



## GOVERNMENTAL GRANT CONTRACT

(cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)

|                                                                                                                                                                                               |                                   |                                                                                 |                                       |                     |                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------------------|---------------------------------------|---------------------|------------------------------------|
| <b>Begin Date</b><br>November 1, 2025                                                                                                                                                         | <b>End Date</b><br>March 31, 2027 | <b>Agency Tracking #</b><br>34401-99566-19                                      | <b>Edison ID</b><br>87339             |                     |                                    |
| <b>Grantee Legal Entity Name</b><br>City of Kingsport                                                                                                                                         |                                   |                                                                                 | <b>Edison Vendor ID</b><br>0000001562 |                     |                                    |
| <b>Subrecipient or Recipient</b><br><input type="checkbox"/> Subrecipient<br><input checked="" type="checkbox"/> Recipient                                                                    |                                   | <b>Assistance Listing Number</b><br><br><b>Grantee's fiscal year end 6/30</b>   |                                       |                     |                                    |
| <b>Service Caption</b> (one line only)<br>Senior Center Grant                                                                                                                                 |                                   |                                                                                 |                                       |                     |                                    |
| <b>Funding —</b>                                                                                                                                                                              |                                   |                                                                                 |                                       |                     |                                    |
| <b>FY</b>                                                                                                                                                                                     | <b>State</b>                      | <b>Federal</b>                                                                  | <b>Interdepartmental</b>              | <b>Other</b>        | <b>TOTAL Grant Contract Amount</b> |
| 2026                                                                                                                                                                                          | \$23,529.41                       |                                                                                 |                                       |                     | \$23,529.41                        |
| 2027                                                                                                                                                                                          | \$26,470.59                       |                                                                                 |                                       |                     | \$26,470.59                        |
|                                                                                                                                                                                               |                                   |                                                                                 |                                       |                     |                                    |
|                                                                                                                                                                                               |                                   |                                                                                 |                                       |                     |                                    |
|                                                                                                                                                                                               |                                   |                                                                                 |                                       |                     |                                    |
| <b>TOTAL:</b>                                                                                                                                                                                 | \$50,000.00                       |                                                                                 |                                       |                     | \$50,000.00                        |
| <b>Grantee Selection Process Summary</b>                                                                                                                                                      |                                   |                                                                                 |                                       |                     |                                    |
| <input checked="" type="checkbox"/> Competitive Selection                                                                                                                                     |                                   | This grantee was selected as per the predefined methodology in the approved DGA |                                       |                     |                                    |
| <input type="checkbox"/> Non-competitive Selection                                                                                                                                            |                                   |                                                                                 |                                       |                     |                                    |
| <b>Budget Officer Confirmation:</b> There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations. |                                   |                                                                                 |                                       | <b>CPO USE - GG</b> |                                    |
| <b>Andy T Kidd</b>                                                                                                                                                                            |                                   | Digitally signed by<br>Andy T Kidd<br>Date: 2025.10.01<br>15:28:26 -05'00'      |                                       |                     |                                    |
| <b>Speed Chart</b> (optional)                                                                                                                                                                 |                                   | <b>Account Code</b> (optional)                                                  |                                       |                     |                                    |

**GRANT CONTRACT  
BETWEEN THE STATE OF TENNESSEE,  
DEPARTMENT OF DISABILITY AND AGING  
AND  
CITY OF KINGSPORT**

This grant contract ("Grant Contract"), by and between the State of Tennessee, Department of Disability and Aging, hereinafter referred to as the "State" or the "Grantor State Agency" and Grantee City of Kingsport, hereinafter referred to as the "Grantee," is for the provision of the Senior Center Grant, as further defined in the "SCOPE OF SERVICES AND DELIVERABLES."

Grantee Edison Vendor ID # 0000001562

**A. SCOPE OF SERVICES AND DELIVERABLES:**

- A.1. The Grantee shall provide the scope of services and deliverables ("Scope") as required, described, and detailed in this Grant Contract.
- A.2. Purpose. Funding for this grant award was appropriated by the General Assembly for the sole purpose of making grants on a competitive basis to Senior Centers across the state of Tennessee.
- A.3. The Grantee shall use the grant funding for costs related to one or more of the categories listed below. If the Grantee is unsure if an expenditure is allowable, the Grantee shall request approval from the State.
  - a. Capital projects (building improvements, equipment, etc.);
  - b. Marketing
  - c. Programming/activities; and/or
  - d. Routine operating expenses.
- A.4. The Grantee shall not use the grant funding for any expenditure listed below. If the Grantee is unsure if an expenditure is allowable, the Grantee shall request approval from the State.
  - a. Alcohol;
  - b. Gift Cards; and
  - c. Salaries for staff that are on payroll.
- A.5. The Grantee shall submit mid-term and final reports, using a template provided by the State, by March 31, 2026, October 31, 2026, and April 30, 2027. The reports shall include the following information:
  - a. A list of items purchased;
  - b. Number of unduplicated people served;
  - c. Pictures of items, materials, programs, activities, etc. purchased using the grant funding; and
  - d. Testimonials from Senior Center members about how the funding impacted their participation at the senior center.
- A.6. Incorporation of Additional Documents. Each of the following documents is included as a part of this Grant Contract by reference or attachment. In the event of a discrepancy or ambiguity regarding the Grantee's duties, responsibilities, and performance hereunder, these items shall govern in order of precedence below.
  - a. this Grant Contract document with any attachments or exhibits (excluding the items listed at subsections b. and c., below);

- b. the State grant proposal solicitation as may be amended, if any; and
- c. the Grantee's proposal (Attachment B) incorporated to elaborate supplementary scope of services specifications.

