

City of Kingsport - Community Development Block Grant 2023-2024 Subrecipient Program Application

General Information

Please review the questions listed below and provide accurate information.

Organization/Agency Legal Name: Meals on Wheels of Kingsport, Inc.

Organization/Agency Address: PO Box 3346, Kingsport, TN 37664

Organization/Agency Phone Number: 423-247-4511 **Website:**
www.mealsonwheelskingsport.org

Contact Person: Lisa Tencer **Contact Person Email:** lisaetencer@gmail.com

Select Type of Organization: 501(c)(3) Non-profit **Is this a Faith Based Organization:** No

Days/Hours of Operation: Monday through Friday, 9 a.m. till noon

Agency Unique Entity ID UEI: 018584406 **Federal Tax ID number:** 62-0959844

Project Information

Please review the questions listed below and provide accurate information.

Project Title: Purchase Groceries for Meals on Wheels of Kingsport

Project start date: 1-1-24 **Anticipated end date:** 7-1-24

Project Address(es), if different from agency address:

Please select a CDBG national objective: Benefiting low & moderate income person

Please select a performance objective: Create suitable living environment

Please select a performance outcome: Availability/Accessibility

Please identify the anticipated number of clients to be served: 250

Will the project serve Individual Clients/Persons or Households: Individual Clients

Please select a Beneficiary Classification: Presumed Benefit

If you selected *Presumed Benefit*, please select the item that describes the beneficiaries of the proposed service: Senior Elderly

Please select the applicable eligible activity that the project addresses: 05A Senior Services
Other:

Funding Request

Please review the questions listed below and provide accurate information.

Please identify the project-funding category: Community Enrichment/Public Services

How much total CDBG funding are you requesting in this application? \$4088.17
(Please attach a detailed budget for the project)

What is the estimated total cost to complete proposed project? \$4088.17

Agency Capacity & Experience

Please review the questions listed below and provide brief but detailed and accurate information.

1. Briefly describe your organization's history, mission, year established, and services provided.

Meals on Wheels of Kingsport (MOW) provides hot, nutritious noon-time meals delivered to recipient's homes Monday through Friday throughout the year, including holidays. MOW was established in 1972 as an outreach ministry of Bethany Presbyterian Church and rapidly expanded and incorporated as a 501C3 organization operating out of donated kitchen space at Waverly Road Presbyterian and First Presbyterian churches in Kingsport. MOW is nearly 100% volunteer-led and driven, and employs one part-time paid program administrator as the only paid employee. The mission of MOW is enabled by the work of over 500 volunteers who cook, drive, coordinate, order food and stock the pantries and make certain that the work of the program continues.

2. Who will be the person responsible for the overall oversight of the proposed project?

Lisa Tencer currently serves as Board President and has responsibility for oversight of the project. She has served as a volunteer with Meals on Wheels (MOW) since 1999 and is serving her third year on the board and first year as board president. She will continue in that role in 2024. She has experience managing grants for MOW from United Way of Greater Kingsport and the Federal Emergency Food and Shelter Program

3. Who will be the person(s) responsible for the day-to-day operations and management of your organization?

Brenda Overbey has served as program administrator for Meals on Wheels (MOW) since July of 2017. Brenda is the point of contact for recipients and physicians, processes applications, adds recipients to routes once approved, receives and submits invoices to the MOW bookkeeper for payment, maintains metrics and communicates program needs to the board. She works hand in hand with the board president, kitchen coordinators and volunteer coordinators to ensure that the organization is well-managed and its mission is executed.

4. Please describe your organization's experience and major accomplishments in providing services to LMI residents and/or communities.

Since 1972, MOW has delivered over two million meals without charge to qualified recipients in the greater Kingsport area. Our clients are primarily elderly, disabled and homebound individuals who need a little extra help to remain in their own homes and live independently. Most are over 65 years of age and cannot prepare meals for themselves due to either age, disability, lack of resources or a combination of all of these factors. Over half of our recipients are over 80 years of age. MOW takes referrals from area medical professionals and all recipients must have a medical recommendation to qualify for MOW and receive meals. We have provided a home-delivered meal service for over 50 years without charge to recipients. Simply being able to provide this type of service to our clients without interruption for 50 years

is a major accomplishment and a testament to our community's commitment to helping others. MOW would not be able to achieve its mission without the dedication of 500 volunteer cooks and drivers who give at least two hours every month to help others. MOW continued to deliver meals to recipients throughout the pandemic and was even able to increase services during that time. The demand for MOW has remained high and we have increased our volunteer recruiting efforts and stepped up our volunteer appreciation efforts to attract the additional volunteers that we need.

5. Please describe your organization's overall experience managing Federal grants, particularly CDBG.

Meals on Wheels of Kingsport has managed two Community Development Block grants through the City of Kingsport in 2021-2022. These grants totaled \$11,500. Meals on Wheels regularly receives funding through the Emergency Food and Shelter Program and that funding is administered and allocated through our local United Way.

6. Has your organization carried out or attempted this project before, with, or without the assistance of CDBG funds? If yes, what were the results of the project?

Yes, Meals on Wheels successfully used CDBG funds to purchase groceries that were used for meal preparation in 2021-2022.

