



TOWN OF ASHLAND CITY

Regularly Scheduled Workshop Meeting

July 01, 2025, 6:00 PM

Agenda

Mayor: Gerald Greer

Council Members: Tim Adkins, Nicole Binkley, Chris Kerrigan, Michael Smith, Kevin Thompson, Tony Young

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES

Approval of June 3, 2025, Regularly Scheduled Workshop Minutes.

Approval of June 3, 2025, Special Called Budget Workshop Minutes.

PUBLIC FORUM

REPORTS

1. ATTORNEY: Jennifer Noe
2. PROJECT UPDATE: Josh Wright
3. CITY RECORDER: Mary Molepske
4. CODES DEPARTMENT: Allen Nicholson
5. COURT DEPARTMENT: Cynthia Hollingsworth
6. FINANCE DEPARTMENT: Jamie Winslett
7. FIRE DEPARTMENT: Chief Walker
8. HUMAN RESOURCE DEPARTMENT: Violet Black
9. PARKS DEPARTMENT: Anthony Clark
10. POLICE DEPARTMENT: Chief Ray
11. PUBLIC WORKS DEPARTMENT: Clint Biggers
12. TECHNOLOGY DEPARTMENT: Justin Wheeler
13. THRIVE 55+ DEPARTMENT: Tammany Carter

UNFINISHED BUSINESS

NEW BUSINESS

14. TCRS - Buy Back Discussion
15. PEP - Liability Insurance - Property Renewal
- [16.](#) IROL AGREEMENT: Service Level Agreement - Fire Department
17. Office Machine Service Agreement -Justin Wheeler
- [18.](#) Permission to apply for Senior Center Grant
- [19.](#) National Guard Armory Contract - Thrive 55 Center - Health and Wellness Expo
- [20.](#) RESOLUTION 2025-24: Budget Statement - CDBG Sewer Pump Installation Project
21. RESOLUTION 2025-25 - Court Costs

[22.](#) RESOLUTION 2025-26: CDBG - Pump Station Project

SURPLUS PROPERTY NOMINATIONS

EXPENDITURE REQUESTS

OTHER

ADJOURNMENT

Those with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting, should contact the ADA Coordinator at 615-792-6455, M-F 8:00 AM – 4:00 PM. The town will make reasonable accommodations for those persons.



TOWN OF ASHLAND CITY
Regularly Scheduled Workshop Meeting
June 03, 2025, 6:00 PM
Minutes

CALL TO ORDER

Mayor Greer called the meeting to order at 6:07 p.m.

ROLL CALL

Mayor Greer
Councilman Tim Adkins
Councilwoman Binkley
Vice Mayor Chris Kerrigan
Councilman Michael Smith
Councilman Kevin Thompson
Councilman Tony Young

APPROVAL OF AGENDA

A motion was made by Councilman Thompson, Seconded by Vice Mayor Kerrigan, to approve the agenda. All approved by voice vote.

APPROVAL OF MINUTES

1. Approve May 6, 2025, Regularly Scheduled Workshop Meeting Minutes

A motion was made by Councilman Thompson, Seconded by Vice Mayor Kerrigan, to approve the May 6, 2025, minutes. All approved by voice vote.

PUBLIC FORUM

KAREN BOYT: She is a representative of the HOA for Hickory Hills Condominiums. We came here late last year about the water/sewer hookup and our septic tank issues. We are back now because the mayor asked for this to be deferred until the Budget meetings are started. She is here as a reminder to look again at the issues that were discussed a few months ago and get it back on the agenda.

REPORTS

2. **ATTORNEY:** Jennifer Noe stated that she was moved to the bottom of the agenda for this evening. She introduced Riley Knox in the audience that is a recent graduate of Cheatham County and is going to be attending UT Knoxville in August. She will be interning with us this summer as a clerk. I thought out of all our meetings this would be a good one for her to watch and learn.
3. **PROJECT UPDATE:** Josh Wright stated he would be brief. I spoke to Clinton Dodson yesterday afternoon about our City Hall Project. The masonry is done on the Monument sign. The final topcoat and stripping for the parking lot will be installed by the end of next week. Clinton is finishing the minor punch list items. On 5-27-25 the State Fire Marshal granted approval. All Fire and life safety equipment was inspected and passed. Radio Communications test was performed and passed. The building has an approved sprinkler system. Alarms moving forward will be treated as a real emergency. All work by the State approved plans has been completed and the required paperwork has been received for the State Fire Marshal's office. The city building and codes department has done their walk through and approved. Parking lot light poles and cameras have been installed. The completion date is set for June 13, 2025, weather permitting. There is a small amount of close out paperwork to submit to USDA. This is the last workshop update for the new city hall.

UNFINISHED BUSINESS

4. ORDINANCE 640: Budget Amendment – for the FISCAL YEAR 2024-2025- 2ND Reading
Jamie stated that there is a correction for the Ordinance. The \$ 750,000.00 will remain on it but the water portion of \$ 101,970.00 will be removed.

NEW BUSINESS

5. TCRS Bridge and Hazardous Duty - James Armistead from the Tennessee State Treasury Department came and spoke about the study that our council members authorized for the Hazardous Duty Insurance for Fire and Police. He is here to go through how everything looks. James will review the Public Safety Bridge and how that works as well. TCRS is Consolidated Retirement Plan for State Employees, all Teachers, Judges, Higher Ed, AG's, PD's, and members of the Legislature and then we have about 700 and growing local governments. It allows people to move around from place to place and build service and salary. There is a 5-year vesting requirement and then they are eligible to receive a monthly benefit upon reaching certain service requirements. We are contributing 5% to the plan. It is the highest 60 consecutive months of salary. We are in the legacy plan; this is the original plan. Employees must stay 5 years to receive a benefit at retirement. The Bridge plan is for public safety employees. It adds 3.5% on top of your regular TCRS rate just for Police and Fire. It requires mandatory retirement at age 60. If they retire at age 55 and have 25 years of bridge service, they can retire without a penalty. Bridge payments are only available until age 62. Hazardous Duty Plan: there is no mandatory retirement age. It is a .375% multiplier. It is half the benefit of the Bridge plan and runs until age 67. It requires 20 years or more of TCRS covered public safety service. It does not have to be all here. They would only get paid for the years they are here. There is a new 7-year bridge which is also 3.5% but the additional liability will be rolled up in the rate. It will end up being more expensive because it pays until age 67. The cost of Hazardous Duty is 7.14% which is a lump sum of \$ 205,673.00 and that contribution rate would increase by .34%.
Chief Ray and Chief Walker stated that it would be a good retention tool for some of the Police and Fire Fighters during the recruitment process.
6. Social Media Discussion – Violet Black stated that she asked to have it added to the agenda because it was asked for at the last meeting. We talked about the department head meeting on what to put on our web site and Facebook regarding events and whether they are city run events or not. There was a Resolution signed in July of last year that we would only post city run events on Facebook. The mayor has been interested in making a drop-down calendar on our web page for City activities that are happening in the parks, and we would denote all of those on the calendar and identify them as a non- city event.
Vice Mayor Kerrigan: stated he thinks it would be a good thing for things like Soccer, Baseball, Football and any other little event that goes on in the city that's a positive event.
Mayor Greer: has asked the parks board to start this a couple of months ago and Renee has reached out to Alicia to get this going.
Violet Black: these will reflect the happenings of the park but not necessarily city events.
7. CONTRACT: Fitness Instructors - Thrive 55 Center – Mary Molepske advised that this renew the contracts for the 3 returning instructors and the one new yoga instructor Barbara Frawley. Returning will be Anna Winberg, Juliana Watson, Phoenix Thornberg.
8. CONTRACT: Friday Night Dance Lease – Mary Molepske advised this is the renewal of the Dance Lease that expires On June 30, 2025.
9. CONTRACT: MCHRA - Transportation contract for Thrive 55 Center – Mary Molepske advised This is contract to transport our members in Cheatham County to and from the center. There is a grant that pays for the trips for most of the year but sometimes that money runs out prior to June 30 so trips are paid by the center for those members to get here and back home. The cost of the trip has gone up from \$2 each way to \$3.
10. June 14, 2025, Vendor Discussion – Vice Mayor Kerrigan – We just want to be sure that they take the Vendor Responsibility Course for anyone that opens a liquor store in the Town. This should be included in the requirements to apply for a license before it comes to the council f

approval. He was reminded of the event in the park that was in question and the Vice Mayor stated that his questions and concerns were already addressed.

11. Grant Amendment Police Department - contract 77833-26 – Chief Ray stated that it is just another academy amendment. It was just a change to the dates, and we need to resign the contract again.
12. JOINT FUNDING AGREEMENT - U.S DEPARTMENT OF INTERIOR – Chief Walker said we have had this Agreement for several years and it is for the River Gauge on the Cumberland River Bridge. We pay a third and the County pays a third and the Federal Government pays a third. We can use an APP and set it to a certain elevation, and it tells you when the water raises up. It also helps our area during floods for the forecasters.
13. CONTRACT - APSU Austin Peay State University Information Systems Center – Allen Nicholson said this is a contract renewal that is included in the annual budget. It is for handling all the back-end stuff for our permitting system and we started this last year. It has been very helpful keeping our zoning updated.
14. CONTRACT: Planning Service - Clark Development Corporation LLC – Allen Nicholson said this is the contract renewal for our City Planner Ceagus Clark. He is doing a fantastic job with us, and I would like to renew his contract. He is a wealth of knowledge and does a great job of answering emails and calls from us.
15. RESOLUTION: 2025-23 - Public Meetings for 2025 - New Location – Mary Molepske – This is to announce our meetings for the remainder of the 2025 year moving to our new location at the New City Hall. We have also removed some of the wording so that we do not have to advertise the meetings in the paper each month. This will benefit the boards by not having to get the agendas ready 2 weeks prior to the meetings and it will save money by not having to run advertisements each month and we can utilize social media pages more. Removing the wording, when necessary, means those meetings are set for every month and if there is no need for a meeting we can post to our social media the meeting is cancelled for that month. If each board is going to meet, they only need to meet the 48 hour posting laws and post the agenda on our web page and Facebook and we also now post a paper copy in Thrive 55 Center.

SURPLUS PROPERTY NOMINATIONS

OTHER

16. Attorney and Client Privilege Meeting

Recess for Attorney and Client meeting was at 6:40 P.M.

Recess Ended and the Council Returned at 7:16 P.M.

ADJOURNMENT

A motion was made by Councilman Thompson, Seconded by Councilwoman Binkley, to adjourn the meeting. All approved by voice vote and the meeting adjourned at 7:16 p.m.

MAYOR GERALD GREER

CITY RECORDER MARY MOLEPSKE



TOWN OF ASHLAND CITY
Special Called Budget Workshop Meeting
June 03, 2025, IMMEDIATELY
FOLLOWING THE REGULAR
WORKSHOP MEETING
Minutes

CALL TO ORDER

Mayor Greer called the meeting to order at 7:17 p.m.

ROLL CALL

Mayor Greer

Councilman Tim Adkins

Councilwoman Binkley

Vice Mayor Chris Kerrigan

Councilman Michael Smith

Councilman Kevin Thompson

Councilman Tony Young

APPROVAL OF AGENDA

A motion was made by Councilwoman Binkley, Seconded by Councilman Thompson, to approve the agenda. All approved by voice vote.

APPROVAL OF MINUTES

1. Approve April 30, 2024, Budget Meeting Minutes

A motion was made by Councilman Thompson, Seconded by Councilman Young, to approve the April 30, 2024, Budget Meeting Minutes. All approved by voice vote.

PUBLIC FORUM

NONE

NEW BUSINESS

2. Budget Discussion - Jamie Winslett, Kellie Reed, and CPA Consultant James Bence

Kellie Reed led the meeting; she stated that we would not get into Water/Sewer in this meeting. She provided Budget Books and asked to open to section 1. Kellie started with the General Fund Budget Summary. The summary gives an overall picture of where the budget is for the upcoming year.

Kellie explained O & M and what that means. This is Operating and Maintenance. Total **Operating and Maintenance Revenues** are reoccurring Revenues that come in every year. Examples: Property Taxes, Sales Taxes, Park Revenues, and things we expect year after year. **Operating and Maintenance Expenditures** are the things that are paid out every year. Examples: Salaries, Benefits, Utilities, Repair and Maintenance costs, out of the Operating and Maintenance every year.

Budgeted, Projected, and Proposed boxes were next. That is Revenues minus the Operating and Maintenance Expenditures and then what is remaining.