**B. TERM OF CONTRACT:**

This Grant Contract shall be effective for the period beginning on November 1, 2025 ("Effective Date") and ending on March 31, 2027, ("Term"). The State shall have no obligation to the Grantee for fulfillment of the Scope outside the Term.

**C. PAYMENT TERMS AND CONDITIONS:**

- C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed Fifty Thousand Dollars (\$50,000.00) ("Maximum Liability"). The Grant Budget, attached and incorporated as Attachment A is the maximum amount due the Grantee under this Grant Contract. The Grant Budget line-items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Grantee.
- C.2. Compensation Firm. The Maximum Liability of the State is not subject to escalation for any reason unless amended. The Grant Budget amounts are firm for the duration of the Grant Contract and are not subject to escalation for any reason unless amended, except as provided in Section C.6.
- C.3. Payment Methodology. The Grantee shall be reimbursed for actual, reasonable, and necessary costs based upon the Grant Budget, not to exceed the Maximum Liability established in Section C.1. Upon progress toward the completion of the Scope, as described in Section A of this Grant Contract, the Grantee shall submit invoices prior to any reimbursement of allowable costs.
- C.4. Travel Compensation. Reimbursement to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified in the "State Comprehensive Travel Regulations," as they are amended from time to time, and shall be contingent upon and limited by the Grant Budget funding for said reimbursement.
- C.5. Invoice Requirements. The Grantee shall invoice the State no more often than monthly, with all necessary supporting documentation, and present such to:

DDA.Aging.IFR@tn.gov: or  
 Department of Disability and Aging  
 500 James Robertson Parkway  
 Davy Crockett Tower, 2nd Floor  
 Nashville, TN 37243

- a. Each invoice shall clearly and accurately detail all of the following required information (calculations must be extended and totaled correctly).
  - (1) Invoice/Reference Number (assigned by the Grantee).
  - (2) Invoice Date.
  - (3) Invoice Period (to which the reimbursement request is applicable).
  - (4) Grant Contract Number (assigned by the State).
  - (5) Grantor: Department of Disability and Aging, Senior Center Grants.
  - (6) Grantor Number (assigned by the Grantee to the above-referenced Grantor).
  - (7) Grantee Name.
  - (8) Grantee Tennessee Edison Registration ID Number Referenced in Preamble of this Grant Contract.

- (9) Grantee Remittance Address.
- (10) Grantee Contact for Invoice Questions (name, phone, or fax).
- (11) Itemization of Reimbursement Requested for the Invoice Period— it must detail, at minimum, all of the following:
  - i. The amount requested by Grant Budget line-item (including any travel expenditure reimbursement requested and for which documentation and receipts, as required by "State Comprehensive Travel Regulations," are attached to the invoice).
  - ii. The amount reimbursed by Grant Budget line-item to date.
  - iii. The total amount reimbursed under the Grant Contract to date.
  - iv. The total amount requested (all line-items) for the Invoice Period.

b. The Grantee understands and agrees to all of the following.

- (1) An invoice under this Grant Contract shall include only reimbursement requests for actual, reasonable, and necessary expenditures required in the delivery of service described by this Grant Contract and shall be subject to the Grant Budget and any other provision of this Grant Contract relating to allowable reimbursements.
- (2) An invoice under this Grant Contract shall not include any reimbursement request for future expenditures.
- (3) An invoice under this Grant Contract shall initiate the timeframe for reimbursement only when the State is in receipt of the invoice, and the invoice meets the minimum requirements of this section C.5.

C.6. Budget Line-items. Expenditures, reimbursements, and payments under this Grant Contract shall adhere to the Grant Budget. The Grantee may vary from a Grant Budget line-item amount by up to twenty percent (20%) of the line-item amount, provided that any increase is off-set by an equal reduction of other line-item amount(s) such that the net result of variances shall not increase the total Grant Contract amount detailed by the Grant Budget. Any increase in the Grant Budget, grand total amounts shall require an amendment of this Grant Contract.

C.7. Disbursement Reconciliation and Close Out. The Grantee shall submit any final invoice and a grant disbursement reconciliation report within sixty (60) days of the Grant Contract end date, in form and substance acceptable to the State.

- a. If total disbursements by the State pursuant to this Grant Contract exceed the amounts permitted by the section C, payment terms and conditions of this Grant Contract, the Grantee shall refund the difference to the State. The Grantee shall submit the refund with the final grant disbursement reconciliation report.
- b. The State shall not be responsible for the payment of any invoice submitted to the State after the grant disbursement reconciliation report. The State will not deem any Grantee costs submitted for reimbursement after the grant disbursement reconciliation report to be allowable and reimbursable by the State, and such invoices will NOT be paid.
- c. The Grantee's failure to provide a final grant disbursement reconciliation report to the State as required by this Grant Contract shall result in the Grantee being deemed ineligible for reimbursement under this Grant Contract, and the Grantee shall be required to refund any and all payments by the State pursuant to this Grant Contract.
- d. The Grantee must close out its accounting records at the end of the Term in such a way that reimbursable expenditures and revenue collections are NOT carried forward.