Applicant Risk Assessment

All applicants must complete this risk assessment. Please answer all questions. Failure to complete this risk assessment will result in your program not being funded.

MANAGEMENT SYSTEMS

1. Has your organization had any changes to key staff or positions in the past 12 months?

Yes.

If yes, explain.

The President of the Board of Directors position transitioned from Candace Sass to Lisa Tencer. Our program administrator has remained in her position during this transition as well as the majority of the Board of Directors.

2. Has your organization had any changes to *business systems in the past 12 months?

No.

If yes, please explain.

**A business system is a documented procedure that outlines how to do something in your organization to achieve your business goals.*

3. Does your organization have policies and procedures for the following items?

Procurement	No
Drug Free Workplace	Yes
Conflicts of Interest	Yes
Financial Management	Yes
Property/Equipment Management Disposition	Yes
Retention of Records of Policy	Yes
Civil Rights/Equal Opportunity/ Fair Housing	No

AUDIT REPORTS AND MONITORING

4. Did your organization expend \$750,000 or more in Federal grant funds in the previous fiscal year?

No

5. Has your organization had a Single Audit or other financial audit in the last 12 months?

Yes

6. Does your organization have an accounting system in place to segregate expenditures by funding source?

Yes

7. Does the accounting system produce a budget vs. expenditures report?

Yes

8. Does your organization maintain central files for grants, loans, or other types of financial assistance documentation and records?

Yes

- 9. Does your organization have a time and effort system that:**
- | | |
|---|-----|
| a) Records all time worked, including time not charged to awards? | Yes |
| b) Records employee time specifically by cost objective/activity? | Yes |
| c) Is signed off by the employee and a supervisor? | No |
| d) Complies with the established accounting policies of the organization? | Yes |

PERFORMANCE HISTORY

10. Is your organization presently debarred or suspended by a Federal, State, or Local Agency? No
If yes, please explain.
11. Has your agency received CDBG funding from the City of Kingsport in the past two fiscal years? Yes
12. Has your agency received other federal funds in the past two fiscal years? Yes
13. Has your organization been defunded or had a reduction in a grant, loan, or other type of financial assistance in the past 12 months? No
If yes, please explain.
14. Does your organization obtain prior written approval from a funding agency when:
a) The scope or objective of the program/project changes? Yes
b) A budget revision or adjustment is desired? Yes
15. Has your organization been subject to conditional approvals for a grant due to compliance issues? No

Project Narrative

Please review the questions listed below and provide brief but detailed and accurate information.

1. In no less than one paragraph, please clearly describe the project your organization is proposing.

Our project is to purchase groceries to prepare hot, nutritious home-delivered meals to qualifying residents in the greater Kingsport area Monday through Friday including holidays, at noon. We are requesting funding for the cost of approximately six days worth of groceries. Every meal that is delivered by Meals on Wheels (MOW) is prepared from scratch by a team of volunteer cooks working at either Waverly Road Presbyterian Church or First Presbyterian Church in Kingsport. The cooks begin their work around 8:30 a.m. and use groceries and supplies that have been purchased by MOW to prepare the food. Some cooks develop their own recipes and others rely upon recipes that have been developed by the organization. In general, each meal contains a protein, either two vegetables or a vegetable and a starch, fruit, bread, dessert and milk. The nutritional content of typical MOW menus has been assessed by a licensed dietician and found our meet our goal of providing recipients with one-third of the daily intake requirement as established by the FDA.

Once the meals are prepared, the food is placed into styrofoam trays and sorted according to delivery route. Some recipients require a sugar-free meal, others have food allergies that need to be accommodated. Meals on Wheels delivers to fourteen different routes within the Kingsport City limits, primarily to people living in zip codes 37660, 37664, 37665. Volunteer drivers deliver the meals directly to recipients' homes. At this time, we are continuing to deliver some meals to coolers that have been purchased by MOW and placed outside of a recipient's home. If the recipient prefers to answer the door, we have returned to delivering meals directly to the recipient.

In order to continue to meet our high standards of nutrition and provide our recipients with menu variety, we purchase food from several different sources. Recently, our food costs have skyrocketed and our ability to procure specific menu items has been hindered by supply chain issues. In addition, our grocery costs have increased even as the number of recipients that we serve has remained steady. We served over 300 unique individuals and provided over 53,000 meals each year since 2020.

2. Explain how this project is a new or expanded service.

As explained in the preceding paragraphs, MOW has been serving a consistent number of clients and incurring increased cost due to inflation. The funds that we request will enable MOW to meet the the needs of our recipients while covering the increased cost of groceries. While we are not seeking to expand our service at this time, the funds will permit MOW to continue to serve our clients with nutritious meals during this time of inflation.

3. Does your organization use an intake form to track client information and collect demographic data such as race, income level, disability, age, etc.? If yes, please attach one copy of your intake form. If no, how is demographical data is collected?

We do not track client demographics because the only requirement to obtaining meal service is to be recommended by a physician. Most people who obtain our services are generally lower-income and without financial and/or familial resources and need help to maintain their independence. Our clients are live primarily in lower-income areas of Kingsport.

4. What are your goals and measurable objectives for the project?

Our target is to provide an average of 207 meals per day over the course of a year. This average allows us to meet the needs of our community while allowing flexibility to provide more meals when demand is higher.

