - Arabic](#)
- [Recycle Right 8.5x11 poster - Kurdish](#)

Related Tags

Recycling (Water Services)

Waste and Recycling (Water Services)

Metro Water Services

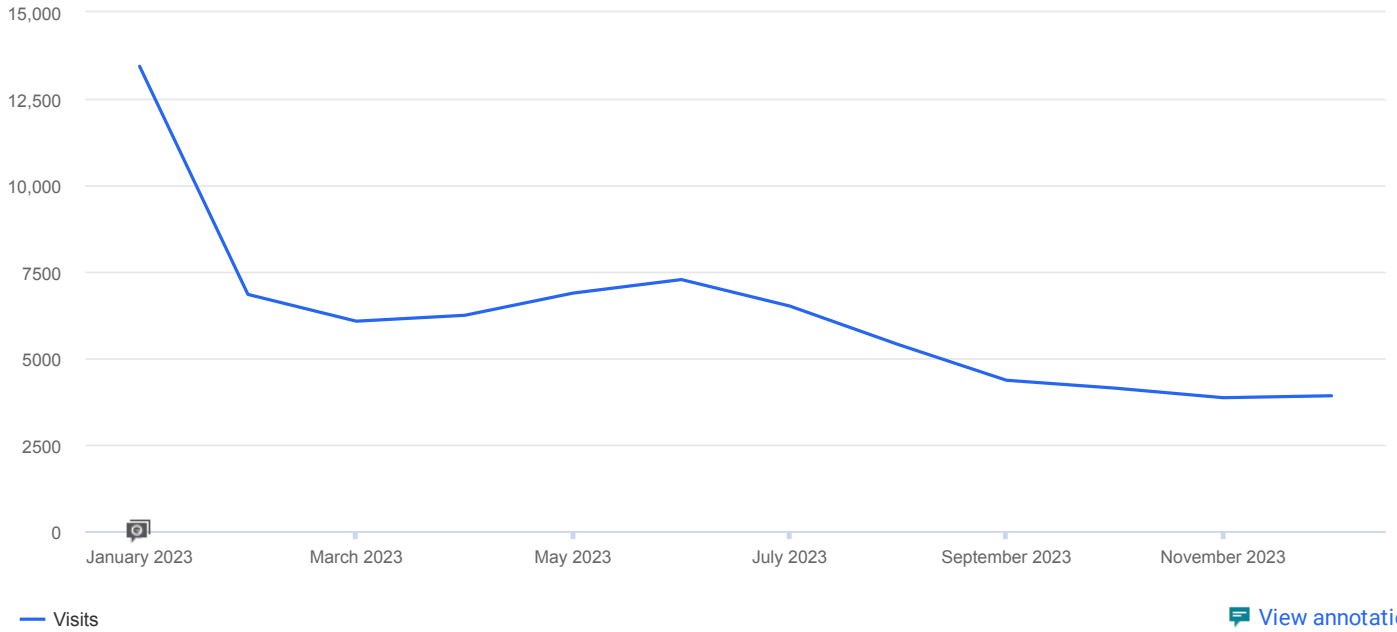
Customer Service (Water Services)

Page
Recycling Services in Nashville | Nashville.gov
<https://www.nashville.gov/departments/water/waste-and-recycling/recycling>
 Period
2023

Page overview

Historical overview and comparison

Visits 74,911 No trend data ⓘ	Page views 88,705 No trend data ⓘ	Unique visitors 57,305 No trend data ⓘ	Returning visitors 3,543 No trend data ⓘ	Bounce rate 71.10% No trend data ⓘ
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Most frequent visitor dimensions

