

## Application For Non-profit Organizations seeking approval and listing in the Free Metered Parking Program

Please review the Administrative Requirements for qualified nonprofits participating in this program prior to completing the application at: [http://mpw.nashville.gov/greenparking/Admin\\_Requirements.pdf](http://mpw.nashville.gov/greenparking/Admin_Requirements.pdf). Once reviewed, complete and submit this application to be qualified.

**Please note:** Once qualified, all individual projects will require approval. Project proposals must be submitted 60 days in advance of implementation to ensure the proposed project meets the program goals.

### Step 1: Organization Information:

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Organization's Website: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Step 2: Acceptance of Program Conditions:

Fill in your organization name to accept each of the conditions below:

➤ \_\_\_\_\_  
(Organization Name)

- Will maintain separate funding and separate funding process for any funds generated through this program and agrees to an audit of funds accepted and/or used for this program at regular and/or random intervals, as determined by Metro Public Works.
- Agrees to submit an annual financial report in format posted on website, due June 30<sup>th</sup> each year summarizing all funds received and allocated. All funds received through this program must be allocated to approved projects by June 30, 2014.
- Agrees to implement projects exclusively within the boundaries of the Metropolitan Government of Nashville and Davison County and subject to compliance with applicable federal, state, and local laws.
- Will have separate donation link on their website specifically labeled "*Green House Gas Reductions for Metropolitan Nashville and Davidson County projects*" and will additionally provide:
  - The method to calculate purchase price based on purchaser's input of annual tons of CO<sub>2</sub>e emitted from their vehicle. (Note: Purchaser may obtain this information from the carbon calculator on the Metro Public Works website)
  - Each purchaser with a "Certificate of Purchase" on form located at <http://mpw.nashville.gov/greenparking> evidencing that the dollar amount of the carbon credits purchased coincides with the carbon footprint of the motor vehicle for which the parking permit is sought
  - A scanned or faxed copy of the Certificate of Purchase along with a purchase receipt for each purchase to the Metro Public Works Department, Free Parking Program at [Freeparkingprogram@nashville.gov](mailto:Freeparkingprogram@nashville.gov) or fax (615) 862-5568.

➤ I hereby certify that the information contained in and submitted with this application are both true and accurate.

➤ \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date Submitted

### **Step 3: Include Required Documents:**

To be submitted along with this application:

- Copy of your organization's IRS tax exempt determination letter
- Explanation and detail of the procedure that will be used for determining the quantities of GHG emissions reductions and the monetary value of the projects (For information and the EPA Greenhouse Gas Equivalencies Calculator visit: <http://www.epa.gov/cleanenergy/energy-resources/calculator.html>)

### **Step 4: Submit Application**

Submit this application with required documents as listed in Step 3 above in one of three ways:

- By Mail:
  - Metropolitan Government of Nashville and Davidson County  
Department of Public Works, Engineering Division  
720 S. 5<sup>th</sup> Street, Nashville, Tn 37206  
Attn: Free Parking Program
- By Email:
  - [freeparkingprogram@nashville.gov](mailto:freeparkingprogram@nashville.gov)
- By Fax:
  - (615) 862-5568

Questions?

Contact Jenna Smith at (615) 862-8763 or [Jenna.Smith@nashville.gov](mailto:Jenna.Smith@nashville.gov)