The 23 Actual and the 24 Actual are the unaudited numbers. What was budgeted for 2025 was budgeted at a deficit for the Operating and Maintenance Revenues verses Expenditures.

We are projecting that we are going to come in a little under budget. We are still going to be at a deficit for Revenues verses Expenditures.

The next set of numbers, we add in the Fund Balance and then add what is remaining from the Operating and Maintenance Revenues. Then I added the Grant monies that we get for the different grants that we have. These are one off Revenues for fundings that we have. The Grants are listed below, and this list has grown significantly since I emailed it to you. This is proposed capital and Grant Projects. I have what is proposed for the year 2026. This will include all the

capital projects as well as the Grant Funding items. It is the Revenue that offsets the Expenditure. The other Grant Funding Line is the Revenue for it and the Capital and Grant Projects is the Expenditure.

The total proposed O & M Expenditures for the year, the 9.2 that you see is the number that the 2026 proposed O&M Expenditures. If we divide the number by 12 and multiply it by 2 this is 2 months of O&M at 1.5, 3 months is 2.3, and 4 months, 5 months, and 6 months. The comptroller of the State of Tennessee says that you should have between 2- and 6 months' worth of Emergency Funds saved. This is showing at the end of this Fiscal year the year-end Fund Balance covers your Emergency Funds. As far as Cash you are okay, but we are going into our Fund Balance for Operating and Maintenance costs every year.

When we first met with the Department heads and started the budget process we were at a million-dollar deficit. We worked with the Department Heads and cut costs and did everything we could do to bring the O&M down as low as we possibly could get it. The department heads worked hard to get it to where it is now. If we keep going into the Fund Balance year after year it is not a good thing. There is a lot of Debt in the General Fund. We have a lot of capital projects.

James Bence added: clarification on some of these projects, these are Grant projects that were partially funded and getting grant supplements for their capital acquisitions or projects that the Department Heads proposed they need. At the bottom of the second table there is about 2.8 million capital projects with about a million dollars of funding. There is another million and half to use from the Fund Balance for one-time capital projects. This is why you build Fund Balance to be able to fund those one-time costs but it is something to be mindful of because you can see in that table for the last couple of years we have built the balance up and now the last 2 to 3 years we have consumed some of the fund balance on some of these needed capital projects, capital improvements and grant matches.

Kellie Reed: We will come back next week and have more details, and you will be able to take these books home and study them as well. I have included a list of questions that we are going to touch on. Please move to Section 2, we will start going through the line-item budget. She went through the numbers in Section 2 and 3 skipping back and forth to explain where the numbers are coming from. Property taxes and Property Assessment sheet, this is the total assessed value for the year. Kellie explained how the numbers go in and are calculated. We are at a 96% collection rate currently. Kellie included how much revenue would be raised if the taxes were raised, the value used to show this was 1 penny. Kellie included the rates of every county around Cheatham County and what their tax rates are for 2024. Kellie also included what the cities are within those counties so that there is a comparison. Kellie included 3 sample tax bills and how they would change if the taxes were raised. Kellie set the budget at the current tax rate but gave the council the numbers so they are informed should they decide to increase taxes. Kellie then explained the next section Local Taxes; the projected year end is 6.7 million. For 2026 our proposed year end is 6.6 million. They are proposed rounded down. The next section is building related permits; we calculated this based on a 3-year trend and proposed it at \$ 85,000. Next is intergovernmental, this is where you will see all the Grant monies paid out of. There are notes to describe each line. MTAS sets what we should have a State shared revenues at each year, Kellie included a copy of the State shared publication for reference. Kellie also included her state shared worksheet for comparison. County Firefighters funds are separated out this budget, we normally just lump it all into donations. We get money for the rural fire contract, the firefighter funding, and fire fighter staffing. They are in 3 different line items siu t will be easier for them to track both the fire department and the front office to be sure they receive that money. Next section is Fines; this is mainly for the court fines and costs. The projected year end is also rounded down in this section. When general sessions were removed these numbers decreased. Next section is other; these are mainly in-house collections. Examples are events, music on main, parks revenues and anything the senior center collects, the farmland lease, interest earnings. That will conclude with the revenues and the total on them is 9.9 million is anticipated next year. Kellie went over each department the same and looked at them as a whole and stated if the council has any questions the department heads are there to answer them. The court department was first; there is a new city hall department suggested by MTAS for better record keeping.

Kellie asked Allen Nicholson to speak on the beatification project. Allen started by stating these 3 (Jamie, Kellie, James and Casey) and the department heads have worked really hard to get the deficit down from where it was to where it is now is unimaginable. The beatification project is something we worked with Amanda Bell on our downtown area. We broke it down in 2 different phases, phase 1 covers from Cumberland Street to Mulberry Street. We are working with the landscape architect. The cost of Phase 1 is \$ 117,000.00 estimated. Phase 2 covers Chestnut Street to Cumberland Street and that cost is estimated at \$ 36,000.00. Phase 1 is the first focal point in front of the courthouse. Next week we will go through the capital list with you so that you are able to say yes or no to any of them. When the beautification gets moved to finance it will decrease the court budget to \$ 297,750.00. Councilman Adkins asked if all the departments could list the salaries and how many employees that will cover for each department. Kellie advised it is difficult to project health insurance and gave the council a breakdown of how health insurance works and why it is difficult to project.

Finance Department: There were a few longevity or bonus pay questions and Kellie and Jamie explained how it paid out and when it is paid out. None of the donation requests were added to the budget, all the donation requests are in section 4. The debt for City Hall is included in the budget. Technology department: big area of interest is rotating out the laptop and desktops and it was cut. There is some debt for the laptops in this budget, and it should be paid off this year. The projected year end is \$ 455,980.00 and the proposed budget for next year is \$ 374,097.00.

Codes Budget: projected year end \$ 393, 067.00 proposed for next year is \$ 340, 730, and the additional employee was cut out of the budget. There are 3 employees in this budget, Allen, Gary, and Alicia. Allen's salary is currently split between Codes and Finance. The current role as Chief of Staff we can take a portion of his salary from water/sewer. The way it will be split is 40% Codes, 40% out of Finance, and 10% out of water and 10% out of sewer. Alicia's salary will be 75% out of codes and 25% out of the I.T. department. Councilman Smith questioned cutting the additional person from Allen's budget with him taking on the Chief of Staff Role and having a shortage in his department. Kellie advised that the board could decide to add the new position back in if they would like. This will be the third time that he has taken this position out of the budget because other departments needed positions, so he always removed his to help other departments first. The proposed salary for this position with benefits would be approximately \$ 85,000. There are no new positions for any departments, only revamping the current positions we have. Councilman Thompson asked with the new WWTP do we have enough manpower to cover everything. He advised he added to his crew last year to compensate for the new WWTP.

General Government Buildings: this is the new city hall. This is taking money out of, court, finance, and codes to pay for the different things for the new city hall. The one capital item is the AED devices. Jamie thinks the number is a little high and will revisit it to verify. Kellie advised if we get a grant for them, we can amend the budget.

Police Department: Vice Mayor Kerrigan asked why we are getting 3 new police vehicles when we normally get 2. Chief Matlock answered that because of the cars that are up in rotation being administrative cars as opposed to patrol cars they need less equipment so they cost less, and they can get 3 cars for the same price as 2 patrol cars.

Fire Department: The debt that is included in this budget is for the Fire Truck and the New Fire Hall. There are several Grants listed out on various line items. The donation to the Firefighters fund is something the council would decide if they wanted to fund that donation.

Streets Department: The big thing for this department is the new radios. This is due to the 911 dispatch. There is also a multi model in this budget. Councilman Adkins asked about the Bucket Truck. Kellie advised it is a requested capital item. Radios are going to be moved to the water/sewer fund. Allen Nicholson advised why the radios need to get replaced. He serves on the Cheatham County 911 board; Cheatham County was the last of 9 counties that moved to the new system. THP offered to move us to their radio towers which is going to increase our radio coverage. If we opt not to get onboard, we will have interoperability with other counties that we serve. The equipment we currently have will be obsolete.

Thrive 55 Center; Door replacement is the big item on her budget. Tammany is not there so if there are any questions we will need to ask them next week.

Parks Department: AC is currently down at Summerfest so we will need to ask questions next week also. A couple of things to point out in his budget are \$ 20,000.00 for engineering expenses for the bridge and this is just an estimate for Jason Reynolds to look at the Trail Bridges. We have a couple of Grants. Councilman Adkins asked about the Ballpark Remodel for \$ 200,000.00 and she answered yes. He asked if that is for John's Park? She answered yes and a second ballpark behind the school. If there are any grants obtained, we can come back and amend the budget to reflect any grant money that is applied. Vice Mayor Kerrigan had questions about the Bridge's. There was some discussion about the costs and how to fix some of these items in the most economical way. There are still some questions about who owns the land to decide on how to fix the bridge that has collapsed.

Kellie reviewed the questions that she gave the council members for next week. Kellie forgot to mention a position that is being revamped in the streets budget. Utility Street Maintenance Supervisor is how it is listed on the pay table. That position was just street maintenance supervisor and is being proposed to take a dual role now. This is Jared's position, and he will be taking over to do what Kevin was doing and now the position will be split into thirds. The salary will be split between Streets, water, and sewer.

The budget was set with no merit raises for employees and no COLA raises. Mayor Greer stated that he would like to see us do whatever possible to balance the budget without raising the property taxes and Vice Mayor Kerrigan agreed and would like to see at least the COLA raise for the staff. Mayor Greer gave a suggestion instead of making a 3% raise is looking at doing a set amount and every employee gets the same amount because some salaries are so much higher than others.

ADJOURNMENT

A motion was made by Councilman Thompson, Seconded by Councilman Smith, to adjourn the meeting. All approved by voice vote and the meeting adjourned at 8:45 p.m.

MAYOR GERALD GREER

CITY RECORDER MARY MOLEPSKE



Service Level Agreement

Introduction: InspectionReportsOnline.net Inc. (referred to as "IROL") is a Software as a Service (SaaS) provider. IROL offers software solutions to facilitate prevention and community risk reduction. IROL is not a contractor but a provider of software services that enable users to capture essential information within the community.

Agreement: This Service Level Agreement (this "Agreement") is made on (Date) by and between InspectionReportsOnline.net Inc. (referred to as "IROL") and the **Ashland City Fire Department**, accepting the terms of this Agreement (referred to as "AHJ").

Available Services:

Third-Party Fire and Life Safety System Inspection, Testing, and Maintenance (ITM) Reporting (without Reviews)	X	\$0.00 No cost agreement
Inspector's Reporting and Preplan		
Fire Alarm Registrations		
Food Truck Registrations and Inspections		
Life Safety Risk Assessments		
Shared Revenue		
Other		

Third Party Reporting Fee: IROL's per-report fee (**19.99**) is paid by the submitting Service Provider (SP). There are no fees or invoices exchanged between the AHJ and IROL for the Third-Party Reporting Solution.

Deliverables: The service(s) and deliverables will be achieved through the software provided by IROL. All activities and outcomes are driven by the software as a service platform, ensuring efficient and accurate processing of submitted data. IROL does not create any of the data and information included in the solutions and is not responsible for, or make, any suggestions or recommendations with respect to any such data or information.

Software Deliverables:

- Ensuring reports/forms are processed through the IROL site within the authority's jurisdiction.
- Providing necessary system enhancements, updates, and maintenance for user operations.
- Providing user training and support to ensure efficient use of the software and to address any issues or questions that may arise.
- Generating detailed analytics and reporting capabilities to provide insights into inspection trends, compliance rates, and other critical metrics.



- Offering customizable workflows to accommodate the specific needs and regulations of each jurisdiction, ensuring seamless integration with existing processes.
- Implementing robust data backup and recovery solutions to protect against data loss and ensure business continuity.

AHJ Responsibilities:

- Mandate reports/forms submitted within their jurisdiction to be processed through the IROL site.
- Inform the submitting entity (i.e., Service Provider, Owner/Occupant) that reports/forms must be submitted via IROL per code or enforcement requirements.
- Commit the necessary resources and management involvement to support IROL's services such as staff and internet access.
- Make timely decisions and approvals as needed for IROL service(s) to move forward from Implementation through continued use.

Term: The Agreement term is three (3) years and automatically renews for a successive three years unless terminated by the AHJ with 90 days written notice. Termination for breach by IROL requires 60 days' notice, with a 30-day cure period.

Website Services Rendered: IROL operates [InspectionReportsOnline.net](https://www.InspectionReportsOnLine.net), facilitating code compliance and communication related to fire and life safety inspections.