A second objective is that the nutritional value of a minimum of 95% of meals served meets 1/3 of the minimum Dietary Reference Intakes (DRI). It would be a mistake for MOW to compromise the nutritional quality of the meals provided in order to meet certain cost objectives. We will continue to offer a variety of menus that supply our recipients with the nutrition they need.

Finally, MOW strives to serve each person that receives a doctor's recommendation and qualifies for meal delivery. We measure the total number of recipients served and seek to serve no fewer than 320 unique individuals in 2023.

Certifications Required of All Recipients of CDBG Funding

Every person or agency awarded a CDBG contract or grant by the City of Kingsport for the provision of services shall be required to certify to the City that they will comply with federal requirements including, but not limited to, those listed below. The person authorized to sign CDBG agreements should initial each certification listed to indicate you or your agency can and will comply with these requirements if funded.

Lobbying Activities -

Initial LET

Certify that no Federal appropriated funds have been paid or will be paid, by or on behalf of the agency, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

Minority Business Enterprise (MBE), Women's Business Enterprise (WBE), Small Business Contracting

Initial LET

Certify that it will comply with 24 CFR 85.369(E) to take all necessary affirmative steps to assure that minority firms, women business enterprises, and labor surplus area firms are used when possible. Further, certify that it will submit to City of Kingsport at the time of project completion a report of the MBE and WBE status of all subcontractors to be paid with CDBG funds with contracts of \$10,000 or greater, in a format that will be provided by the County.

Real Property

Initial LET

Certify that it will comply with real property standards (24 CFR 570.505) applicable to any property within the owner's control that is acquired or improved in whole or in part using CDBG funds in excess of \$25,000.

Religious Activities

Initial LET

Certify and agree that funds provided to the agency will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.

Section 3

Initial LET

Certify and agree to ensure compliance with Section 3, a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency. The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low or very-low income residents in connection with projects and activities in their neighborhoods.

Section 504 of the Rehabilitation Act of 1973:

Initial LET

Certify that it has read and understands all of its obligations under Section 504 to prohibit discrimination against persons with disabilities in the operation of programs receiving federal financial assistance.

Americans with Disabilities Act

Initial LET

Certify that this agency has reviewed its projects, programs, and services for compliance with all applicable regulations contained in Title II, Americans with Disabilities Act of 1990.

Audits

Initial LET

Agrees to have an annual audit conducted in accordance with current City of Kingsport policy regarding audits and 2 CFR 200.501, and shall comply with current City of Kingsport policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided through the grant.

Conflict of Interest

Initial LET

Certify and agree that no covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activity, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. A “covered person” includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the agency. (24 CFR 84.42, 24 CFR 570.611, and 2 CFR 200)

Civil Rights Act

Initial LET

Certify that it complies with and prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964.

Debarred/Suspended Contractor

Initial LET

Certify that, to the best of its knowledge and belief, that it and its principals will not knowingly enter into any subcontract with a person who is, or organization that is, debarred, suspended, proposed for debarment, or declared ineligible from award of contracts by any Federal agency. <https://www.sam.gov/SAM/pages/public/searchRecords/search.jsf>

Drug-Free Workplace

Initial LET

Certify that it will provide a drug-free workplace.

Financial Management

Initial LET

Accounting Standards:

Agrees to comply with 2 CFR 200 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

Cost Principles:

Shall administer its program in conformance with 2 CFR 200.500.

Procurement Policies:

Certify and agree to procure all materials, property, or services in accordance with the requirements of 24 CFR 84.40-48 and 2 CFR 200.

Designated Authorized Signatures

ORGANIZATION: Meals on Wheels of Kingsport

PROJECT: Purchase Groceries for Meals on Wheels of Kingsport

AUTHORIZED OFFICIAL TO SIGN CDBG AGREEMENTS, PROGRAM REPORTS, AND PAY REQUESTS:	
NAME/TITLE (Print):	<u>Lisa Tencer / President of the Board of Directors for Meals on Wheels of Kingsport</u>
SIGNATURE:	<u></u>

Certification

To the best of my knowledge, I certify that the information in this application is true and correct.

I, also acknowledge that any information contained in this application, which is found at any time to be deliberately falsified, will necessarily trigger certain consequences as follows:

- (1) If falsified information is discovered during application process, then further consideration of the application will cease immediately;
- (2) If falsified information is discovered during program year of approved funding, then all or part of program funds spent year-to-date will be repaid to the City of Kingsport.

Agency/Organization Director:

Print Name: We don't have a director. **Title:** _____

Signature: _____ **Date:** _____

Non-Profit Board Chairman:

Print Name: Lisa Tencer **Title:** _____
President of the Board of Directors for Meals on Wheels of Kingsport

Signature: *Lisa Tencer* **Date:** 10/25/23

CDBG Application Checklist

Applicants should attach the following documentation:

- Detailed project budget
- List of Board of Directors
- Organizational chart
- List of Program and/or key Volunteer Staff; provide a description of role in organization and past work experience
- Official documentation attesting to your non-profit status (if applicable)
- Your organization's most recently approved budget for program year 2023-2024

Optional:

- List any letters of support or additional documentation supplied

If funded, applicants will be asked to provide additional information including but not limited to the following:

- Copy of your organization's Articles of Incorporation and Bylaws
- Your organization's most recent audit (if it has one)
- Your organization's most recent 990 (if applicable)
- Your organization's most current financial statements

Meals on Wheels of Kingsport CDBG 2023-24 Budget

	Average 2023 grocery cost per meal (through August)	Average 2023 meals per day (through August)	Weekdays per month	Grocery expense per month
January 2024	\$3.15	213	23	\$15431.85
February 2024	\$3.15	213	21	\$14089.95
March 2024	\$3.15	213	21	\$14089.95
April 2024	\$3.15	213	22	\$14760.90
May 2024	\$3.15	213	23	\$15431.85
June 2024	\$3.15	213	20	\$13419.00

Meals on Wheels of Kingsport, Inc.