- C.8. Indirect Cost. Should the Grantee request reimbursement for indirect costs, the Grantee must submit to the State a copy of the indirect cost rate approved by the cognizant federal agency or the cognizant state agency, as applicable. The Grantee will be reimbursed for indirect costs in accordance with the approved indirect cost rate and amounts and limitations specified in the attached Grant Budget. Once the Grantee makes an election and treats a given cost as direct or indirect, it must apply that treatment consistently and may not change during the Term. Any changes in the approved indirect cost rate must have prior approval of the cognizant federal agency or the cognizant state agency, as applicable. If the indirect cost rate is provisional during the Term, once the rate becomes final, the Grantee agrees to remit any overpayment of funds to the State, and subject to the availability of funds the State agrees to remit any underpayment to the Grantee.
- C.9. Cost Allocation. If any part of the costs to be reimbursed under this Grant Contract are joint costs involving allocation to more than one program or activity, such costs shall be allocated and reported in accordance with the provisions of Central Procurement Office Policy Statement 2013-007 or any amendments or revisions made to this policy statement during the Term.
- C.10. Payment of Invoice. A payment by the State shall not prejudice the State's right to object to or question any reimbursement, invoice, or related matter. A payment by the State shall not be construed as acceptance of any part of the work or service provided or as approval of any amount as an allowable cost.
- C.11. Non-allowable Costs. Any amounts payable to the Grantee shall be subject to reduction for amounts included in any invoice or payment that are determined by the State, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs.
- C.12. State's Right to Set Off. The State reserves the right to set off or deduct from amounts that are or shall become due and payable to the Grantee under this Grant Contract or under any other agreement between the Grantee and the State of Tennessee under which the Grantee has a right to receive payment from the State.
- C.13. Prerequisite Documentation. The Grantee shall not invoice the State under this Grant Contract until the State has received the following, properly completed documentation.
- a. The Grantee shall complete, sign, and return to the State an "Authorization Agreement for Automatic Deposit (ACH Credits) Form" provided by the State. By doing so, the Grantee acknowledges and agrees that, once this form is received by the State, all payments to the Grantee under this or any other grant contract will be made by automated clearing house ("ACH").
  - b. The Grantee shall complete, sign, and return to the State the State-provided W-9 form. The taxpayer identification number on the W-9 form must be the same as the Grantee's Federal Employer Identification Number or Social Security Number referenced in the Grantee's Edison registration information.

#### **D. STANDARD TERMS AND CONDITIONS:**

- D.1. Required Approvals. The State is not bound by this Grant Contract until it is signed by the parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this Grant Contract, the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.2. Modification and Amendment. This Grant Contract may be modified only by a written amendment signed by all parties and approved by the officials who approved the Grant Contract and,

depending upon the specifics of the Grant Contract as amended, any additional officials required by Tennessee laws and regulations (the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).

- D.3. Termination for Convenience. The State may terminate this Grant Contract without cause for any reason. A termination for convenience shall not be a breach of this Grant Contract by the State. The State shall give the Grantee at least thirty (30) days written notice before the effective termination date. The Grantee shall be entitled to compensation for authorized expenditures and satisfactory services completed as of the termination date, but in no event shall the State be liable to the Grantee for compensation for any service that has not been rendered. The final decision as to the amount for which the State is liable shall be determined by the State. The Grantee shall not have any right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount for the State's exercise of its right to terminate for convenience.
- D.4. Termination for Cause. If the Grantee fails to properly perform its obligations under this Grant Contract, or if the Grantee violates any terms of this Grant Contract, the State shall have the right to immediately terminate this Grant Contract and withhold payments in excess of fair compensation for completed services. Notwithstanding the exercise of the State's right to terminate this Grant Contract for cause, the Grantee shall not be relieved of liability to the State for damages sustained by virtue of any breach of this Grant Contract by the Grantee.
- D.5. Subcontracting. The Grantee shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of the State. If such subcontracts are approved by the State, each shall contain, at a minimum, sections of this Grant Contract pertaining to "Conflicts of Interest," "Lobbying," "Nondiscrimination," "Public Accountability," "Public Notice," and "Records" (as identified by the section headings). Notwithstanding any use of approved subcontractors, the Grantee shall remain responsible for all work performed.
- D.6. Conflicts of Interest. The Grantee warrants that no part of the total Grant Contract Amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.
- D.7. Lobbying. The Grantee certifies, to the best of its knowledge and belief, that:
- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an 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.
  - b. If any funds other than federally appropriated funds have been paid or will be paid 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 this contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
  - c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and

contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352.

- D.8. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this Grant Contract shall be in writing and shall be made by certified, first class mail, return receipt requested and postage prepaid, by overnight courier service with an asset tracking system, or by email or facsimile transmission with recipient confirmation. All communications, regardless of method of transmission, shall be addressed to the respective party as set out below:

The State:

Sidney Enss, Director of Volunteer Engagement & Senior Center Liaison  
Department of Disability and Aging  
500 James Robertson Parkway  
Davy Crockett Tower, 2nd Floor  
Nashville, TN 37243  
Sidney.Enss@tn.gov  
Telephone # 615-741-1585

The Grantee:

Paul Montgomery, Mayor  
City of Kingsport  
1200 East Center Street  
Kingsport, TN 37660  
PaulMontgomery@kingsporttn.gov  
Telephone # 423-229-9412

A change to the above contact information requires written notice to the person designated by the other party to receive notice.

All instructions, notices, consents, demands, or other communications shall be considered effectively given upon receipt or recipient confirmation as may be required.