Data Security and Confidentiality: IROL ensures secure data storage and limited access to reports. Reports may be subject to state or federal disclosure laws.

Hardware, Software Requirements & Firewall/Permission Authorities: The IROL site is compatible with modern browsers and hosted securely with multiple redundancies.

Terms and Conditions: The Agreement is subject to IROL's Terms and Conditions, effective from 3/14/2024.

Governing Law: This Agreement is governed by the laws of the State of Georgia.

Assignability: This Agreement is assignable by IROL with AHJ consent.

Notices: Written communications shall be sent to the respective addresses of the AHJ and IROL.

By accessing the website or submitting reports, the AHJ acknowledges acceptance of these terms and conditions, which can be found here:

[InspectionReportsOnline.net](https://inspectionreportsonline.net/)



Exhibit A: Terms and Conditions

The AHJ agrees to the Terms and Conditions of IROL's website use, effective 3/14/2024.

I. Use Restrictions: Client agrees to:

- Use the Solution solely for the benefit of Client.
- Prevent unauthorized use or disclosure of the Solution.
- Not sell, rent, or lease the Solution.
- Not use the Solution for unlawful purposes.
- Not interfere with Solution integrity or performance.
- Not reverse engineer or create source code from the Solution.
- Limit Solution access to Authorized Users.
- Not disclose Solution features except to Authorized Users.

II. Proprietary Rights: All rights to the Solution, any derivative works, and documentation remain with IROL. Client may not remove proprietary notices.

AHJ acknowledges and agrees that IROL is the sole and exclusive owner of any patents, trademarks, copyrights, and trade secrets embodied in the Solution, as well as all other property rights and interests inherent in or associated with the Solution.

AHJ acknowledges and agrees that any such data shall be retained by IROL for seven (7) years, or for such period otherwise required by law, whichever is greater. AHJ hereby grants IROL the right to use all data (including reports) for IROL's own advertising and promotional purposes, provided that IROL anonymizes and aggregates such data with other User data. IROL reserves the right to disclose data (including reports).

IROL acknowledges that the AHJ is the exclusive owner of all data, including reports, submitted to the AHJ's account.

III. Independent Entity: Both Client and IROL are independent entities and not agents, employees, or joint venturers of each other.

IV. Reservation of Rights: IROL reserves the right to modify the Solution and its policies.

V. Use of Logos: IROL may use Client's logos during the Agreement term.

VI. Confidential Information: Both parties agree not to disclose Confidential Information except as required by law. "Confidential Information" includes all technical or non-technical data, information, and material, regardless of format, medium, or source, regarding the facilities, systems, hardware, software, operation, business, financial affairs, products, services, customers, independent contractors and employees of IROL, and the users of the Solution, i.e., members, non-Member Users, and AHJs which AHJ may become aware of because of its use of the Solution. Confidential Information shall include building and inspection data, which is stored on IROL's servers, notwithstanding the fact that such data may be otherwise publicly available.



VII. IROL Warranty: IROL warrants that it will provide the Solution in a workmanlike, professional, and commercially reasonable manner as judged by the standards of the industry.

AHJ's exclusive remedy for any breach of the warranties made in this Agreement is the correction or replacement by IROL of the Services or repair of the non-conforming component of the Solution, whichever is applicable.

VIII. Disclaimer: IROL DISCLAIMS WARRANTIES EXCEPT AS EXPRESSLY STATED AND THE SOLUTION IS PROVIDED ON AN "AS IS" BASIS. IROL HEREBY DISCLAIMS ALL SUCH WARRANTIES EITHER EXPRESS OR IMPLIED (INCLUDING, WITHOUT LIMITATION, ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE), WITH RESPECT TO THE SOLUTION. WITHOUT IN ANY WAY LIMITING THE FOREGOING, ALL REVIEWS THAT IROL CONDUCTS TO NOTE DEFICIENCIES IN REPORTS SUBMITTED TO THE SOLUTION ARE PROVIDED WITHOUT REPRESENTATION OR WARRANTY, AND IROL DOES NOT GUARANTEE THE ACCURACY OR COMPLETENESS OF SUCH REVIEWS, AND AHJ ACKNOWLEDGES AND AGREES THAT NEITHER IROL NOR ANY OF ITS PERSONNEL OR CONTRACTORS THAT PROVIDE SUCH REVIEW SERVICES ARE RESPONSIBLE FOR, OR PROVIDE ANY GUARANTY, REPRESENTATION OR WARRANTY WITH RESPECT TO, THE SAFETY OR CONDITION OF ANY PROPERTY.

IX. Limitation on Damages: IROL'S LIABILITY IS LIMITED TO DIRECT DAMAGES AND IN NO EVENT SHALL IROL, OR ITS OFFICERS, DIRECTORS, EMPLOYEES, SUPPLIERS, AGENTS, SUBCONTRACTORS, OR REPRESENTATIVES BE LIABLE FOR ANY LOSS OF DATA, OR OTHER DAMAGES RESULTING FROM ANY DELAY IN OR NON-DELIVERY OF ANY DATA TRANSMISSIONS. IROL SHALL NOT BE LIABLE FOR ANY DAMAGES, INCLUDING SPECIAL, CONSEQUENTIAL, PUNITIVE, OR INDIRECT DAMAGES WHICH ARISE FROM THE USE, OR INABILITY TO USE, THE SERVICES OR ANY BREACH OF ANY PROMISE, REPRESENTATION, OR WARRANTY, OR WHICH ARISE IN CONTRACT, TORT, STRICT LIABILITY, OR OTHERWISE. NOTWITHSTANDING ANY PROVISIONS TO THE CONTRARY, IROL'S LIABILITY TO AHJ SHALL BE LIMITED TO THE TOTAL AMOUNT PAID BY THE AHJ TO IROL IN THE 90-DAYS PRIOR TO THE DATE ON WHICH THE LIABILITY AROSE.

X. Internet Risks: Client acknowledges risks associated with internet use and releases IROL from liability.

XI. Indemnity: IROL (the Indemnifying Party) shall defend the Client (including its officers, directors, employees, agents, and affiliates) against any damages, losses, liabilities, causes of action, costs, or expenses (including reasonable attorney's fees) arising from IROL's breach of this Agreement, or breach of its confidentiality obligations resulting in the unauthorized use or disclosure of the Client's confidential information. The Client shall notify IROL in writing of such loss, liability, claim, or cause of action as soon as reasonably practicable after becoming aware of it, and IROL shall promptly acknowledge such notice by affirming its indemnity obligation in writing. In the event IROL fails to render such acknowledgment within a reasonable period after being notified, or if IROL otherwise fails to indemnify the Client, the Client may seek counsel of its own choosing and shall be



entitled to recover reasonable attorney's fees, expenses, and costs involved in defending against such losses, liabilities, claims, or causes of action.

XII. Breach: Either party may terminate the Agreement in the event the other party breaches this Agreement and fails to cure such breach within thirty (30) days of written notice.

XIII. Illegal Payments: AHJ agrees not to accept illegal payments from IROL employees.

XVI. Beneficiaries: There are no third-party beneficiaries to the Agreement.

XVII. Force Majeure: Neither party is liable for failure to perform due to uncontrollable circumstances.

XVIII. Notices: Notices are effective upon receipt, transmission, or delivery.

XIX. Jurisdiction and Venue: This Agreement will be governed by and construed in accordance with the laws of the State of Georgia, notwithstanding its conflicts of laws and provisions.

XX. Attorneys' Fees: Prevailing party entitled to recover legal costs.

XXI. Entire Agreement: This Agreement supersedes all prior agreements, notwithstanding any oral or written agreements to the contrary, including terms contained in any other documents exchanged between the parties.

XXII. Amendment: This Agreement may be amended in writing by both parties.

Signature Page



This Service Level Agreement (SLA) is entered into by and between:

Ashland City Fire Department

402 N Main St
Ashland City, TN 37015
615-499-2958
DNoe@ashlandcitytn.gov

And

InspectionReportsOnline.net, Inc. (IROL)

1325 Satellite Blvd Suite 1607
Suwanee, GA 30024
331-454-7800

Effective Date: _____

By signing below, the parties acknowledge that they have read and understood the terms and conditions of this Service Level Agreement and agree to be bound by them.

AHJ:

Printed Name

Signature

Date

InspectionReportsOnline.net, Inc. (IROL):

Printed Name

Signature

Date

Thrive 55+ | Ashland City Senior Community Center

104 Ruth Drive

Ashland City, TN 37015

[Date]

To the Leadership of the Seventh-day Adventist Church

114 Ruth Drive

Ashland City, TN 37015

Dear Pastor and Church Leadership,

I hope this message finds you well. My name is Tammany Carter, and I serve as the Director of Thrive 55+, Ashland City's Senior Community Center located next door at 104 Ruth Drive. On behalf of our staff, the Town of Ashland City and the many seniors we serve, I would like to formally express our interest in entering into a long-term rental partnership with your church.

We are currently seeking additional space to accommodate the growing needs of our senior programming, including activities like Bible study, educational classes, music and wellness programs, and community meetings. The proximity of your facility—conveniently located across our parking area—makes your church an ideal space for this purpose.

We respectfully propose the following rental agreement:

- Term: 4 years (beginning upon agreement and/or after 11/1/2025)
- Usage: Monday through Friday, 7:30 AM to 4:30 PM
- Purpose: To host a variety of quiet, respectful senior programs including but not limited to wellness classes (such as yoga), music enrichment, club meetings, and Bible studies
- Rental Fee: \$48,000 for the full 4-year term (\$12,000 annually)
- Payment: Full payment of \$48,000 to be made upfront within the first year of the agreement
- Responsibilities: Thrive 55+ will provide all necessary supplies, ensure cleanliness, return all rooms to their original setup daily, and work in full respect of your space and its sanctity
- Provide Insurance coverage for activities held during our agreed rental times of Monday through Friday, 7:30 AM to 4:30 PM.

At the conclusion of the 4-year rental term, we would also like to express our interest in having a discussion with your leadership about potentially purchasing the property. We would propose doing so at the market rate based on current 2025 comparable property values.

We believe this agreement could offer a meaningful and sustainable partnership between the Town of Ashland City's Senior Center, Thrive 55+, and your church, allowing both organizations to better serve the community in a spirit of cooperation and stewardship.

We would be grateful for the opportunity to meet with your board or leadership team at your convenience to discuss this proposal further.

Thank you for your consideration, and we hope to begin a positive and collaborative relationship.

Warm regards,

Tammany Carter

Director, Thrive 55+

Ashland City Senior Community Center

615-792-3629 office phone

615-982-9942 cell phone

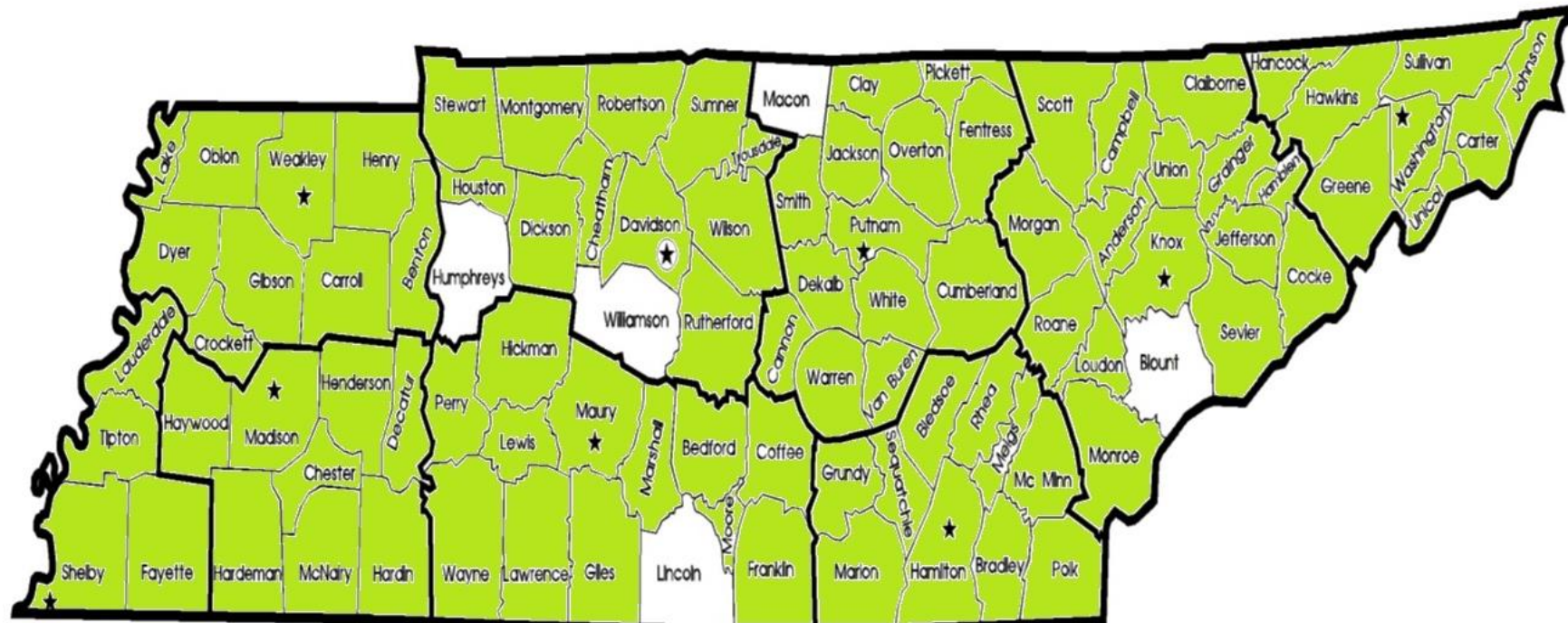
Tcarter@ashlandcitytn.gov

2025 SENIOR CENTER GRANTS

Sidney Enss, DDA Senior Center Liaison

Background

- DDA has received four years of funding
 - 2021 - \$400,000 – funded 80 centers
 - 2022 - \$1,000,000 – funded 125 centers
 - 2023 - \$1,000,000 – funded 125 centers
 - 2024 - \$3,000,000 – funded 72 centers
 - Total – 159 of 197 centers funded in 90 of 95 counties
- All Senior Centers (state funded and non-state funded)