2023 Officers and Directors

Officers:		Address and email	ZIP	Phone (423)
President	Lisa Tencer	1209 Sussex Dr, Kpt lisaetencer@gmail.com	37660	276-0860
Vice-President	Jeff Beverly	5024 Dublin Rd, Kpt jkbeverly@charter.net	37664	742-0551
Secretary	Kristi Ponder	245 Park Ridge Court, Kpt Ksponder65@gmail.com	37664	292-8300 (C)
Treasurer	Marty Polson	116 Willow Creek, Surgoinville mpolson@ecu.org	37873	579-2364 (C) 578-7592 (W)

Board of Directors:

Class of '23	Rives Deaton (2 nd)	4913 Preston Park, Kpt Rbdeaton@yahoo.com	37664	276-920-7090
	David Hafele	3604 Saxon Rd, Kpt david.hafele@charter.net	37660	245-4446 (H) 389-6747 (C)
	Lisa Tencer	1209 Sussex Dr, Kpt lisaetencer@gmail.com	37660	276-0860
	Don Donnellan	1504 Watauga St, Kpt dondonnellan@hotmail.com	37664	765-6635
	Mandy Bailey	mandybailey06@gmail.com		423-737-3573
	Eric Kniedler	1021 Winchester Ln, Kpt emkniedler@gmail.com	37660	423-967-2289

Class of '24	Jon Peters (2 nd)	2125 Southcote Dr. Kpt jonrpeters@embarqmail.com	37660	288-4065 (H) 276-2218 (C)
	Marty Polson (2 nd)	116 Willow Creek Surgoinville mpolson@ecu.org	37873	579-2364 (C) 578-7592 (W)

	April White (2 nd)	5417 Canova Court, Kpt awhite@eastman.com awarwhite@yahoo.com	37664	246-7981 (H) 229-5192 (W)
	Charlie Foster	1932 Lamont St., Kpt charlesfost@gmail.com	37664	956-9847
	Kristi Ponder (2 nd)	245 Park Ridge Court, Kpt Ksponder65@gmail.com	37664	292-8300 (C)
	Jeff Beverly	5024 Dublin Rd, Kpt jkbeverly@charter.net	37664	742-0551

Class of '25	Lynette Reese	1660 Pineola Ave, Kingsport Reeselynette5@gmail.com	37664	292-7570
	Anne Elpers	2617 Halifax Dr, Kpt Anne.elpers@charter.net	37660	292-4157
	Carol Garland	1020 Sheringham Ct, Kpt wacgarland@chartertn.net	37660	423-378-5464
	Cynthia Lewis	1105 Watauga St., Kpt Cynthialewis75@gmail.com	37660	513-293-8137
	Mandie Metzger	1004 Stagshaw Lane, Kpt Ametzger621@gmail.com	37660	378-6849 (H) 612-0223 (C)
	Beth Witt	1405 Belmeade Place, Kpt bethwitt@charter.net	37664	384-9050

Serving in an off-board capacity:				
Dave Lunceford	1065 Wellington Blvd, Kpt. davejune@charter.net	37660	921-4843 (C) 392-4982 (H)	
Scott Cleek	tecleek@gmail.com		335-1108	
Eliza Harmon	1301 Linville Street Kpt. harmon@chartertn.net	37660	245-8687 (H) 612-8687 (C)	

Candace Sass	430 Harding Road, Kpt. Candacesass14@gmail.com	37663	677-3946
David Reames	515 Woodridge Circle, Kpt reamesdc@gmail.com	37663	292-1450 (C) 239-5524 (H)

(2nd indicates second consecutive 3-year term)

Meals On Wheels Board Committees 2023

	Fundraising	Public Relations	Cooking	Delivery	Equipment	Finance	Nominating	Recipients	Volunteer	Officer
Mandy Bailey	X						X			
Jeff Beverly	X			Chair				X		VP
Rives Deaton			X	X						
Don Donnellan		X					X			
Anne Elpers			X						X	
Charlie Foster					X			Chair		
Carol Garland							Chair	X		
David Hafele					Chair					
Eric Kniedler			Chair						X	
Cynthia Lewis	Chair	X								
Mandie Metzger				X			X			
Jon Peters		X							Chair	
Marty Polson					X	Chair				Treasurer
Kristi Ponder		X				X				Secretary
Lynette Reese			X		X					
Lisa Tencer	X					X	X			President
April White		Chair					X			
Beth Witt				X					X	
* Procedures and Processes committee has been made inactive until needed again.										