From
 United States

Using
Mobile

Operating system
iOS 16

Browser
Mobile Safari 16.1

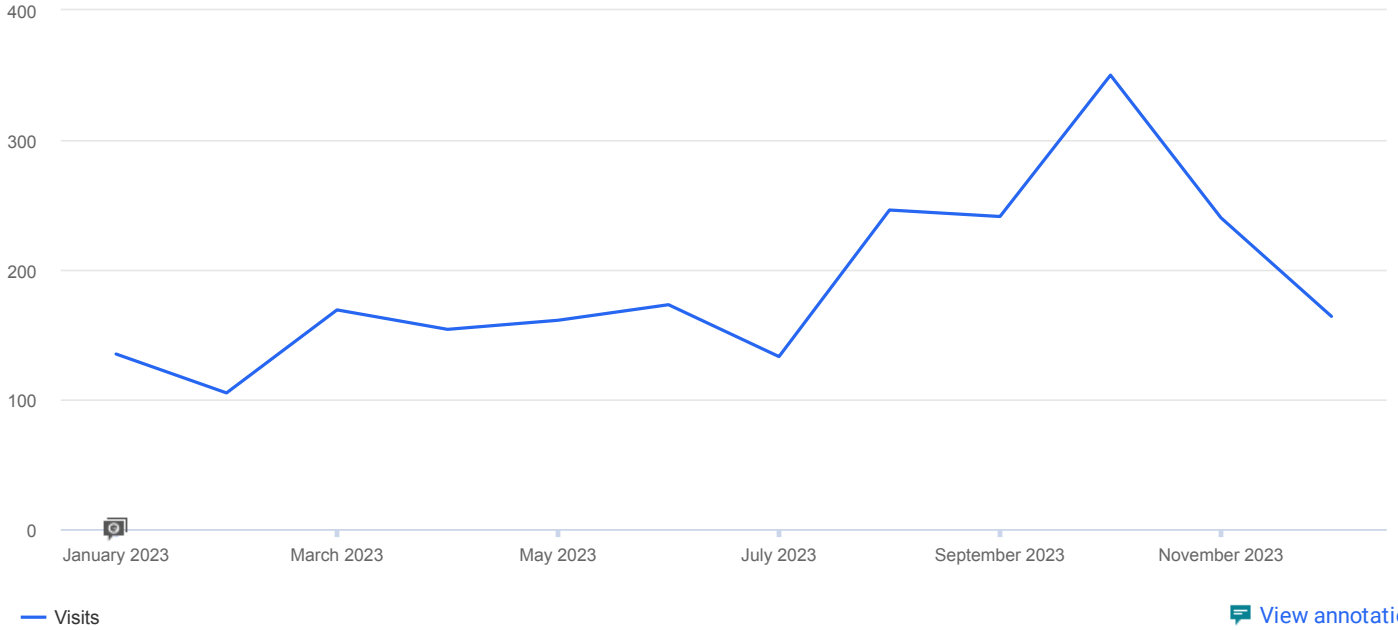
Resolution
390 844

Page
Striving for Zero Waste | Nashville.gov
<https://www.nashville.gov/departments/water/zero-waste-nashville>
 Period
2023

Page overview

Historical overview and comparison

Visits 2,271 No trend data ⓘ	Page views 2,683 No trend data ⓘ	Unique visitors 1,796 No trend data ⓘ	Returning visitors 127 No trend data ⓘ	Bounce rate 54.50% No trend data ⓘ
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Most frequent visitor dimensions

From United States	Using Desktop	Operating system Windows 10	Browser Mobile Safari 16.6	Resolution 1920 1080
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**APPLICATION FOR TDEC EDUCATION AND OUTREACH GRANTS
PROGRAM**

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

DocuSigned by:

Scott Potter

3/12/2024

994E7D0AE02B458...

Scott Potter, Director
Department of Water and Sewerage Services

Date


Certificate Of Completion

Envelope Id: F4815D86916A43A89D72D0D224BAB581	Status: Completed
Subject: Complete with DocuSign: Water-TDEC Education & Outreach 24-25 App Ready.pdf	
Source Envelope:	
Document Pages: 58	Signatures: 4
Certificate Pages: 15	Initials: 1
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Juanita Paulson
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	Juanita.Paulsen@nashville.gov
	IP Address: 170.190.198.185

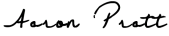
Record Tracking

Status: Original 3/26/2024 11:53:07 AM	Holder: Juanita Paulson Juanita.Paulsen@nashville.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Metropolitan Government of Nashville and Davidson County	Location: DocuSign

Signer Events

Signer Events	Signature	Timestamp
Alla Cross Alla.Cross@nashville.gov Security Level: Email, Account Authentication (None)		Sent: 3/26/2024 11:58:41 AM Viewed: 3/26/2024 1:33:26 PM Signed: 3/26/2024 1:33:37 PM
	Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	


Electronic Record and Signature Disclosure:
Accepted: 3/26/2024 1:33:26 PM
ID: 7fcd7f44-2933-479b-9e7f-d3742808fd97

Aaron Pratt Aaron.Pratt@nashville.gov Security Level: Email, Account Authentication (None)		Sent: 3/26/2024 1:33:38 PM Viewed: 3/26/2024 1:42:21 PM Signed: 3/26/2024 1:42:28 PM
	Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.190	

Electronic Record and Signature Disclosure:
Accepted: 3/26/2024 1:42:21 PM
ID: 16c57660-219f-4910-a141-f5aa525aae22

Scott Potter scott.potter@nashville.gov Director Security Level: Email, Account Authentication (None)		Sent: 3/26/2024 1:42:30 PM Viewed: 3/26/2024 3:13:34 PM Signed: 3/26/2024 3:13:41 PM
	Signature Adoption: Pre-selected Style Using IP Address: 174.212.172.95 Signed using mobile	

Electronic Record and Signature Disclosure:
Accepted: 3/26/2024 3:13:34 PM
ID: 8a75e0a0-f73a-4ec3-951b-9e7f554e4b5d

Kevin Crumbo/mjw MaryJo.Wiggins@nashville.gov Security Level: Email, Account Authentication (None)		Sent: 3/26/2024 3:13:43 PM Viewed: 3/26/2024 3:15:48 PM Signed: 3/26/2024 3:17:04 PM
	Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.190	

Signer Events	Signature	Timestamp
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Electronic Record and Signature Disclosure:
Accepted: 3/26/2024 3:15:48 PM
ID: 3a09bc92-324b-4363-ac6b-60bf5d3d1b8d

Tara Ladd
tara.ladd@nashville.gov
Assistant Metropolitan Attorney
Security Level: Email, Account Authentication (None)



Signature Adoption: Pre-selected Style
Using IP Address: 170.190.198.185

Sent: 3/26/2024 3:17:07 PM
Viewed: 3/27/2024 7:44:12 AM
Signed: 3/27/2024 7:44:17 AM

Electronic Record and Signature Disclosure:
Accepted: 3/27/2024 7:44:12 AM
ID: 821bf189-3c3d-4c6e-982a-8d2c540b1f3a

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Danielle Godin
Danielle.Godin@nashville.gov
Security Level: Email, Account Authentication (None)

COPIED

Sent: 3/27/2024 7:44:19 AM
Viewed: 3/27/2024 8:46:22 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Sally Palmer
sally.palmer@nashville.gov
Security Level: Email, Account Authentication (None)

COPIED

Sent: 3/27/2024 7:44:20 AM

Electronic Record and Signature Disclosure:
Accepted: 3/27/2024 7:48:00 AM
ID: f81ce647-18f7-4b6e-b695-d77d0765155e

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	3/26/2024 11:58:41 AM
Certified Delivered	Security Checked	3/27/2024 7:44:12 AM
Signing Complete	Security Checked	3/27/2024 7:44:17 AM
Completed	Security Checked	3/27/2024 7:44:20 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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