New Round of Funding

- DDA has received \$5,000,000 in additional funding for senior centers from the Tennessee General Assembly!
- One application for everyone
 - Minimum amount \$10,000
 - Maximum amount \$50,000
 - Any amount in between
- Grant Cycle – November 1, 2025 – March 31, 2027
- House Bill No. 1409, Section 61 Item 21 pg. 25
 - In addition to any other funds appropriated by the provisions of this act, there is appropriated the sum of \$5,000,000 (nonrecurring) to the Department of Disability and Aging for the sole purpose of making grants on a competitive basis to senior centers across the state.
- Nonrecurring Funding

Application Submissions

Please DO NOT submit your grant application until you have every component ready for submission. All submissions must be typed and submitted using one of the following methods:

- Electronically using the [2025 TN Senior Center Grant Request for Application](#)
- Email all documents to Sidney Enss at Sidney.Enss@tn.gov

Handwritten, mailed, and faxed submissions will NOT be accepted.

Narrative Reviews

- 3 anonymous reviewers
- All narratives will be de-identified
 - Submission – “Davidson County Senior Center is requesting \$15,000 to repair our senior centers roof.”
 - De-identified – “(Center) is requesting \$15,000 to repair our senior centers roof.”
- Allows reviewers to remain impartial.
 - Scores are solely based on narratives submitted
- No additional information will be accepted after the submission deadline.
- Detailed responses are critically important.
- It is strongly encouraged that all grantees type their responses to all grant questions in a Microsoft Word document

Funds MUST be spent on the items addressed in this application only.

Funding Distribution – Cost-Reimbursement

- Senior centers who receive funding through this grant will be required to pay for all purchases up front and submit receipts of payment to be reimbursed before funding is released.
- Reimbursement can be expected 4-6 weeks from the date the invoice was submitted.
- Invoices are allowed to be submitted one time per month.
- An invoice template and training will be provided to each grant recipient.
- Plan your budgets carefully:
 - Ex. A senior center wants to purchase a van for \$50,000. The center will pay \$50,000 for the van out of their centers budget and then submit proof of payment (receipt) to DDA to reimburse the expense.

Funds WILL NOT be distributed in advance for any grant recipient

ITEM # 20.

Letters of Support – TN General Assembly

Letter of Support required for funding consideration:

- **State** Senator
- **State** Representative
- [Find My Legislature](#) website
 - Additional letters of support are not needed.
 - Emails do not count as letters.
 - Do not request a letter from Marsha Blackburn or Bill Haggarty.
- Letters must be:
 - Dated in 2025
 - Addressed to Commissioner Brad Turner
 - On the senator or representative's official letterhead

Sample letter can be found in Appendix F of the RFA packet

Supplier & Direct Deposit



Job Aid: Registering as a Supplier with the State of Tennessee and Obtaining a Supplier ID

<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/supplier-information.html#:~:text=In%20order%20to%20do%20business,when%20there%20are%20new%20solicitations.>

If you have received a previous grant, you are a supplier!



STATE OF TENNESSEE
DEPARTMENT OF FINANCE & ADMINISTRATION
SUPPLIER DIRECT DEPOSIT AUTHORIZATION
(NOT WIRE TRANSFERS)

Mail the ORIGINAL form to the address below. Mark the outside of the envelope "CONFIDENTIAL".
State of Tennessee
Attn: Supplier Maintenance
21st Floor WRS Tennessee Tower
312 Rosa L Parks Ave
Nashville, TN 37243

SECTION 1: TYPE OF REQUEST		
<input type="checkbox"/> New		
<input type="checkbox"/> Change Existing Account: Enter Existing Routing No: <input type="text"/> Existing Account No: <input type="text"/>		
SECTION 2: ACCOUNT HOLDER INFORMATION		
Name (as shown on your income tax return): <input type="text"/>		
Business Name, if different from above: <input type="text"/>		
Federal Employer Identification Number (FEIN): <input type="text"/> or Social Security Number (SSN): <input type="text"/>		
Enter the address that should be associated with the account number::		
Address Line 1: <input type="text"/>		
Address Line 2: <input type="text"/>		
City: <input type="text"/>	State: <input type="text"/>	Zip Code: <input type="text"/>
Contact Name: <input type="text"/>	Telephone: <input type="text"/>	
Enter the email address to which the remittance advices should be routed:		
Email: <input type="text"/>		
SECTION 3: AUTHORIZATION		
Are payments deposited into this account subject to being transferred, in its entirety, to a financial institution outside of the United States? Yes <input type="radio"/> No <input type="radio"/>		
Account Type: Checking <input type="radio"/> Savings <input type="radio"/>		

<https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/other/State%20of%20TN%20Supplier%20Direct%20Deposit%20Authorization.pdf>

Submit paperwork ASAP!
We can assist in finding out if DD is set up for your center.

ITEM # 20.

Eligibility

Each applicant must meet both of the following criteria:

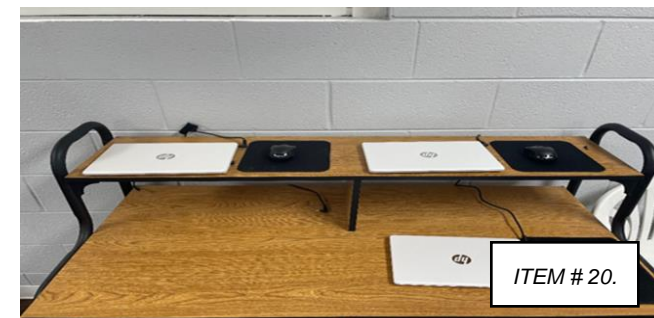
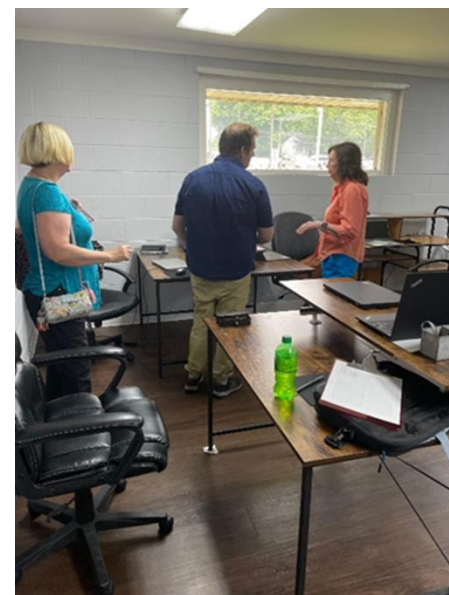
- 1) Meet the definition of a senior center; and:
 - a single purpose agency with programs and activities designed and operated only for the benefit of adults aged 60 and over; or
 - a multi-purpose agency with a broad spectrum of services, which shall include provision of health, social, nutritional, and educational services, and the provision of facilities for recreational activities for adults aged 60 and over.
- 2) Be an organization with established programming that provides 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

ITEM # 20.

Goals and Funding Limitations

- Funds are encouraged to support:
 - Capital Projects (building improvements, equipment, etc.)
 - Marketing
 - Programming/Activities
 - Routine Operating Expenses
- Funding **CANNOT** be used to support:
 - Alcohol
 - Purchase of gift cards for any purpose
 - Salaries for staff that are on payroll.



Application Timeline

June 2, 2025

- Request for Applications available for review

June 11, 2025

- Virtual Information Session
1:00p CST
(2:00p EST)

June 23, 2025

- Start date for applications to be submitted
- No applications will be accepted before this date.

August 8,
2025

- Deadline for applications to be submitted by 4:00p CST
(5:00p EST)

September
12, 2025

- Anticipated date for Notice of Award

Grantee Timeline

Fall 2025

- Contracts sent out to grantees for signature
- Contract due November 1, 2025
- We MUST have a signed contract before funds can be spent, and we accept invoices for reimbursement.

March 31, 2026

- Mid-Term Report due (Template will be provided)

October 31, 2026

- Mid-Term Report due (Template will be provided)

March 31, 2027

- All funding must be spent by grantees

April 30, 2027

- Final Report due (Template will be provided)

Scoring Metric – Project Narratives (60 pts)

1) Current Need(s) (10 points)

- Describe the current need(s) of your senior center for the funds you are requesting.

2) Goals (10 points)

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

3) Organizational Capacity (10 points)

- 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.

4) Impact (10 points)

- Describe the impact your project will have on the senior center and its participants if you receive grant funds.

5) Sustainability (10 points)

- 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.

6) Project Timeline (10 points)

- 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.

Scoring Metric – Project Budget & Narrative (20pts)

1) Project Budget (10 points)

- Complete a project budget using the required budget template (Appendix A) 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.

2) Budget Narrative (10 points)

- Provide an explanation and the calculations for how you determined the funding amounts for each category of your budget

Be sure all items are addressed in BOTH your Project and Budget Narratives!

Project Budget – Appendix A

Senior Center Grant Budget Template

Object Class Category	Grant Funds requested
Capital Projects	
Marketing	
Programs/Activities	
Operating Expenses	
Supplies	
Travel	

Total: _____

**This template is required for all applicants to use.
Using a different budget format or template will automatically results in a reduction of
points on the Project Budget review.**

Additional Scoring Metrics (Appendix C-E)

Targeted areas ([Department of Economic and Community Development](#))

- 5 pts “Distressed”
- 4 pts “At Risk”
- 3 pts “Transitional”
- 2 pts “Competitive”
- 1 pt. “Attainment”

Estimated 65 + Population in 2025 ([TN Department of Health, pg. 5-6](#))

- 5 pts - 30% or higher
- 4 pts - 25-29.9%
- 3 pts - 20-24.9%
- 2 pts - 15-19.9%
- 1 pt. - 10-14.9%

Adults 65+ at Poverty Level (based on [US Census Bureau](#))

- 5 pts – 25% or higher
- 4 pts - 20-24.9%
- 3 pts - 15-19.9%
- 2 pts - 10-14.9%
- 1 pt. – 9.9% or lower

Tie Score

In the event applicants receive tied scores, the applicant who submitted their application the earliest will receive priority determination of funding.

Therefore, it is important to submit your application as soon as possible.

2025 Senior Center Grant Request for Application

1. 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.

- a. Yes
- b. No

2. Name of Senior Center _____

3. Amount of funding being requested (\$10,000 - \$50,000) _____

4. Senior Center's Fiscal Year _____

5. Type of Entity (How the senior center is registered through the TN Secretary of State)

- ☐ Nonprofit (has 501 (c) 3 status)
- ☐ City Government (the senior center is managed through city government processes)
- ☐ County Government (the senior center is managed through county government processes)

6. Senior Center Physical Address

_____, TN _____

Senior Center Mailing Address (only if different than address listed above)

_____, TN _____

7. County of Senior Center Location _____

8. 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.**

- a. Yes
- b. No

9. Senior Center Contact

NOTE: This person will be the primary contact and receive all grant correspondence via email.