- D.9. Subject to Funds Availability. This Grant Contract is subject to the appropriation and availability of State or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate this Grant Contract upon written notice to the Grantee. The State's right to terminate this Grant Contract due to lack of funds is not a breach of this Grant Contract by the State. Upon receipt of the written notice, the Grantee shall cease all work associated with the Grant Contract. Should such an event occur, the Grantee shall be entitled to compensation for all satisfactory and authorized services completed as of the termination date. Upon such termination, the Grantee shall have no right to recover from the State any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
- D.10. Nondiscrimination. 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 nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

D.11. HIPAA Compliance. As applicable, the State and the Grantee shall comply with obligations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Health Information Technology for Economic and Clinical Health Act (HITECH) and any other relevant laws and regulations regarding privacy (collectively the "Privacy Rules"). The obligations set forth in this Section shall survive the termination of this Grant Contract.

- a. The Grantee warrants to the State that it is familiar with the requirements of the Privacy Rules and will comply with all applicable HIPAA requirements in the course of this Grant Contract.
- b. The Grantee warrants that it will cooperate with the State, including cooperation and coordination with State privacy officials and other compliance officers required by the Privacy Rules, in the course of performance of this Grant Contract so that both parties will be in compliance with the Privacy Rules.
- c. The State and the Grantee will sign documents, including but not limited to business associate agreements, as required by the Privacy Rules and that are reasonably necessary to keep the State and the Grantee in compliance with the Privacy Rules. This provision shall not apply if information received by the State under this Grant Contract is NOT "protected health information" as defined by the Privacy Rules, or if the Privacy Rules permit the State to receive such information without entering into a business associate agreement or signing another such document.

D.12. Public Accountability. If the Grantee is subject to Tenn. Code Ann. § 8-4-401 *et seq.*, or if this Grant Contract involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of services may present grievances about the operation of the service program. The Grantee shall also display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a sign at least eleven inches (11") in height and seventeen inches (17") in width stating:

NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454.

The sign shall be on the form prescribed by the Comptroller of the Treasury. The Grantor State Agency shall obtain copies of the sign from the Comptroller of the Treasury, and upon request from the Grantee, provide Grantee with any necessary signs.

D.13. Public Notice. All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Grantee in relation to this Grant Contract shall include the statement, "This project is funded under a grant contract with the State of Tennessee." All notices by the Grantee in relation to this Grant Contract shall be approved by the State.

D.14. Licensure. The Grantee, its employees, and any approved subcontractor shall be licensed pursuant to all applicable federal, state, and local laws, ordinances, rules, and regulations and shall upon request provide proof of all licenses.

- D.15. Records. The Grantee and any approved subcontractor shall maintain documentation for all charges under this Grant Contract. The books, records, and documents of the Grantee and any approved subcontractor, insofar as they relate to work performed or money received under this Grant Contract, shall be maintained in accordance with applicable Tennessee law. In no case shall the records be maintained for a period of less than five (5) full years from the date of the final payment. The Grantee's records shall be subject to audit at any reasonable time and upon reasonable notice by the Grantor State Agency, the Comptroller of the Treasury, or their duly appointed representatives.

The records shall be maintained in accordance with Governmental Accounting Standards Board (GASB) Accounting Standards or the Financial Accounting Standards Board (FASB) Accounting Standards Codification, as applicable, and any related AICPA Industry Audit and Accounting guides.

In addition, documentation of grant applications, budgets, reports, awards, and expenditures will be maintained in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

Grant expenditures shall be made in accordance with local government purchasing policies and procedures and purchasing procedures for local governments authorized under state law.

The Grantee shall also comply with any recordkeeping and reporting requirements prescribed by the Tennessee Comptroller of the Treasury.

The Grantee shall establish a system of internal controls that utilize the COSO Internal Control - Integrated Framework model as the basic foundation for the internal control system. The Grantee shall incorporate any additional Comptroller of the Treasury directives into its internal control system.

Any other required records or reports which are not contemplated in the above standards shall follow the format designated by the head of the Grantor State Agency, the Central Procurement Office, or the Commissioner of Finance and Administration of the State of Tennessee.

- D.16. Monitoring. The Grantee's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the State, the Comptroller of the Treasury, or their duly appointed representatives.
- D.17. Progress Reports. The Grantee shall submit brief, periodic, progress reports to the State as requested.
- D.18. Annual and Final Reports. The Grantee shall submit, within three (3) months of the conclusion of each year of the Term, an annual report. For grant contracts with a term of less than one (1) year, the Grantee shall submit a final report within three (3) months of the conclusion of the Term. For grant contracts with multiyear terms, the final report will take the place of the annual report for the final year of the Term. The Grantee shall submit annual and final reports to the Grantor State Agency. At minimum, annual and final reports shall include: (a) the Grantee's name; (b) the Grant Contract's Edison identification number, Term, and total amount; (c) a narrative section that describes the program's goals, outcomes, successes and setbacks, whether the Grantee used benchmarks or indicators to determine progress, and whether any proposed activities were not completed; and (d) other relevant details requested by the Grantor State Agency. Annual and final report documents to be completed by the Grantee shall appear on the Grantor State Agency's website or as an attachment to the Grant Contract.
- D.19. Audit Report. The Grantee shall be audited in accordance with applicable Tennessee law. At least ninety (90) days before the end of its fiscal year, the Grantee shall complete the Information for Audit Purposes ("IAP") form online (accessible through the Edison Supplier portal) to notify the State whether or not Grantee is subject to an audit. The Grantee should submit only one, completed form online during the Grantee's fiscal year. Immediately after the fiscal year has

ended, the Grantee shall fill out the End of Fiscal Year ("EOFY") (accessible through the Edison Supplier portal).