Meals on Wheels Committee Responsibilities 2023

Cooking Committee: This Committee oversees/represents issues regarding cooks at Waverly Road and 1st Presbyterian Church kitchens (volunteer needs, training, schedules, communications, supplies, menu issues etc.)

Delivery Committee: Oversees/represents the issues regarding drivers (volunteer needs, delivery routes, route delivery times etc.) and works closely with the Recipients Committee to maximize the number of recipients served.

Equipment Committee: Oversees the maintenance and repair of Meals on Wheels refrigeration and freezer equipment, and when necessary purchases new equipment.

Finance Committee: Oversees the overall financial aspects of Meals on Wheels including budget preparation, financial reporting, state application renewals, and overall money management. Prepares and submits all applications and reports to United Way, FEMA and other grant or funding organizations.

Nominating Committee: Develops a list of appropriate candidates to serve as Directors and officers whether for full or partial terms resulting from vacancies.

Communications Committee: Initiates or assists in communication efforts (newsletters, TV spots, brochures, Facebook information etc.) of Meals on Wheels operations. Develops and presents informational presentations about Meals on Wheels for the purpose of soliciting volunteers, or funding or for greater community awareness of Meals on Wheels activities.

Recipients Committee: Oversees activities concerning recipients including waiting list reviews and status, contacts with recipients regarding "hold status" etc. The Committee works with Brenda Overbey and the Delivery Committee to process appropriate revisions on a monthly basis.

Volunteer Committee: Oversees all activities with regard to the recruitment and training of volunteers. The committee is also tasked with the retention of volunteers through recognition of efforts. They work with head cooks and driver coordinators to ensure all gaps are filled.

Fundraising Committee: Manages the fund-raising letter campaign, oversees the car show, and other fundraising activities.

Other committee(s) currently inactive: *Procedures and Processes Committee: Develops and maintains a record of processes that are critical to managing the operations of Meals on Wheels to allow smooth transition for important roles. Oversees the recommendations for modification, when appropriate, of the by-laws or other documents for Board operations.*

Brenda Overbey, Meals on Wheels of Kingsport Program Administrator

Work History

- 1978 – 2005 Worked for 27 years at Tri-City Christian Schools as Administrative Assistant, secretary to the Principal and Admissions Director.
- 2005 -2017 United Way of Greater Kingsport Office Administrator
- 2017 – present Meals on Wheels of Kingsport Program Administrator

Job Duties for Program Administrator, Meals on Wheels of Kingsport

The only paid staff position for Meals on Wheel of Kingsport is that of program administrator. It is a crucial role that requires an individual to possess excellent people skills, tact and discretion. The program administrator works with clients and their families, physicians, nurses, volunteers and board members for the good of the organization. The administrator will:

- Handle all inquiries about Meals on Wheels of Kingsport, from recipients, physicians and the media
- Receive bills and routes to the treasurer and bookkeeper
- Record all donations including PayPal donations, acknowledges donations.
- Receive application approval/denial from physicians' offices. Handle confidential information appropriately.
- Interface with clients, board members and volunteers
- Keep appropriate board committees apprised of concerns and issues as they arise
- Update route sheets, driver and cook schedules monthly as needed. Update master boards monthly or more often as illnesses occur
- Keep organization measures up to date
- Make presentations about Meals on Wheels as requested to civic clubs, churches and other organizations

The program administrator will work 18 hours per week, Monday through Friday.

Volunteer Driver Coordinator Job Description (One for each kitchen)

Experience preferred: - as a driver delivering meals out of specific kitchen
- as a lead driver (optional)

Responsibility: - Insure that a permanent driver is assigned to each route every weekday

- assign new drivers as needed
- assign lead drivers as needed
- explain driver responsibilities in detail to new volunteers
- train new drivers and lead drivers
- assist drivers in finding subs
- communicate with lead drivers / drivers as needed
- willingness to help deliver meals as needed

Time required: - average 1-2 hours per week (does not include delivering)
There are weeks when no time is required if there are no new driver needs.

Volunteer Meals on Wheels Cook Coordinator Responsibilities

(One for each kitchen)

Manage the MOW kitchen

1. Organize and maintain the pantry, freezer and refrigerator; rotate stock as needed.
2. Coordinate Frontier Industry volunteers who put away the PFG food delivery; make sure empty rows are available before they arrive. Weekly on Wednesday.
3. Provide supplies such as menu calendars, pencils, Sharpie markers, paper clips, tape, razor knives, etc. as needed. Submit receipts for reimbursement as appropriate.
4. Obtain food and supplies items to the kitchen not available through PFG (from Walmart, Food City) as needed. Submit receipts for reimbursement as appropriate.
5. Monitor need for additional daily menu sheets and refrigerator/freezer temperature log sheets.
6. Put new route sheets (supplied by Brenda Overbey) on the 'route board' at the end of each month; mark/color code no milk, no dessert, and other restrictions. Discard left over route sheets from ending month. Done once a month.
7. Arrange for return of dented cans to PFG for credit once a month