First Name _____ Last Name _____

Title/Position at the Senior Center _____

Email _____

Phone (____) _____ - _____

New for
this year

New for
this year

New for
this year

10. Authorized Signatory

NOTE: This person is authorized to sign contracts on behalf of the senior center.

First Name _____ Last Name _____

Title/Position _____

Email _____

Phone (____) ____ - _____

11. Grant Goals (select all that apply)

- ☐ Capital Projects (building improvements, equipment, etc.)
- ☐ Marketing
- ☐ Programming / Activities
- ☐ Routine Operating Expenses

12. Letter from State Senator: YES NO

13. Letter from State Representative: YES NO

14. Organizations W-9 form signed and dated in 2025. YES NO

15. Preferred Payment Method

NOTE: (If awarded a grant, select your preference on receiving reimbursed grant funds).

Only select one option:

☐ **Direct Deposit**
Last 4 digits of account number _____

☐ **Check Mailed**
Address the check should be mailed to:

_____, TN _____

16. Project Narrative (60 points total)

a. Current Need(s) (10 points)

- i. Describe the current need(s) of your senior center for the funds you are requesting.

b. Goals (10 points)

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

**New for
this year**

c. Organizational Capacity (10 points)

- i. 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.

d. Impact (10 points)

- i. Describe the impact your project will have on the senior center and its participants if you receive grant funds.

e. Sustainability (10 points)

- i. 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.

f. Project Timeline (10 points)

- i. 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.

17. Project Budget & Narrative (20 points)

a. Project Budget (10 points) - See *Appendix A* for required template.

- i. Complete a project budget using the required budget template (*Appendix A*) 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.

b. Budget Narrative (10 points)

- i. Provide an explanation and the calculations for how you determined the funding amounts for each category of your budget.

18. Sign Grant Agreement

I _____, understand, if awarded a Senior Center Grant, all funds received from this grant must be used for the improvement and benefit of the above-mentioned senior center and must be expended by March 31, 2027.

(Senior Center Contact's Printed Name)

(Senior Center Contact's Signature)

(Date)

**New for
this year**

Form

W-9

(Rev. October 2018)

Department of the Treasury

Internal Revenue Service

Request for Taxpayer

Identification Number and Certification

Give Form to the

requester. Do not

send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC
☐ C Corporation
☐ S Corporation
☐ Partnership
☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership)

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from FATCA reporting code (if any)

5 Address (number, street, and apt. or suite no.) See instructions.

6 City, state, and ZIP code

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type.

See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number

or

Employer identification number

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions.

You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person

Date

Section 1:

- Make sure this is identical to the name linked to your EIN & the IRS
- This line must be completed!

Section 3:

- For-profit centers indicate a corporation
- Nonprofit or city/county government indicate “Other” and list
- Nonprofit, 501 c 3
- City Government
- County Government

Part II:

- Only complete EIN
- Must be signed and dated in the calendar year of 2025

This is the most returned document for corrections and results in delaying the application submission date and time.

ITEM # 20.

Department of Disability & Aging

- Page 39 -

Appendix B: Project & Budget Narrative Scoring Rubric

Grant Application: _____

Grant Reviewer # _____

Narrative question	10 - 8 points Exceeds Expectations	7 - 5 points Meets Expectations	4 - 0 points Does not Meet Expectations	Score
Current Need(s): Describe the current need(s) of your senior center for the funds you are requesting.	Clearly identifies the need(s) of the senior center. Gives descriptive examples and details as to why the need(s) must be met. Reviewer is left with a vivid understanding of the importance of the need(s).	Identifies the need(s) of the senior center. Provides some details on why the need(s) are important to be met. Reviewer is left with questions on the importance of the need(s).	Did not identify the need(s) of the senior center. Provides minimal to no details on why the need(s) are important to be met. Reviewer is left with little to no understanding of the importance of the need(s).	
Reviewer Comments:				

Narrative question	10 - 8 points Exceeds Expectations	7 - 5 points Meets Expectations	4 - 0 points Does not Meet Expectations	Score
Goals: Detail at least three (3) goals you plan to achieve using this funding and describe how you will reach these goals.	Clearly identifies at least 3 goals. Gives descriptive examples and details as to how each individual goal will be achieved. Reviewer is left with a vivid understanding of each goal and how it will be met.	Identifies at least 3 goals. Provides some details on how the individual goals will be achieved. Reviewer is left with questions on how the goals will be met.	Did not identify at least 3 goals. Provides minimal to no details on how the individual goals will be achieved. Reviewer is left with little to no understanding of the goals and how they will be met.	
Reviewer Comments:				

- This scoring rubric is for applicants' reference only.
- Grant Reviewers will complete these rubrics as they read each application.
- Applicants should use this rubric to help ensure their narratives are as detailed as possible.
- For a potential high score on each question of your narratives be sure you meet all the requirements listed.
- The full rubric can be found on pages 14-17 of the RFA

Application Submissions

Please DO NOT submit your grant application until you have every component ready for submission. All submissions must be typed and submitted using one of the following methods:

- Electronically using the [2025 TN Senior Center Grant Request for Application](#)
- Email all documents to Sidney Enss at Sidney.Enss@tn.gov

Handwritten, mailed, and faxed submissions will NOT be accepted.

Reporting



List of items purchased



Unduplicated number of people served



Pictures



Testimonials

ITEM # 20.

Key Takeaways

- Non-recurring funds.
- One application for EVERYONE.
- Funds MUST be spent on the items addressed in this application only.
- Type all narrative questions into Word Document.
- Please DO NOT submit your grant application until you have every component ready for submission.
- Only electronic and emailed submissions will be accepted.
- Proof of 16 hours per month of activities targeting adults 60 and older is required.
- No additional details or comments will be accepted after the August 8th deadline.
- Be as detailed as possible for ALL narrative questions.
- This is a Cost- Reimbursement Grant
 - Centers will pay for all expenses up front before getting reimbursed for purchases.
- Request a letter for the appropriate state Senator and Representative.
 - Do not request a letter for Marsha Blackburn or Bill Haggarty.
- Use the required Senior Center Grant Budget template (Appendix A).
- Make sure your W9 is completed correctly.
- Use the Scoring Rubric (Appendix B) as a reference to ensure you are being as detailed as possible.

Remember

Get your application ready NOW!



**Applications
Open!**



**Application Deadline
4:00p CST (5:00p EST)**



Thank you!

Sidney Enss, CVA, MPA, CNP, CRS-A/D
Senior Center Liaison
Tennessee Department of Disability and Aging
615-741-1585
fax: 615-741-3309
Sidney.Enss@tn.gov



Request for Applications:

Tennessee Senior Center Grants

Issued June 2025

For more information, please contact:

Sidney Enss | DDA Senior Center Liaison | Sidney.Enss@tn.gov

Grant Overview

Background

The Tennessee Department of Disability and Aging (DDA) is the designated State Unit on Aging (SUA) and is mandated to provide leadership relative to aging issues on behalf of older persons in the state. Our mission is to empower, support, and enhance the lives of people with disabilities and older Tennesseans by promoting independence, inclusion, and the pursuit of lifelong health.

DDA has received a non-recurring allocation of five million dollars (\$5,000,000) from the Tennessee General Assembly (House Bill No. 1409, Section 61 item 21, page 25) to distribute to senior centers across the state through a competitive grant process. For this process, a scoring metric will be used to distribute these funds in support of the vital work senior centers do to assist older adults across Tennessee with access to resources, activities, and social connection.

Request for Applications

DDA is seeking applications from senior centers across Tennessee that describes how the senior center intends to use the funding, if awarded, for improvements and benefits to the senior center and its participants. These funds are non-recurring, which means funds are not guaranteed on an annual basis. Applications cannot be modified once approved for funding. Funds **MUST** be spent on the items addressed in this application only.

Application Submissions

It is strongly encouraged that all grantees type their responses to all grant questions in a Microsoft Word document to copy and paste into the electronic [2025 TN Senior Center Grant Request for Application](#) submission. Please DO NOT submit your grant application until you have every component ready for submission.

All submissions must be typed and submitted using one of the following methods:

- Electronically using the [2025 TN Senior Center Grant Request for Application](#)
- Email all documents to Sidney Enss at Sidney.Enss@tn.gov

Handwritten, mailed, and faxed submissions will NOT be accepted.

Narrative Review

Each senior center's project and budget narratives will be reviewed by three grant reviewers who will remain anonymous. All narratives will be de-identified so reviewers do not know the name, county, or other identifying information about the senior center applying for funds. This will allow reviewers to remain impartial and score solely based on the information provided in the narratives submitted. Once the deadline for submissions has closed, no additional details or comments will be accepted for consideration. It is vital that each senior center be as detailed as possible when answering every question of the project and budget narratives.

Funding

Award Amounts

DDA will award grants starting at a minimum of ten thousand dollars (\$10,000) to a maximum fifty thousand dollars (\$50,000) each based on the need(s) of the senior center applying for funds. The funding range will allow senior centers to request the amount of funds needed to benefit their senior center the most rather than a set monetary amount.

These grants are competitive, meaning not all applications will receive funding. Grant recipients must expend all grant funds by **March 31, 2027**.

Funding Distribution – Cost-Reimbursement

Senior centers who receive funding through this grant will be required to pay for all purchases up front and submit receipts of payment to be reimbursed before funding is released. Reimbursement can be expected 4-6 weeks from the date the invoice was submitted. Invoices are allowed to be submitted one time per month. An invoice template and training will be provided to each grant recipient.

Funds WILL NOT be distributed in advance for any grant recipient.

Senator and Representative Letter of Support

Obtaining letters of support from your local senator and representative is a requirement to apply for these grant funds. To ensure you request a letter of support from the appropriate elected official, please use the Find My Legislator website. On the website, type in your senior center's physical address to determine the appropriate elected official to contact.

- [Find My Legislator](#)

You can find a sample letter template in *Appendix F*.

Contract

All grantees will be sent a contract after receiving a Notice of Award (see *Grant Timeline* for more details). The grant cycle for this contract will be **November 1, 2025 – March 31, 2027**. This contract **MUST** be signed by the authorized signatory listed on the 2025 Senior Center Grant Request for Application before funding will be sent to the senior center.

Reporting Requirements

A reporting template will be provided to each grant recipient. This template will be completed three times during the grant cycle; once by **March 31, 2026 (mid-term)**, once by **October 31, 2026 (mid-term)** and once by **April 30, 2027 (final)**. All grantees are required to submit the following information:

- 1) List of items purchased.
- 2) Number of unduplicated people served.
- 3) Pictures of items, materials, programs, activities, etc. purchased using grant funds.
- 4) Testimonials from Senior Center members about how the funding impacted their participation at the senior center.

Register with the State

If a senior center has not received previous grant funding, DDA requires that the senior center register to be a supplier with the State of Tennessee as soon as possible. To register as a State of Tennessee supplier, please use the link below and click "Register as a Supplier" in the middle section of the webpage.

- [Register as a Supplier](#)
- [Supplier Guide: Registering as a Supplier with the State of Tennessee and Obtaining a Supplier ID](#)

Direct Deposit

For any senior center that does not have direct deposit set up with Edison Supplier Maintenance through the State, it is required that an application is completed as soon as possible using the link below. Direct Deposit payments can only be distributed when an account is listed on the senior center's Edison Vendor profile.

- [Edison Supplier Maintenance Direct Deposit form and instructions](#)

Application Eligibility and Logistics

Eligibility

For the purpose of this grant, all senior centers in the State of Tennessee must:

- 1) Meet one of the following definitions of a senior center; and:
 - a. a single purpose agency with programs and activities designed and operated only for the benefit of adults aged 60 and over; or
 - b. a multi-purpose agency with a broad spectrum of services, which shall include provision of health, social, nutritional, and educational services, and the provision of facilities for recreational activities for adults aged 60 and over.
- 2) Be an organization with established programming that provides a minimum of 16 hours a month of activities or services specifically targeted for adults 60 and over.

It is encouraged that funding be used to support goals such as, but not limited to:

- 1) Capital Projects (building improvements, equipment, etc.)
- 2) Marketing
- 3) Programming/Activities
- 4) Routine Operating Expenses

Funding Limitations

Funding may **NOT** be used for:

- 1) Alcohol
- 2) Purchase of gift cards for any purpose
- 3) Salaries for staff that are on payroll.