When a federal single audit is required, the audit shall be performed in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

A copy of the audit report shall be provided to the Comptroller by the licensed, independent public accountant. Audit reports shall be made available to the public.

- D.20. Procurement. If other terms of this Grant Contract allow reimbursement for the cost of goods, materials, supplies, equipment, or contracted services, such procurement shall be made on a competitive basis, including the use of competitive bidding procedures, where practical. The Grantee shall maintain documentation for the basis of each procurement for which reimbursement is paid pursuant to this Grant Contract. In each instance where it is determined that use of a competitive procurement method is not practical, supporting documentation shall include a written justification for the decision and for use of a non-competitive procurement. If the Grantee is a subrecipient, the Grantee shall comply with 2 C.F.R. §§ 200.317—200.327 when procuring property and services under a federal award.

The Grantee shall obtain prior approval from the State before purchasing any equipment under this Grant Contract.

For purposes of this Grant Contract, the term "equipment" shall include any article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds ten thousand dollars (\$10,000.00).

- D.21. Strict Performance. Failure by any party to this Grant Contract to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this Grant Contract is not a waiver or relinquishment of any term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment signed by the parties.
- D.22. Independent Contractor. The parties shall not act as employees, partners, joint venturers, or associates of one another in the performance of this Grant Contract. The parties acknowledge that they are independent contracting entities and that nothing in this Grant Contract shall be construed to create a principal/agent relationship or to allow either to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.
- D.23. Limitation of State's Liability. The State shall have no liability except as specifically provided in this Grant Contract. In no event will the State be liable to the Grantee or any other party for any lost revenues, lost profits, loss of business, loss of grant funding, decrease in the value of any securities or cash position, time, money, goodwill, or any indirect, special, incidental, punitive, exemplary or consequential damages of any nature, whether based on warranty, contract, statute, regulation, tort (including but not limited to negligence), or any other legal theory that may arise under this Grant Contract or otherwise. The State's total liability under this Grant Contract (including any exhibits, schedules, amendments or other attachments to the Contract) or otherwise shall under no circumstances exceed the Maximum Liability originally established in Section C.1 of this Grant Contract. This limitation of liability is cumulative and not per incident.
- D.24. Force Majeure. "Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party except to the extent that the non-performing party is at fault in failing to prevent or causing the default or delay, and provided that the default

or delay cannot reasonably be circumvented by the non-performing party through the use of alternate sources, workaround plans or other means. A strike, lockout or labor dispute shall not excuse either party from its obligations under this Grant Contract. Except as set forth in this Section, any failure or delay by a party in the performance of its obligations under this Grant Contract arising from a Force Majeure Event is not a default under this Grant Contract or grounds for termination. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. The occurrence of a Force Majeure Event affecting Grantee's representatives, suppliers, subcontractors, customers or business apart from this Grant Contract is not a Force Majeure Event under this Grant Contract. Grantee will promptly notify the State of any delay caused by a Force Majeure Event (to be confirmed in a written notice to the State within one (1) day of the inception of the delay) that a Force Majeure Event has occurred, and will describe in reasonable detail the nature of the Force Majeure Event. If any Force Majeure Event results in a delay in Grantee's performance longer than forty-eight (48) hours, the State may, upon notice to Grantee: (a) cease payment of the fees until Grantee resumes performance of the affected obligations; or (b) immediately terminate this Grant Contract or any purchase order, in whole or in part, without further payment except for fees then due and payable. Grantee will not increase its charges under this Grant Contract or charge the State any fees other than those provided for in this Grant Contract as the result of a Force Majeure Event.

- D.25. Tennessee Department of Revenue Registration. The Grantee shall comply with all applicable registration requirements contained in Tenn. Code Ann. §§ 67-6-601 – 608. Compliance with applicable registration requirements is a material requirement of this Grant Contract.
- D.26. Charges to Service Recipients Prohibited. The Grantee shall not collect any amount in the form of fees or reimbursements from the recipients of any service provided pursuant to this Grant Contract.
- D.27. No Acquisition of Equipment or Motor Vehicles. This Grant Contract does not involve the acquisition and disposition of equipment or motor vehicles acquired with funds provided under this Grant Contract.
- D.28. State and Federal Compliance. The Grantee shall comply with all applicable state and federal laws and regulations in the performance of this Grant Contract. The U.S. Office of Management and Budget's Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards is available here: [http://www.ecfr.gov/cgi-bin/text-idx?SID=c6b2f053952359ba94470ad3a7c1a975&tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?SID=c6b2f053952359ba94470ad3a7c1a975&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)
- D.29. Governing Law. This Grant Contract shall be governed by and construed in accordance with the laws of the State of Tennessee, without regard to its conflict or choice of law rules. The Grantee agrees that it will be subject to the exclusive jurisdiction of the courts of the State of Tennessee in actions that may arise under this Grant Contract. The Grantee acknowledges and agrees that any rights or claims against the State of Tennessee or its employees hereunder, and any remedies arising there from, shall be subject to and limited to those rights and remedies, if any, available under Tenn. Code Ann. §§ 9-8-101 through 9-8-408.
- D.30. Completeness. This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions agreed to by the parties. This Grant Contract supersedes any and all prior understandings, representations, negotiations, or agreements between the parties, whether written or oral.
- D.31. Severability. If any terms and conditions of this Grant Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions shall not be affected and shall remain in full force and effect. To this end, the terms and conditions of this Grant Contract are declared severable.