Act as the contact person for cooking teams

1. Maintain a current list of cook teams and their contact information.
2. Maintain and distribute the substitute cooks list for cooks.
3. Communicate any news, reminders, helpful hints, MOW or host Church policies changes, etc. to cook teams via email and/or phone calls.
4. Post notices and important information such as cook team calendar and cook team contact information, Health Dept regulation info, etc. in the kitchen
5. Make sure system in place to train new cooking volunteers, usually lead cooks take care of this.
6. Inform cook teams of any changes to stocked items in the pantry

Act as Liaison between the cooking committee and the cooking volunteers as needed

1. Identify and report any issues or concerns regarding the kitchen and cooking teams
2. Communicate with the MOW Volunteer committee regarding open cook team volunteer positions
3. Communicate with the Equipment committee regarding large equipment to be purchased or repaired
4. Provide copies of menus for evaluation by MOW Board nutritionist if requested

Act as liaison to host Church and the cooking teams

1. Identify days when Church and/or daycare will be closed and a key and alarm code will be needed to enter the building
2. Determine suitable projects and appropriate days for United Way Day of Caring to clean kitchens in June and provide list of tasks to be completed
3. Work with Church secretary, Church custodians and Church daycare director to maintain a strong partnership.

Important

Address any reply to: P. O. Box 632, Atlanta, Georgia 30301

Department of the Treasury

District Director
Internal Revenue Service

Date: DEC 1 1976

In reply refer to:

EP/EO 7201:JCB:30212

▷ Meals on Wheels of Kingsport,
Incorporated
c/o Mrs. Carolyn Frazier
221 Brookfield Drive
Kingsport, Tenn. 37663

Gentlemen;

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

~~We have further determined you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 170(b)(1)(A)(vi) and 509(a)(1).~~

You are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. You are not liable for the taxes imposed under the Federal Unemployment Tax Act, (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If your purposes, character, or method of operation is changed, please let us know so we can consider the effect of the change on your exempt status. Also, you should inform us of all changes in your name or address.

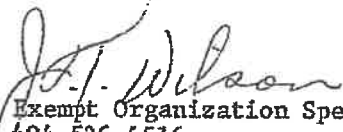
If your gross receipts each year are normally more than \$5,000, you are required to file Form 990, Return of Organization Exempt From Income Tax, by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, for failure to file a return on time.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Please keep this determination letter in your permanent records.

Sincerely yours,


Exempt Organization Specialist
404-526-4516

This determination letter modifies our letter of June 10, 1976 holding you exempt under section 501(c)(3) to the extent that it is inconsistent with this letter.

Meals on Wheels Financial Report [Prepared Based on Statements Provided by Financial Institutions]						
As of 8/31/2023						
Income:	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Actual 2023	2023 Budget
					Totals	
United Way Allocation	\$ 30,424.97	\$ 31,085.01	\$ 20,352.66		\$ 81,862.64	\$ 122,423.00
Recipients					\$ -	\$ -
Fundraising					\$ -	\$ 15,000.00
Direct Donations / Memorials	\$ 13,223.04	\$ 11,414.88	\$ 13,987.76		\$ 38,625.68	\$ 30,000.00
Milk Reimbursement					\$ -	\$ -
Interest	\$ 2,068.96	\$ 1,410.52	\$ 2,246.95		\$ 5,726.43	\$ 7,400.00
Grant/ Awards		\$ 2,500.00			\$ 2,500.00	\$ 1,100.00
Transfers from Endowment					\$ -	\$ -
Misc. Income (Amazon/ Paypal)	\$ 3,136.60	\$ 2,130.61	\$ 634.59		\$ 5,901.80	\$ 4,500.00
Refund - Phone					\$ -	
Total	\$ 48,853.57	\$ 48,541.02	\$ 37,221.96	\$ -	\$ 134,616.55	\$ 180,423.00
Expenses:	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Actual 2023	2023 Budget
					Totals	
Groceries	\$ 41,027.21	\$ 47,896.03	\$ 28,011.95		\$ 116,935.19	\$ 206,500.00
Milk for Other Orgs.					\$ -	\$ -
Cleaning	\$ 225.00	\$ 225.00	\$ 150.00		\$ 600.00	\$ 900.00
TN Licenses and Fees		\$ 420.00			\$ 420.00	\$ 750.00
Equipment / Maintenance			\$ 437.55		\$ 437.55	\$ 3,500.00
Office Expenses	\$ 175.15	\$ 175.08	\$ 321.30		\$ 671.53	\$ 1,200.00
Postage and Printing		\$ 97.00			\$ 97.00	\$ 400.00
Insurance	\$ 969.00	\$ 529.00			\$ 1,498.00	\$ 1,575.00
Miscellaneous			\$ 1,078.93		\$ 1,078.93	\$ 750.00
Fundraising/ T-Shirts					\$ -	\$ -
Quickbooks - Accounting Software					\$ -	
Payroll Expenditures	\$ 1,807.10	\$ 3,162.43	\$ 1,807.08		\$ 6,776.61	\$ 11,500.00
Payroll Processing Fee	\$ 1,735.46	\$ 874.89	\$ 499.96		\$ 3,110.31	\$ 3,000.00
Audit Fee/ Legal Fees	\$ 1,930.59				\$ 1,930.59	\$ 2,000.00
Total	\$ 47,869.51	\$ 53,379.43	\$ 32,306.77	\$ -	\$ 133,555.71	\$ 232,075.00
Net Receipts	\$ 984.06	\$ (4,838.41)	\$ 4,915.19	\$ -	\$ 1,060.84	\$ (51,652.00)
Meals Provided In Quarter	13,827	14,119	9,193		37,139	
Grocery Cost Per Meal	\$ 2.97	\$ 3.39	\$ 3.05	\$ -	\$ 3.15	
Average Meals Per Day in Quarter	213	217	209	0	639	
Meal Cost Through	8/31/23					
Meals Provided	37,139					
Cost Per Meal for Groceries	\$ 3.15	Grocery expense only				
Total Cost Per Meal	\$ 3.60	All expenses				
Days Meals Served	174					
Average Meals Per Day	213					