Grant Timeline

Date	Action
June 2, 2025	Request for Application available for review
June 11, 2025 (1:00pm CST/2:00pm EST)	**Informational Session
June 23, 2025	Start date for applications to be submitted
August 8, 2025 (4:00pm CST/5:00pm EST)	Deadline for applications to be submitted
September 12, 2025 (4:00pm CST/5:00pm EST)	Anticipated date for Notice of Awards
Fall 2025	Contracts to grantees to sign
March 31, 2026	Mid-Term Report due (template will be provided)
October 31, 2026	Mid-Term Report due (template will be provided)
March 31, 2027	All funding must be spent by grantees
April 30, 2027	Final Report due (template will be provided)

****An informational webinar will be held for interested parties on **Wednesday, June 11 at 1:00pm CST (2:00pm EST)**. The webinar will be recorded and posted on the TN Senior Center Resource Library within two (2) days. Webinar information will be sent to all senior center contacts, or you can email Sidney Enss at Sidney.Enss@tn.gov for additional details.**

Scoring Metrics

Five (5) main scoring metrics will be used to determine total score for each grant submission. Please see *Appendix B-E* for more scoring details. These metrics include:

- 1) Project Narrative (60 points total) – See *Appendix B* for scoring rubric.
 - a. Current Need(s) (10 points)
 - i. Describe the current need(s) of your senior center for the funds you are requesting.
 - b. Goals (10 points)
 - i. Detail at least three (3) goals you plan to achieve using this funding and describe how you will reach these goals.
 - c. Organizational Capacity (10 points)
 - i. 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.
 - d. Impact (10 points)
 - i. Describe the impact your project will have on the senior center and its participants if you receive grant funds.
 - e. Sustainability (10 points)
 - i. 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.
 - f. Project Timeline (10 points)
 - i. 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.
- 2) Project Budget & Narrative (20 points) – See *Appendix B* for scoring rubric.
 - a. Project Budget (10 points) – See *Appendix A* for required template.
 - i. Complete a project budget using the required budget template (*Appendix A*) 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.
 - b. Budget Narrative (10 points)
 - i. Provide an explanation and the calculations for how you determined the funding amounts for each category of your budget.

- 3) 2025 Targeted Area ([Department of Economic and Community Development](#)) - See *Appendix C* for county breakdown.
 - a. 5 pts "Distressed"
 - b. 4 pts "At Risk"
 - c. 3 pts "Transitional"
 - d. 2 pts "Competitive"
 - e. 1 pt. "Attainment"
- 4) Estimated 65+ Population in 2025 ([Tennessee Department of Health, pg. 5-6](#)) – See *Appendix D* for county breakdown.
 - a. 5 pts 30% or higher
 - b. 4 pts 25-29.9%
 - c. 3 pts 20-24.9%
 - d. 2 pts 15-19.9%
 - e. 1 pt. 10-14.9%
- 5) Adults 65+ at Poverty Level (based on [US Census Bureau Poverty Status in the Past 12 Months](#)) - See *Appendix E* for county breakdown.
 - a. 5 pts 25% or higher
 - b. 4 pts 20-24.9%
 - c. 3 pts 15-19.9%
 - d. 2 pts 10-14.9%
 - e. 1 pt. 9.9% or lower

Tie Scores

In the event applicants receive tied scores, the applicant who submitted their application the earliest will receive priority determination of funding. **Therefore, it is important to submit your application as soon as possible.**

Application Requirements

All applicants are required to complete the 2025 Senior Center Grant Request for Application using the enclosed application or electronically by using the following link: [2025 TN Senior Center Grant Request for Application](#). **ALL** items listed below **MUST** be submitted to be considered a complete application. If any items are missing or filled out incorrectly, the application **WILL NOT** be considered for funding.

- 1) 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.
 - a. Yes
 - b. No
- 2) Name of Senior Center:
- 3) Amount of funding being requested (\$10,000-\$50,000):
- 4) Senior Center's Fiscal Year:
- 5) Type of Entity (How the senior center is registered through the Secretary of State)
 - a. Nonprofit (has 501 (c) 3 status)
 - b. City Government (the senior center is managed through city government processes)
 - c. County Government (the senior center is managed through county government processes)
- 6) Senior Center Physical Address:
Senior Center Mailing Address: (only if different than address listed above)
- 7) County of Senior Center Location:
- 8) 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.)
 - a. Yes or no.
- 9) Senior Center Contact: (This person will be the primary contact and receive all grant correspondence via email)
 - a. First & Last Name
 - b. Title/Position at the Senior Center
 - c. Email Address
 - d. Phone Number
- 10) Authorized Signatory: (Person authorized to sign contracts on behalf of the senior center)
 - a. First & Last Name
 - b. Title/Position
 - c. Email Address

- d. Phone Number
- 11) Grant Goals
- a. Capital Projects (building improvements, equipment, etc.)
 - b. Marketing
 - c. Programming/Activities
 - d. Routine Operating Expenses
- 12) Letter of Support from [State Senator](#) (See *Appendix F* for a sample letter)
- 13) Letter of Support from [State Representative](#) (See *Appendix F* for a sample letter)
- a. Did you use [Find My Legislator](#) to determine the appropriate elected official to request a letter of support?
- 14) Copy of organizations W-9 form signed and dated in 2025.
- 15) Preferred Payment Method (If awarded a grant, select your preference on receiving reimbursed grant funds)
- a. Direct Deposit - Last 4 digits of the account number
 - b. Check Mailed - Address the check should be mailed to
- 16) Project Narrative (60 total points)
- a. Current Need(s) (10 points)
 - i. Describe the current need(s) of your senior center for the funds you are requesting.
 - b. Goals (10 points)
 - i. Detail at least three (3) goals you plan to achieve using this funding and describe how you will reach these goals.
 - c. Organizational Capacity (10 points)
 - i. 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.
 - d. Impact (10 points)
 - i. Describe the impact your project will have on the senior center and its participants if you receive grant funds.
 - e. Sustainability (10 points)
 - i. 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.

f. Project Timeline (10 points)

- i. 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.

17) Project Budget & Narrative (20 total points)

a. Project Budget (10 points) - See *Appendix A* for required template.

- i. Complete a project budget using the required budget template (*Appendix A*) 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.

b. Budget Narrative (10 points)

- i. Provide an explanation and the calculations for how you determined the funding amounts for each category of your budget.

18) Sign Grant Agreement

2025 Senior Center Grant Request for Application

1. 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.
 - a. Yes
 - b. No
2. Name of Senior Center _____
3. Amount of funding being requested (\$10,000 - \$50,000) _____.
4. Senior Center's Fiscal Year _____
5. Type of Entity (How the senior center is registered through the TN Secretary of State)
 - ☐ Nonprofit (has 501 (c) 3 status)
 - ☐ City Government (the senior center is managed through city government processes)
 - ☐ County Government (the senior center is managed through county government processes)
6. Senior Center Physical Address

_____, TN _____
- Senior Center Mailing Address (only if different than address listed above)

_____, TN _____
7. County of Senior Center Location _____
8. 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.**
 - a. Yes
 - b. No
9. Senior Center Contact
NOTE: This person will be the primary contact and receive all grant correspondence via email.
First Name _____ Last Name _____
Title/Position at the Senior Center _____
Email _____
Phone (____) _____ - _____

10. Authorized Signatory

NOTE: This person is authorized to sign contracts on behalf of the senior center.

First Name _____ Last Name _____

Title/Position _____

Email _____

Phone (____) _____ - _____

11. Grant Goals (select all that apply)

- ☐ Capital Projects (building improvements, equipment, etc.)
- ☐ Marketing
- ☐ Programming / Activities
- ☐ Routine Operating Expenses

12. Letter from State Senator: YES NO

13. Letter from State Representative: YES NO

14. Organizations W-9 form signed and dated in 2025. YES NO

15. Preferred Payment Method

NOTE: (If awarded a grant, select your preference on receiving reimbursed grant funds).

Only select one option:

☐ **Direct Deposit**
Last 4 digits of account number _____

☐ **Check Mailed**
Address the check should be mailed to:

_____, TN _____

16. Project Narrative (60 points total)

a. Current Need(s) (10 points)

- i. Describe the current need(s) of your senior center for the funds you are requesting.

b. Goals (10 points)

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

c. Organizational Capacity (10 points)

- i. 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.

d. Impact (10 points)

- i. Describe the impact your project will have on the senior center and its participants if you receive grant funds.

e. Sustainability (10 points)

- i. 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.

f. Project Timeline (10 points)

- i. 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.

17. Project Budget & Narrative (20 points)

a. Project Budget (10 points) - See *Appendix A* for required template.

- i. Complete a project budget using the required budget template (*Appendix A*) 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.

b. Budget Narrative (10 points)

- i. Provide an explanation and the calculations for how you determined the funding amounts for each category of your budget.

18. Sign Grant Agreement

I _____, understand, if awarded a Senior Center Grant, all funds received from this grant must be used for the improvement and benefit of the above-mentioned senior center and must be expended by March 31, 2027.

(Senior Center Contact's Printed Name)

(Senior Center Contact's Signature)

(Date)

Appendix A: Project Budget Template

Senior Center Grant Budget Template

Object Class Category	Grant Funds requested
Capital Projects	
Marketing	
Programs/Activities	
Operating Expenses	
Supplies	
Travel	

Total: _____

Appendix B: Project & Budget Narrative Scoring Rubric

Grant Application: _____

Grant Reviewer # _____

Narrative question	10 - 8 points Exceeds Expectations	7 - 5 points Meets Expectations	4 - 0 points Does not Meet Expectations	Score
Current Need(s): Describe the current need(s) of your senior center for the funds you are requesting.	Clearly identifies the need(s) of the senior center. Gives descriptive examples and details as to why the need(s) must be met. Reviewer is left with a vivid understanding of the importance of the need(s).	Identifies the need(s) of the senior center. Provides some details on why the need(s) are important to be met. Reviewer is left with questions on the importance of the need(s).	Did not identify the need(s) of the senior center. Provides minimal to no details on why the need(s) are important to be met. Reviewer is left with little to no understanding of the importance of the need(s).	
Reviewer Comments:				

Narrative question	10 - 8 points Exceeds Expectations	7 - 5 points Meets Expectations	4 - 0 points Does not Meet Expectations	Score
Goals: Detail at least three (3) goals you plan to achieve using this funding and describe how you will reach these goals.	Clearly identifies at least 3 goals. Gives descriptive examples and details as to how each individual goal will be achieved. Reviewer is left with a vivid understanding of each goal and how it will be met.	Identifies at least 3 goals. Provides some details on how the individual goals will be achieved. Reviewer is left with questions on how the goals will be met.	Did not identify at least 3 goals. Provides minimal to no details on how the individual goals will be achieved. Reviewer is left with little to no understanding of the goals and how they will be met.	
Reviewer Comments:				

Narrative question	10 - 8 points Exceeds Expectations	7 - 5 points Meets Expectations	4 - 0 points Does not Meet Expectations	Score
Organizational Capacity: 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.	Clearly Identifies the capacity of the senior center. Gives descriptive examples and details as to how capacity will be used to meet project goals. Reviewer is left with a vivid understanding of the senior center's capacity and how it will be used to achieve project goals.	Identifies the capacity of the senior center. Provides some details on how the senior center's capacity will be used to meet project goals. Reviewer is left with questions on how the capacity will be used to achieve project goals.	Did not identify the capacity of the senior center. Provides minimal to no details on how the senior center's capacity will be used to meet project goals. Reviewer is left with little to no understanding of how the senior center's capacity will be used to achieve project goals.	
Reviewer Comments:				

Narrative question	10 - 8 points Exceeds Expectations	7 - 5 points Meets Expectations	4 - 0 points Does not Meet Expectations	Score
Impact: Describe the impact your project will have on the senior center and its participants if you receive grant funds.	Clearly describes the impact the project will have on the senior center and its participants. Gives descriptive examples and details regarding the project's impact. Reviewer is left with a vivid understanding of project's impact on the senior center and its participants.	Describes the impact the project will have on the senior center and its participants. Provides some details regarding the project's impact. Reviewer is left with questions on how the project will impact the senior center and its participants.	Did not describe the impact the project will have on the senior center and its participants. Provides minimal to no details regarding the project's impact. Reviewer is left with little to no understanding of how the project will impact the senior center and its participants.	
Reviewer Comments:				