- D.32. Headings. Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.
- D.33. Iran Divestment Act. The requirements of Tenn. Code Ann. § 12-12-101, *et seq.*, addressing contracting with persons as defined at Tenn. Code Ann. §12-12-103(5) that engage in investment activities in Iran, shall be a material provision of this Grant Contract. The Grantee certifies, under penalty of perjury, that to the best of its knowledge and belief that it is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.
- D.34. Debarment and Suspension. The Grantee certifies, to the best of its knowledge and belief, that it, its current and future principals, its current and future subcontractors and their principals:
- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency;
  - b. have not within a three (3) year period preceding this Grant Contract been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
  - c. are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in section b. of this certification; and
  - d. have not within a three (3) year period preceding this Grant Contract had one or more public transactions (federal, state, or local) terminated for cause or default.

The Grantee shall provide immediate written notice to the State if at any time it learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals or the principals of its subcontractors are excluded or disqualified, or presently fall under any of the prohibitions of sections a-d.

- D.35. Confidentiality of Records. Strict standards of confidentiality of records and information shall be maintained in accordance with the requirements of this Grant Contract and applicable state and federal law. All material, information, and data regardless of form, medium or method of communication, that the Grantee will have access to, acquire, or is provided to the Grantee by the State or acquired by the Grantee on behalf of the State shall be regarded as "Confidential Information." The State grants the Grantee a limited license to use the Confidential Information but only to perform its obligations under the Grant Contract. Nothing in this Section shall permit Grantee to disclose any Confidential Information, regardless of whether it has been disclosed or made available to the Grantee due to intentional or negligent actions or inactions of agents of the State or third parties. Confidential Information shall not be disclosed except as required under state or federal law or otherwise authorized in writing by the State. Grantee shall take all necessary steps to safeguard the confidentiality of such Confidential Information in conformance with the requirements of this Grant Contract and with applicable state and federal law.

As long as the Grantee maintains State Confidential Information, the obligations set forth in this Section shall survive the termination of this Grant Contract.

- D.36. State Sponsored Insurance Plan Enrollment. The Grantee warrants that it will not enroll or permit its employees, officials, or employees of contractors to enroll or participate in a state sponsored

health insurance plan through their employment, official, or contractual relationship with Grantee unless Grantee first demonstrates to the satisfaction of the Department of Finance and Administration that it and any contract entity satisfies the definition of a governmental or quasigovernmental entity as defined by federal law applicable to ERISA.

**E. SPECIAL TERMS AND CONDITIONS:**

- E.1. Conflicting Terms and Conditions. Should any of these special terms and conditions conflict with any other terms and conditions of this Grant Contract, the special terms and conditions shall be subordinate to the Grant Contract's other terms and conditions.

**IN WITNESS WHEREOF,**

**CITY OF KINGSPORT:**

---

**GRANTEE SIGNATURE**

---

**DATE**

---

**PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)**

**DEPARTMENT OF DISABILITY AND AGING**

---

**BRAD TURNER, COMMISSIONER**

---

**DATE**

## ATTACHMENT A

| GRANT BUDGET                                                                                               |                                                                                                             |                    |                       |                    |
|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|--------------------|-----------------------|--------------------|
| The Grant Budget line-item amounts below shall be applicable only to expense incurred during the following |                                                                                                             |                    |                       |                    |
| Applicable Period: BEGIN: November 1, 2025 END: March 31, 2027                                             |                                                                                                             |                    |                       |                    |
|                                                                                                            | EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup>                                                              | GRANT CONTRACT     | GRANTEE PARTICIPATION | TOTAL PROJECT      |
|                                                                                                            | Salaries, Benefits & Taxes                                                                                  | 0.00               | 0.00                  | 0.00               |
|                                                                                                            | Professional Fee, Grant & Award <sup>2</sup>                                                                | \$50,000.00        | 0.00                  | \$50,000.00        |
|                                                                                                            | Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications | 0.00               | 0.00                  | 0.00               |
|                                                                                                            | Travel, Conferences & Meetings                                                                              | 0.00               | 0.00                  | 0.00               |
|                                                                                                            | Interest <sup>2</sup>                                                                                       | 0.00               | 0.00                  | 0.00               |
|                                                                                                            | Insurance                                                                                                   | 0.00               | 0.00                  | 0.00               |
|                                                                                                            | Specific Assistance To Individuals                                                                          | 0.00               | 0.00                  | 0.00               |
|                                                                                                            | Depreciation <sup>2</sup>                                                                                   | 0.00               | 0.00                  | 0.00               |
|                                                                                                            | Other Non-Personnel <sup>2</sup>                                                                            | 0.00               | 0.00                  | 0.00               |
|                                                                                                            | Capital Purchase <sup>2</sup>                                                                               | 0.00               | 0.00                  | 0.00               |
|                                                                                                            | Indirect Cost                                                                                               | 0.00               | 0.00                  | 0.00               |
|                                                                                                            | In-Kind Expense                                                                                             | 0.00               | 0.00                  | 0.00               |
|                                                                                                            | <b>GRAND TOTAL</b>                                                                                          | <b>\$50,000.00</b> | <b>0.00</b>           | <b>\$50,000.00</b> |

<sup>1</sup> Each expense object line-item is defined by the U.S. OMB's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E Cost Principles (posted on the Internet at: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E>) and CPO Policy 2013-007 (posted online at <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-.html>).

<sup>2</sup> Applicable detail follows this page if line-item is funded.