MEALS ON WHEELS OF KINGSPORT, INCORPORATED BY-LAWS

Revised: November 11, 2013

ARTICLE 1 - NAME

The name of the Corporation is: MEALS ON WHEELS OF KINGSPORT, INCORPORATED as chartered by the Secretary of State of the State of Tennessee.

ARTICLE II - PURPOSE

The purpose of the Corporation is to provide meals to isolated, incapacitated senior citizens or other disabled persons and to receive and disburse funds to be used for such purposes, including:

- (a) The determination of those persons eligible to receive meals;
- (b) The purchase, preparation and distribution of food to recipients within limitations set by the Corporation;
- (c) The recruitment of people to cook, deliver and assist as needed; and
- (d) The purchase or other provision for food, materials and equipment necessary to accomplish the purposes of the Corporation.

ARTICLE III - BOARD OF DIRECTORS

Section A. Composition, Election, Term. The Board of Directors shall be eighteen (18) in number. The Directors shall be classified with respect to the time for which they shall severally hold office, by dividing them into three (3) classes, each class to consist as nearly as possible, of one-third (1/3) of the number of Directors then constituting the entire Board. Directors shall be elected to serve for a term of three (3) years and may serve no longer than two (2) consecutive terms. The terms of each class of Directors shall be staggered, with the term of office for one class of Directors expiring in each year. For purposes of the consecutive term limitation, a partial term of eighteen (18) months or less does not constitute a term. Former Directors shall be eligible for reelection after a lapse of not less than one (1) year following the expiration of their last term. Each year, one class of Directors shall be elected by the Board of Directors at the meeting of the Board held in the last quarter of the year, those elected to be chosen from among those persons nominated by the Nominating Committee or by nomination from the floor. Those elected to the Board of Directors shall begin their term of service at the beginning of the fiscal year following their election. In the event that a vacancy arises on the Board, a replacement Director shall be elected at the next regularly scheduled meeting of the Board of Directors to fill the remaining portion of the term of the Director being replaced, the person elected to be chosen from among those persons nominated by the Nominating Committee or by nomination from the floor. Ex-officio members of the Board of Directors may be designated from time to time at the Board's discretion.

Section B. Duties. The policy, operation, and funding for the Corporation shall be controlled by the Board of Directors.

Section C. Meetings. The Board of Directors shall meet not less than four (4) times per year, on a quarterly basis. Special meetings may be called from time to time by the President or by any two (2) members of the Board. Written notice of each regularly scheduled meeting of the Board of Directors shall be given by providing the same by United States Mail or by electronic transmission at least seven (7) days in advance of the meeting; notice of special meetings of the Board of Directors may be made in accordance with the provision for notice of regular meetings or may be made by telephone not less than two (2) days before the meeting. In all events, the notice shall state the time and place of the meeting, and in the case of a special meeting, shall state in general terms the purpose or purposes thereof. A simple majority will constitute a quorum.

Section D. Attendance. The term of any Director who is absent from three (3) consecutive regular meetings of the Board of Directors, without notifying an officer of the Board, shall automatically terminate. The Secretary shall monitor and notify the President when absences occur. The President shall ascertain the adequacy of the reasons for absence and make recommendations to the Board of Directors in that connection including re-instatement as appropriate.

Section E. Action by Written Consent. Whenever the Board of Directors is entitled or required to take any action by a vote pursuant to these By-Laws, such action may be taken provided that each and every Director is contacted and agrees to sign a written statement setting forth the action so taken, and such statement is circulated to and signed by all Directors. For the purposes of this Section, an electronic signature will have the same force and effect as a signature by other means.

Section F. Indemnity. To the maximum extent permitted by the provisions of the Tennessee Business Corporation Act, as amended from time to time (provided, however, that if an amendment to such act limits or restricts in any way the indemnification rights permitted by law as of the date hereof, such amendment shall apply only to the extent mandated by law and only to activities of persons subject to indemnification under this paragraph which occur subsequent to the effective date of such amendment), the Corporation shall indemnify and advance expenses to any officer or director, his heirs, executors and administrators, for the defense of any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative and whether formal or informal, including counsel fees actually incurred as a result of such action, suit or proceeding or any appeal thereof, and against all fines, judgments, penalties and amounts paid in settlement thereof, provided that such proceeding or action be instituted by reason of the fact that such person is or was a member of the Corporation. Any repeal or modification of the provisions of this Section F directly or by the Corporation's adoption of an amendment to these By-Laws that is inconsistent with the provisions of this Section F, shall not adversely affect any right or

protection set forth herein existing in favor of a particular individual at the time of such repeal or modification.