Narrative question	10 - 8 points Exceeds Expectations	7 - 5 points Meets Expectations	4 - 0 points Does not Meet Expectations	Score
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.	Clearly describes how the senior center will continue to support the items in their application if funding is no longer available. Gives descriptive examples and details on how the project will continue in the future. Reviewer is left with a vivid understanding of how the project will continue at the senior center if funds are no longer available for support.	Describes how the senior center will continue to support the items in their application if funding is no longer available. Provides some details regarding how the project will continue in the future. Reviewer is left with questions on how the project will continue at the senior center if funds are no longer available for support.	Did not describe how the senior center will continue to support the items in their application if funding is no longer available. Provides minimal to no details regarding how the project will continue in the future. Reviewer is left with little to no understanding of how the project will continue at the senior center if funds are no longer available for support.	
Reviewer Comments:				

Narrative question	10 - 8 points Exceeds Expectations	7 - 5 points Meets Expectations	4 - 0 points Does not Meet Expectations	Score
Project Timeline: Create a detailed monthly timeline from November 1, 2025 – March 31, 2027, for how you plan to spend the funds you are requesting.	Clearly details how the senior center plans to spend the funds each month during the project timeline.	Details how the senior center plans to spend the funds but does not provide a monthly breakdown.	Provides minimal to no details on how the senior center plans to spend their funds and does not provide a monthly breakdown.	
Reviewer Comments:				

Narrative question	10 - 8 points Exceeds Expectations	7 - 5 points Meets Expectations	4 - 0 points Does not Meet Expectations	Score
Project Budget: Complete a project budget using the required budget template (<i>Appendix A</i>) 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.	Senior center uses the required budget template provided by DDA. Each budget category is rounded to the nearest \$1,000.	Senior center does not use the required budget template provided by DDA. Each budget category is rounded to the nearest \$1,000.	Senior center does not use the required budget template provided by DDA. Each budget category is not rounded to the nearest \$1,000.	
Reviewer Comments:				

Narrative question	10 - 8 points Exceeds Expectations	7 - 5 points Meets Expectations	4 - 0 points Does not Meet Expectations	Score
Budget Narrative: Provide an explanation and the calculations for how you determined the funding amounts for each category of your budget.	Provides details on the specific materials to be purchased for each category and the calculations made to determine funding for each category. Reviewer is left with a vivid understanding of the materials to be purchased and how the funding amounts for each category were calculated.	Does not provide details on the materials to be purchased for each category OR the calculations made to determine funding for each category. Reviewer is left with questions on the materials to be purchased OR how the funding amounts for each category were calculated.	Provides minimal to no details on the materials to be purchased for each category AND the calculations made to determine funding for each category. Reviewer is left with little to no understanding on the materials to be purchased AND how the funding amounts for each category were calculated.	
Reviewer Comments:				

Total Narratives Score: _____

Appendix C – 2025 Targeted Areas ([Department of Economic and Community Development](#))

5 pts Distressed

Bledsoe
Cocke
Grundy
Hancock
Hardeman
Haywood
Lake
Perry
Scott

4 pts At-Risk

Benton
Campbell
Carroll
Carter
Claiborne
Clay
Decatur
DeKalb
Fentress
Grainger
Greene
Hardin
Hawkins
Houston
Jackson
Johnson
Lauderdale
Lewis
McNairy
Meigs
Monroe
Morgan
Overton
Pickett
Rhea
Sequatchie
Unicoi
Van Buren
Warren
Wayne
White

3 pts Transitional

Anderson
Bedford
Blount
Bradley
Cannon
Chester
Coffee
Crockett
Cumberland
Davidson
Dickson
Dyer
Franklin
Gibson
Giles
Hamblen
Hamilton
Henderson
Henry
Hickman
Humphreys
Jefferson
Lawrence
Lincoln
Macon
Madison
Marion
Marshall
Maury
McMinn
Montgomery
Moore
Obion
Polk
Putnam
Roane
Robertson
Rutherford
Sevier
Shelby
Smith
Stewart

3 pts Transitional, cont.

Sullivan
Tipton
Trousdale
Union
Washington
Weakley

2 pts Competitive

Cheatham
Fayette
Knox
Loudon
Sumner
Wilson

1 pt. Attainments

Williamson

Appendix D – Estimated 65+ Population in 2025 ([Tennessee Department of Health, pg. 5-6](#))

5 pts 30% or above

Cumberland
Loudon
Pickett

4 pts 25-29.9%

Benton
Carter
Clay
Decatur
Fayette
Fentress
Hancock
Hardin
Henry
Jackson
Johnson
Roane
Unicoi
Van Buren

3 pts 20-24.9%

Anderson
Bledsoe
Blount
Campbell
Cannon
Carroll
Claiborne
Cocke
Crockett
DeKalb
Franklin
Gibson
Giles
Grainger
Greene
Grundy
Hamblen
Hardeman
Hawkins
Haywood
Henderson
Hickman
Houston
Humphreys
Jefferson
Lawrence
Lewis
Lincoln
Madison
Marion
McMinn
McNairy
Meigs
Monroe
Moore
Morgan
Obion
Overton
Perry
Polk
Rhea
Sequatchie
Sevier
Stewart

3 pts 20-24.9% cont.

Sullivan
Union
Warren
Washington
Wayne
Weakley
White

2 pts 15%-19.9%

Bedford
Bradley
Cheatham
Chester
Coffee
Dickson
Dyer
Hamilton
Knox
Lake
Lauderdale
Macon
Marshall
Maury
Putnam
Robertson
Scott
Shelby
Smith
Sumner
Tipton
Williamson
Wilson

1 pt. 10%-14.9%

Davidson
Montgomery
Rutherford
Trousdale

Appendix E – Adults 65+ at Poverty Level (based on [US Census Bureau Poverty Status in the Past 12 Months](#))

5 pts 25% or above

Cumberland
Moore
Trousdale

4 pts 20-24.9%

Clay
Decatur
Hancock
Houston
Jackson
Monroe
Overton
Stewart
Wayne

3 pts 15%-19.9%

Anderson
Blount
Campbell
Chester
Dickson
Fayette
Fentress
Franklin
Grainger
Greene
Grundy
Hardeman
Hardin
Hawkins
Haywood
Lawrence
Lewis
Lincoln
Macon
Madison
Obion
Polk
Rhea
Roane
Sevier
Sullivan
Sumner
Unicoi
Van Buren
White
Williamson

2 pts. 10%-14.9%cont.

Benton
Bradley
Cannon
Carter
Cheatham
Claiborne
Cocke
Coffee
Davidson
DeKalb
Dyer
Gibson
Giles
Hamblen
Hamilton
Henderson
Henry
Hickman
Humphreys
Jefferson
Johnson
Knox
Lauderdale
Loudon
Marshall
Maury
McNairy
Meigs
Morgan
Perry
Pickett
Putnam
Robertson
Scott
Shelby
Smith
Tipton
Union
Warren
Washington
Weakley
Wilson

1pts. 9.9% or lower

Bedford
Bledsoe
Carroll
Crockett
Lake
Marion
McMinn
Montgomery
Rutherford
Sequatchie

Appendix F – Sample Letter to State Senator and Representative

Note: This letter should be written and signed on the letter head of the elected official

[DATE], 2025

Commissioner Brad Turner
Tennessee Department of Disability and Aging
502 Deaderick Street, 9th Floor
Nashville, TN 37243-0860

Dear Commissioner Turner:

I am pleased to write this letter of support for the **[Senior Center]**'s application for a senior center grant from the Tennessee Department of Disability and Aging. The **[Senior Center Name]** plans to use funds to **[brief project description]**. I believe this project will be an asset to the constituents of my district.

Sincerely,

[First and Last Name]
[Representative / Senator]
Tennessee General Assembly



Request for Applications:

Tennessee Senior Center Grants

Issued June 2025

For more information, please contact:

Sidney Enss | DDA Senior Center Liaison | Sidney.Enss@tn.gov

Grant Overview

Background

The Tennessee Department of Disability and Aging (DDA) is the designated State Unit on Aging (SUA) and is mandated to provide leadership relative to aging issues on behalf of older persons in the state. Our mission is to empower, support, and enhance the lives of people with disabilities and older Tennesseans by promoting independence, inclusion, and the pursuit of lifelong health.

DDA has received a non-recurring allocation of five million dollars (\$5,000,000) from the Tennessee General Assembly (House Bill No. 1409, Section 61 item 21, page 25) to distribute to senior centers across the state through a competitive grant process. For this process, a scoring metric will be used to distribute these funds in support of the vital work senior centers do to assist older adults across Tennessee with access to resources, activities, and social connection.

Request for Applications

DDA is seeking applications from senior centers across Tennessee that describes how the senior center intends to use the funding, if awarded, for improvements and benefits to the senior center and its participants. These funds are non-recurring, which means funds are not guaranteed on an annual basis. Applications cannot be modified once approved for funding. Funds **MUST** be spent on the items addressed in this application only.

Application Submissions

It is strongly encouraged that all grantees type their responses to all grant questions in a Microsoft Word document to copy and paste into the electronic [2025 TN Senior Center Grant Request for Application](#) submission. Please DO NOT submit your grant application until you have every component ready for submission.

All submissions must be typed and submitted using one of the following methods:

- Electronically using the [2025 TN Senior Center Grant Request for Application](#)
- Email all documents to Sidney Enss at Sidney.Enss@tn.gov

Handwritten, mailed, and faxed submissions will NOT be accepted.

Narrative Review

Each senior center's project and budget narratives will be reviewed by three grant reviewers who will remain anonymous. All narratives will be de-identified so reviewers do not know the name, county, or other identifying information about the senior center applying for funds. This will allow reviewers to remain impartial and score solely based on the information provided in the narratives submitted. Once the deadline for submissions has closed, no additional details or comments will be accepted for consideration. It is vital that each senior center be as detailed as possible when answering every question of the project and budget narratives.

Funding

Award Amounts

DDA will award grants starting at a minimum of ten thousand dollars (\$10,000) to a maximum fifty thousand dollars (\$50,000) each based on the need(s) of the senior center applying for funds. The funding range will allow senior centers to request the amount of funds needed to benefit their senior center the most rather than a set monetary amount.

These grants are competitive, meaning not all applications will receive funding. Grant recipients must expend all grant funds by **March 31, 2027**.

Funding Distribution – Cost-Reimbursement

Senior centers who receive funding through this grant will be required to pay for all purchases up front and submit receipts of payment to be reimbursed before funding is released. Reimbursement can be expected 4-6 weeks from the date the invoice was submitted. Invoices are allowed to be submitted one time per month. An invoice template and training will be provided to each grant recipient.

Funds WILL NOT be distributed in advance for any grant recipient.

Senator and Representative Letter of Support

Obtaining letters of support from your local senator and representative is a requirement to apply for these grant funds. To ensure you request a letter of support from the appropriate elected official, please use the Find My Legislator website. On the website, type in your senior center's physical address to determine the appropriate elected official to contact.

- [Find My Legislator](#)

You can find a sample letter template in *Appendix F*.

Contract

All grantees will be sent a contract after receiving a Notice of Award (see *Grant Timeline* for more details). The grant cycle for this contract will be **November 1, 2025 – March 31, 2027**. This contract **MUST** be signed by the authorized signatory listed on the 2025 Senior Center Grant Request for Application before funding will be sent to the senior center.

Reporting Requirements

A reporting template will be provided to each grant recipient. This template will be completed three times during the grant cycle; once by **March 31, 2026 (mid-term)**, once by **October 31, 2026 (mid-term)** and once by **April 30, 2027 (final)**. All grantees are required to submit the following information:

- 1) List of items purchased.
- 2) Number of unduplicated people served.
- 3) Pictures of items, materials, programs, activities, etc. purchased using grant funds.
- 4) Testimonials from Senior Center members about how the funding impacted their participation at the senior center.

Register with the State

If a senior center has not received previous grant funding, DDA requires that the senior center register to be a supplier with the State of Tennessee as soon as possible. To register as a State of Tennessee supplier, please use the link below and click "Register as a Supplier" in the middle section of the webpage.

- [Register as a Supplier](#)
- [Supplier Guide: Registering as a Supplier with the State of Tennessee and Obtaining a Supplier ID](#)

Direct Deposit

For any senior center that does not have direct deposit set up with Edison Supplier Maintenance through the State, it is required that an application is completed as soon as possible using the link below. Direct Deposit payments can only be distributed when an account is listed on the senior center's Edison Vendor profile.