**ATTACHMENT A | Page 2****GRANT BUDGET LINE-ITEM DETAIL:**

| <b>PROFESSIONAL FEE, GRANT &amp; AWARD</b>                                                                                                                                                   | <b>AMOUNT</b>      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Grant approved expenses related to one or more of the following categories: 1) capital projects; 2) outreach and education; 3) Programming/Activities; and/or 4) routine operating expenses. | \$50,000.00        |
| <b>TOTAL</b>                                                                                                                                                                                 | <b>\$50,000.00</b> |

|                  |                                                     |
|------------------|-----------------------------------------------------|
| Form Name:       | 2025 TN Senior Center Grant Request for Application |
| Submission Time: | July 21, 2025 10:46 am                              |
| Browser:         | Chrome 138.0.0.0 / Windows                          |
| IP Address:      | 75.131.54.162                                       |
| Unique ID:       | 1363893024                                          |
| Location:        | 35.5013, -85.0175                                   |

## Senior Center Information

**This year's grant is a cost-reimbursement grant only. I understand that if my senior center is selected as a grant recipient, we will be required to pay for all purchases up front and submit receipts of payment to be reimbursed.**

Yes

|                              |                         |
|------------------------------|-------------------------|
| <b>Name of Senior Center</b> | Kingsport Senior Center |
|------------------------------|-------------------------|

|                                                              |          |
|--------------------------------------------------------------|----------|
| <b>Amount of funding being requested (\$10,000-\$50,000)</b> | \$50,000 |
|--------------------------------------------------------------|----------|

|                                    |         |
|------------------------------------|---------|
| <b>Senior Center's Fiscal Year</b> | FY/2006 |
|------------------------------------|---------|

|                                                                                            |                                                                                  |
|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <b>Type of Entity (How the senior center is registered through the Secretary of State)</b> | City Government (the senior center is managed through city government processes) |
|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|

|                                       |                                                |
|---------------------------------------|------------------------------------------------|
| <b>Senior Center Physical Address</b> | 1200 East Center Street<br>Kingsport, TN 37660 |
|---------------------------------------|------------------------------------------------|

|                                         |          |
|-----------------------------------------|----------|
| <b>County of Senior Center Location</b> | Sullivan |
|-----------------------------------------|----------|

**Does your senior center provide a minimum of 16 hours a month of activities or services specifically targeted for adults 60 and over? (Proof of programming is required with your submission.)**

Yes

|                                            |                                                                                                                                   |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>Please upload proof of programming.</b> | <a href="https://www.formstack.com/admin/download/file/18271903938">https://www.formstack.com/admin/download/file/18271903938</a> |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|

## Contact Person Information

|                                                                                                                                 |                  |
|---------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>Senior Center Contact (This person will be the primary contact and receive all grant correspondence primarily via email)</b> | Shirley Buchanan |
|---------------------------------------------------------------------------------------------------------------------------------|------------------|

|                                            |         |
|--------------------------------------------|---------|
| <b>Title/Position at the Senior Center</b> | Manager |
|--------------------------------------------|---------|

|                                                                                                          |                                  |
|----------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>Email</b>                                                                                             | shirleyabuchanan@kingsporttn.gov |
| <b>Phone</b>                                                                                             | (423) 392-8403                   |
| <b>Authorized Signatory (This person is authorized to sign contracts on behalf of the senior center)</b> | Paul Montgomery                  |
| <b>Title/Position</b>                                                                                    | Mayor                            |
| <b>Email Address</b>                                                                                     | PaulMontgomery@kingsporttn.gov   |
| <b>Phone Number</b>                                                                                      | 423-229-9412                     |

## Grant Goals & Letters of Support

|                                         |                                                                                                                                   |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>Grant Goals</b>                      | Capital Projects (building improvements, equipment, etc)                                                                          |
| <b>Letter from State Senator</b>        | <a href="https://www.formstack.com/admin/download/file/18271903948">https://www.formstack.com/admin/download/file/18271903948</a> |
| <b>Letter from State Representative</b> | <a href="https://www.formstack.com/admin/download/file/18271903949">https://www.formstack.com/admin/download/file/18271903949</a> |

## Fiscal Information

|                                                                                                                  |                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>Copy of organizations W-9 form signed and dated in 2025</b>                                                   | <a href="https://www.formstack.com/admin/download/file/18271903950">https://www.formstack.com/admin/download/file/18271903950</a> |
| <b>Preferred Payment Method (If awarded a grant, select your preference on receiving reimbursed grant funds)</b> | Direct Deposit                                                                                                                    |
| <b>Last 4 digits of account number</b>                                                                           | 1379                                                                                                                              |

## Project & Budget Narratives

**Current Need(s) - Describe the current need(s) of your senior center for the funds you are requesting. (10 points)**

The Kingsport Senior Center working with the DDA, the City of Kingsport, and the Kingsport Senior Center Senior Advisory Council is renovating the Administration Offices and making a new multi-Purpose area with a small kitchen for educational classes. The Center is now in need to supply the Furniture and Appliances for each of these areas. The kitchen area is in need of tables and chairs, a new microwave, and an ice machine. The administrative offices and reception area is in need of new desks, office chairs, reception seating, and other office equipment. These will be used by our staff, members, and volunteers. The Center is also creating an area for our programmers to have a combined office space. This space is in need of cubicles, desks, and chairs to accommodate our staff and volunteers. The estimate for the renovation came in higher than expected leaving the Center with a need of funds to purchase this equipment. The current office desks and equipment that the Center is using was donated over 25 years ago from Eastman. It is now too big and not adequate for the renovated space. Many of the desks and chairs will not fit in the new office space and have lived their useful life.