Section G. No Personal Liability. No director of the Corporation shall have any personal liability to the Corporation for monetary damages for breach of fiduciary duty as a director. This provision does not eliminate or limit the liability of any director: (a) for any breach of the director's duty of loyalty to the corporation or its shareholders; (b) for acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law; or (c) under Tenn. Code Ann. § 48-18-302.

ARTICLE IV - OFFICERS

Section A. Election; Term. The officers of the Board of Directors shall consist of a President, Vice President, Secretary and Treasurer. The term of office for each officer shall be one (1) year. The President, Vice President and Secretary shall not be eligible to serve more than three (3) consecutive one (1) - year terms. The Treasurer shall be eligible to serve not more than six (6) consecutive terms. All officers shall be elected by the Board of Directors at a regularly scheduled meeting of the Board held in the last quarter of the fiscal year. Those elected shall be selected from among those nominated by the Nominating Committee or by nomination from the floor. Newly elected officers shall begin their term of service at the beginning of the fiscal year following their election. Vacancies may be filled for the unexpired portion of the term by action of the Board of Directors at any regularly scheduled meeting, those persons elected to be chosen from among those persons nominated by the Nominating Committee or by nomination from the floor.

Section B. Duties. The duties of the officer shall be those which the Board of Directors shall assign to them, but shall include the following:

- (1). The President shall have overall leadership responsibilities for the Corporation. He/She shall preside at all meetings of the Board of Directors, appoint committees, monitor the work of the committees and perform such other duties as designated in these By-Laws.
- (2). The Vice President shall preside in the absence of the President.
- (3). The Secretary shall keep minutes of the meetings of the Board of Directors, notify members in advance of regular and special meetings.
- (4). The Treasurer shall be responsible for keeping the financial books and records of the Corporation, providing printed financial statements at all meetings of the Board of Directors and arranging for an annual review or audit, based on United Way's requirements. The Treasurer shall direct the processing of all receipts and disbursements, and shall oversee the maintenance of bank accounts. The Treasurer shall also serve as the Chairperson of the Finance Committee.

ARTICLE V - COMMITTEES

Section A. Establishment. The President shall appoint the Chairperson of each Committee (other than the Finance Committee) and the members of all committees at the first meeting of the Board of Directors following the beginning of the Corporation's fiscal year. The President may serve as an ex-officio member of all committees and may participate in committee meetings. The work of each committee may be performed personally by its members, may be carried out by volunteers recruited to perform the work of the committee, or, with the approval of the Board of Directors, may be performed by paid staff.

Section B. The Board shall have the following standing Committees:

(1) Nominating Committee. The Nominating Committee shall nominate persons to serve as Directors and officers, whether for full terms or for partial terms resulting from vacancies. In making nominations, the Nominating Committee shall consider community leaders, volunteers in the Corporation and other interested, able persons.

(2) Finance Committee. The Finance Committee, chaired by the Treasurer, shall prepare the annual budget and make financial presentations to any group offering a present of potential source of funding. Prior to submitting any budget for the purpose of acquiring funding, the Finance Committee shall submit its proposed budget to the Board of Directors for approval.

(3) Public Relations Committee. The Public Relations Committee shall be responsible for publicizing the activity of the Corporation to the general public, preparing a general presentation for funding groups and providing for the on-going recruitment of volunteers.

(4) Recipients Committee. The Recipients Committee shall screen potential recipients based on criteria approved by the Board of Directors, shall see that eligible persons are served promptly and properly, shall maintain a waiting list, and shall periodically review the status of recipient eligibility.

(5) Cooking Committee. The Cooking Committee shall recruit, train and schedule cooks and be responsible for the operation of the kitchens.

(6) Delivery Committee. The Delivery Committee shall recruit, train and schedule drivers and, in close cooperation with the Recipients Committee, establish and revise delivery routes to maximize the number of recipients served.

(7) Inventory Committee. The Inventory Committee shall purchase food and other consumable items on behalf of the Corporation.

(8) Equipment Committee. The Equipment Committee shall determine equipment needs and recommend to the Board of Directors ways to fill them.

Section C. The foregoing listed Committees do not comprise an exclusive listing. The Board may from time to time establish such other committees as it deems appropriate and helpful.

ARTICLE VI - MISCELLANEOUS

Section A. Fiscal Year. The fiscal year of the Corporation shall begin on January 1 and shall end on December 31.

Section B. Fees. All meals shall be delivered to recipients free of charge, and no per meal fee will be established for payment. Those recipients who are able shall be encouraged to make regular financial contributions to the Corporation.

Section C. Employees. In the event that the Board of Directors authorizes the hiring of paid employees, the Board shall adopt specific job descriptions and personnel policies with respect to such employees.

Section D. Rules of Order. Robert's Rules of Order shall be followed in the conduct of the meetings of the Board of Directors unless in conflict with provisions of these By-Laws.

ARTICLE VII - BY-LAW AMENDMENT

The Board of Directors, by majority vote thereof, shall have the power to make, alter, amend or repeal the By-Laws of the Corporation at any regular or special meeting of the Board; provided that a description of or copy of any provision to be made, altered, amended or repealed is provided to each Director by United States Mail or electronic transmission not less than seven (7) days prior to the meeting at which the proposal is to be addressed.