**Goals - Detail at least three (3) goals you plan to achieve using this funding and describe how you will reach these goals. (10 points)**

Our first goal in achieving this funding is a functional, working, ADA assessable reception area for our 5,600+ membership, and the surrounding senior community. With this new area and the correct office equipment our senior members and the community will be able to easily get information, join the Center, sign up for all manner of programs, and get the assistance they need without barriers.

The second goal we would like to accomplish with this funding is to have a working kitchen area in our new multipurpose room that can be used for educational classes. The purchase of table and chairs, an ice machine, and a new microwave will complete the equipment needed to accomplish this goal.

The third goal the Senior Center would like to accomplish is to create a "bull pit" type office area for our Senior Center programmers and our volunteers to work together in. The office equipment will be the final part of pulling this area together.

**Organizational Capacity - Organizational capacity refers to an organization's ability to achieve its goals effectively and efficiently. Describe your senior center's capacity (staff, volunteers, community partners, etc.). Detail how this capacity will help you achieve the goals of your grant application. (10 points)**

The Kingsport Senior Center's organizational capacity is solid and consistent. The Center currently has over 125 volunteers, 8 staff, over 5,600 members, and a community that supports it. This organizational capacity will help the Center reach its goal with input, facilitation of programming, information, and usage. Our staff and volunteers working together have researched the equipment we are wanting to purchase and have made the recommendations needed to reach our goals. Our staff will be using the new program area to plan programs in the newly renovated multi-purpose room. Our volunteers will facilitate the education cooking classes utilizing the new equipment. Our membership will be attending the programs in the multi-purpose room and will be using the reception and office area to sign up and get information in our new ADA assessable reception area, helping us meet our number one goal.

**Impact - Describe the impact your project will have on the senior center and its participants if you receive grant funds. (10 points)**

The Kingsport Senior Center will be greatly impacted by these grant funds. Our members, staff, volunteers, and surrounding senior community will have a newly renovated, fully equipped area for many new and current programs. The multi-purpose area will be used for flower arranging, healthy cooking (including diabetes management classes), dulcimer lessons, craft classes, grief share, and all manner of programs. The newly renovated, fully equipped reception area will allow all guests, volunteers, and members to have an easy, accessible area with 2 spaces for volunteer or staff to help. This area will also include private offices for the Volunteer Administrator, the Senior Center manager, and the Program Coordinator. The grant will allow for office equipment that will meet the need and be comfortable for our staff and members or volunteers to meet. The biggest area of impact for our participants will come from the fully equipped reception area and the fully equipped multipurpose room.

**Sustainability - Grant funds are not guaranteed each year. It is important the projects you are proposing can continue in the future. Please tell us how you will continue to support the items in your application if funding is no longer available. (10 points)**

The Kingsport Senior Center has been very good stewards of the office equipment that was donated 25 years ago. We will also be very good stewards of the office and kitchen equipment purchased with this grant. The Center has a budget and would be able to make repairs if needed in the future on any of the equipment purchased. The Center also utilizes the City of Kingsport's maintenance department, and they are relied on to fix the current equipment at the Center. The Center would also begin to budget replacement of the equipment once it has lived its useful life by requesting one piece at a time in its annual budget.

**Project Timeline - Timelines can be adjusted during the grant cycle. The purpose of this section is to create a monthly plan that ensures all funds are expended by the grant deadline. Create a detailed monthly timeline from November 1, 2025 - March 31, 2027, for how you plan to spend the funds you are requesting. (10 points)**

November 2025- Receive and sign grant contract, Order equipment  
 December 2025- Order equipment, Receive and place in service new equipment  
 January 2026 - Receive and place in service new equipment  
 February 2026-March 2026- Receive and place in service new equipment  
 March 2026- Open House for each new area with planned programming  
 March 2026- March 2027- Complete all grant reports to DDA

**Project Budget - Complete a project budget using the required budget template provided by DDA. Using a different budget template will result in an automatic reduction of points. Each budget category should be rounded to the nearest \$1,000. Upload your budget here. (10 points)**

<https://www.formstack.com/admin/download/file/18271903959>

**Budget Narrative - Provide an explanation and the calculations for how you determined the funding amounts for each category of your budget. (10 points)**

The Kingsport Senior Center is asking for \$50,000 in grant funding to purchase furniture and equipment for its newly renovated reception and administrative offices, its new multipurpose kitchen area, and its programming staff office area. The breakdown of the funds begins with the reception and administrative office area. The Center is requesting \$27,126 for the furniture and equipment this includes three individual desks for the three offices and a double reception desk that is for two, five office chairs, 8 guest chairs, a 4-person reception area seating, and copier cabinets. The equipment for the kitchen and multipurpose is \$13,859. This includes a new microwave, an under the counter ice machine (due to keeping the countertops at ADA assessable), and 4 round tables with 6 chairs each for a total of 24 chairs. The new area for the Programmers and volunteers' offices needs equipment costing \$9,015. This includes a 3-person Office Cubicle Desks with storage & drawers, 3 office chairs and 2 guest chairs. This will allow for members and volunteers to meet with the programmers to work on program plans and ideas. This \$50,000 grant will meet the need for all of the furniture and equipment for the renovated space and will be utilized and enjoyed by all staff, volunteers, members, and the surrounding senior community.

## Grant Agreement

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**Electronic Signature**

Shirley Buchanan

**Date/Time**Jul 21, 2025

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