- [Edison Supplier Maintenance Direct Deposit form and instructions](#)

Application Eligibility and Logistics

Eligibility

For the purpose of this grant, all senior centers in the State of Tennessee must:

- 1) Meet one of the following definitions of a senior center; and:
 - a. a single purpose agency with programs and activities designed and operated only for the benefit of adults aged 60 and over; or
 - b. a multi-purpose agency with a broad spectrum of services, which shall include provision of health, social, nutritional, and educational services, and the provision of facilities for recreational activities for adults aged 60 and over.
- 2) Be an organization with established programming that provides a minimum of 16 hours a month of activities or services specifically targeted for adults 60 and over.

It is encouraged that funding be used to support goals such as, but not limited to:

- 1) Capital Projects (building improvements, equipment, etc.)
- 2) Marketing
- 3) Programming/Activities
- 4) Routine Operating Expenses

Funding Limitations

Funding may **NOT** be used for:

- 1) Alcohol
- 2) Purchase of gift cards for any purpose
- 3) Salaries for staff that are on payroll.

Grant Timeline

Date	Action
June 2, 2025	Request for Application available for review
June 11, 2025 (1:00pm CST/2:00pm EST)	**Informational Session
June 23, 2025	Start date for applications to be submitted
August 8, 2025 (4:00pm CST/5:00pm EST)	Deadline for applications to be submitted
September 12, 2025 (4:00pm CST/5:00pm EST)	Anticipated date for Notice of Awards
Fall 2025	Contracts to grantees to sign
March 31, 2026	Mid-Term Report due (template will be provided)
October 31, 2026	Mid-Term Report due (template will be provided)
March 31, 2027	All funding must be spent by grantees
April 30, 2027	Final Report due (template will be provided)

****An informational webinar will be held for interested parties on **Wednesday, June 11 at 1:00pm CST (2:00pm EST)**. The webinar will be recorded and posted on the TN Senior Center Resource Library within two (2) days. Webinar information will be sent to all senior center contacts, or you can email Sidney Enss at Sidney.Enss@tn.gov for additional details.**

Scoring Metrics

Five (5) main scoring metrics will be used to determine total score for each grant submission. Please see *Appendix B-E* for more scoring details. These metrics include:

- 1) Project Narrative (60 points total) – See *Appendix B* for scoring rubric.
 - a. Current Need(s) (10 points)
 - i. Describe the current need(s) of your senior center for the funds you are requesting.
 - b. Goals (10 points)
 - i. Detail at least three (3) goals you plan to achieve using this funding and describe how you will reach these goals.
 - c. Organizational Capacity (10 points)
 - i. 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.
 - d. Impact (10 points)
 - i. Describe the impact your project will have on the senior center and its participants if you receive grant funds.
 - e. Sustainability (10 points)
 - i. 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.
 - f. Project Timeline (10 points)
 - i. 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.
- 2) Project Budget & Narrative (20 points) – See *Appendix B* for scoring rubric.
 - a. Project Budget (10 points) – See *Appendix A* for required template.
 - i. Complete a project budget using the required budget template (*Appendix A*) 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.
 - b. Budget Narrative (10 points)
 - i. Provide an explanation and the calculations for how you determined the funding amounts for each category of your budget.

- 3) 2025 Targeted Area ([Department of Economic and Community Development](#)) - See *Appendix C* for county breakdown.
 - a. 5 pts "Distressed"
 - b. 4 pts "At Risk"
 - c. 3 pts "Transitional"
 - d. 2 pts "Competitive"
 - e. 1 pt. "Attainment"
- 4) Estimated 65+ Population in 2025 ([Tennessee Department of Health, pg. 5-6](#)) – See *Appendix D* for county breakdown.
 - a. 5 pts 30% or higher
 - b. 4 pts 25-29.9%
 - c. 3 pts 20-24.9%
 - d. 2 pts 15-19.9%
 - e. 1 pt. 10-14.9%
- 5) Adults 65+ at Poverty Level (based on [US Census Bureau Poverty Status in the Past 12 Months](#)) - See *Appendix E* for county breakdown.
 - a. 5 pts 25% or higher
 - b. 4 pts 20-24.9%
 - c. 3 pts 15-19.9%
 - d. 2 pts 10-14.9%
 - e. 1 pt. 9.9% or lower

Tie Scores

In the event applicants receive tied scores, the applicant who submitted their application the earliest will receive priority determination of funding. **Therefore, it is important to submit your application as soon as possible.**

Application Requirements

All applicants are required to complete the 2025 Senior Center Grant Request for Application using the enclosed application or electronically by using the following link: [2025 TN Senior Center Grant Request for Application](#). **ALL** items listed below **MUST** be submitted to be considered a complete application. If any items are missing or filled out incorrectly, the application **WILL NOT** be considered for funding.

- 1) 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.
 - a. Yes
 - b. No
- 2) Name of Senior Center:
- 3) Amount of funding being requested (\$10,000-\$50,000):
- 4) Senior Center's Fiscal Year:
- 5) Type of Entity (How the senior center is registered through the Secretary of State)
 - a. Nonprofit (has 501 (c) 3 status)
 - b. City Government (the senior center is managed through city government processes)
 - c. County Government (the senior center is managed through county government processes)
- 6) Senior Center Physical Address:
Senior Center Mailing Address: (only if different than address listed above)
- 7) County of Senior Center Location:
- 8) 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.)
 - a. Yes or no.
- 9) Senior Center Contact: (This person will be the primary contact and receive all grant correspondence via email)
 - a. First & Last Name
 - b. Title/Position at the Senior Center
 - c. Email Address
 - d. Phone Number
- 10) Authorized Signatory: (Person authorized to sign contracts on behalf of the senior center)
 - a. First & Last Name
 - b. Title/Position
 - c. Email Address

- d. Phone Number
- 11) Grant Goals
- a. Capital Projects (building improvements, equipment, etc.)
 - b. Marketing
 - c. Programming/Activities
 - d. Routine Operating Expenses
- 12) Letter of Support from [State Senator](#) (See *Appendix F* for a sample letter)
- 13) Letter of Support from [State Representative](#) (See *Appendix F* for a sample letter)
- a. Did you use [Find My Legislator](#) to determine the appropriate elected official to request a letter of support?
- 14) Copy of organizations W-9 form signed and dated in 2025.
- 15) Preferred Payment Method (If awarded a grant, select your preference on receiving reimbursed grant funds)
- a. Direct Deposit - Last 4 digits of the account number
 - b. Check Mailed - Address the check should be mailed to
- 16) Project Narrative (60 total points)
- a. Current Need(s) (10 points)
 - i. Describe the current need(s) of your senior center for the funds you are requesting.
 - b. Goals (10 points)
 - i. Detail at least three (3) goals you plan to achieve using this funding and describe how you will reach these goals.
 - c. Organizational Capacity (10 points)
 - i. 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.
 - d. Impact (10 points)
 - i. Describe the impact your project will have on the senior center and its participants if you receive grant funds.
 - e. Sustainability (10 points)
 - i. 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.

f. Project Timeline (10 points)

- i. 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.

17) Project Budget & Narrative (20 total points)

a. Project Budget (10 points) - See *Appendix A* for required template.

- i. Complete a project budget using the required budget template (*Appendix A*) 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.

b. Budget Narrative (10 points)

- i. Provide an explanation and the calculations for how you determined the funding amounts for each category of your budget.

18) Sign Grant Agreement

2025 Senior Center Grant Request for Application

1. 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.

- a. Yes
- b. No

2. Name of Senior Center _____

3. Amount of funding being requested (\$10,000 - \$50,000) _____.

4. Senior Center's Fiscal Year _____

5. Type of Entity (How the senior center is registered through the TN Secretary of State)

- ☐ Nonprofit (has 501 (c) 3 status)
- ☐ City Government (the senior center is managed through city government processes)
- ☐ County Government (the senior center is managed through county government processes)

6. Senior Center Physical Address

_____, TN _____

Senior Center Mailing Address (only if different than address listed above)

_____, TN _____

7. County of Senior Center Location _____

8. 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.**

- a. Yes
- b. No

9. Senior Center Contact

NOTE: This person will be the primary contact and receive all grant correspondence via email.

First Name _____ Last Name _____

Title/Position at the Senior Center _____

Email _____

Phone (____) _____ - _____

10. Authorized Signatory

NOTE: This person is authorized to sign contracts on behalf of the senior center.

First Name _____ Last Name _____

Title/Position _____

Email _____

Phone (____) _____ - _____

11. Grant Goals (select all that apply)

- ☐ Capital Projects (building improvements, equipment, etc.)
- ☐ Marketing
- ☐ Programming / Activities
- ☐ Routine Operating Expenses

12. Letter from State Senator: YES NO

13. Letter from State Representative: YES NO

14. Organizations W-9 form signed and dated in 2025. YES NO

15. Preferred Payment Method

NOTE: (If awarded a grant, select your preference on receiving reimbursed grant funds).

Only select one option:

☐ **Direct Deposit**
Last 4 digits of account number _____

☐ **Check Mailed**
Address the check should be mailed to:

_____, TN _____

16. Project Narrative (60 points total)

a. Current Need(s) (10 points)

- i. Describe the current need(s) of your senior center for the funds you are requesting.

b. Goals (10 points)

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

c. Organizational Capacity (10 points)

- i. 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.

d. Impact (10 points)

- i. Describe the impact your project will have on the senior center and its participants if you receive grant funds.

e. Sustainability (10 points)

- i. 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.

f. Project Timeline (10 points)

- i. 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.

17. Project Budget & Narrative (20 points)

a. Project Budget (10 points) - See *Appendix A* for required template.

- i. Complete a project budget using the required budget template (*Appendix A*) 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.

b. Budget Narrative (10 points)

- i. Provide an explanation and the calculations for how you determined the funding amounts for each category of your budget.

18. Sign Grant Agreement

I _____, understand, if awarded a Senior Center Grant, all funds received from this grant must be used for the improvement and benefit of the above-mentioned senior center and must be expended by March 31, 2027.

(Senior Center Contact's Printed Name)

(Senior Center Contact's Signature)

(Date)

Appendix A: Project Budget Template

Senior Center Grant Budget Template

Object Class Category	Grant Funds requested
Capital Projects	
Marketing	
Programs/Activities	
Operating Expenses	
Supplies	
Travel	

Total: _____

Appendix B: Project & Budget Narrative Scoring Rubric

Grant Application: _____

Grant Reviewer # _____

Narrative question	10 - 8 points Exceeds Expectations	7 - 5 points Meets Expectations	4 - 0 points Does not Meet Expectations	Score
Current Need(s): Describe the current need(s) of your senior center for the funds you are requesting.	Clearly identifies the need(s) of the senior center. Gives descriptive examples and details as to why the need(s) must be met. Reviewer is left with a vivid understanding of the importance of the need(s).	Identifies the need(s) of the senior center. Provides some details on why the need(s) are important to be met. Reviewer is left with questions on the importance of the need(s).	Did not identify the need(s) of the senior center. Provides minimal to no details on why the need(s) are important to be met. Reviewer is left with little to no understanding of the importance of the need(s).	
Reviewer Comments:				

Narrative question	10 - 8 points Exceeds Expectations	7 - 5 points Meets Expectations	4 - 0 points Does not Meet Expectations	Score
Goals: Detail at least three (3) goals you plan to achieve using this funding and describe how you will reach these goals.	Clearly identifies at least 3 goals. Gives descriptive examples and details as to how each individual goal will be achieved. Reviewer is left with a vivid understanding of each goal and how it will be met.	Identifies at least 3 goals. Provides some details on how the individual goals will be achieved. Reviewer is left with questions on how the goals will be met.	Did not identify at least 3 goals. Provides minimal to no details on how the individual goals will be achieved. Reviewer is left with little to no understanding of the goals and how they will be met.	
Reviewer Comments:				

Narrative question	10 - 8 points Exceeds Expectations	7 - 5 points Meets Expectations	4 - 0 points Does not Meet Expectations	Score
Organizational Capacity: 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.	Clearly Identifies the capacity of the senior center. Gives descriptive examples and details as to how capacity will be used to meet project goals. Reviewer is left with a vivid understanding of the senior center's capacity and how it will be used to achieve project goals.	Identifies the capacity of the senior center. Provides some details on how the senior center's capacity will be used to meet project goals. Reviewer is left with questions on how the capacity will be used to achieve project goals.	Did not identify the capacity of the senior center. Provides minimal to no details on how the senior center's capacity will be used to meet project goals. Reviewer is left with little to no understanding of how the senior center's capacity will be used to achieve project goals.	
Reviewer Comments:				

Narrative question	10 - 8 points Exceeds Expectations	7 - 5 points Meets Expectations	4 - 0 points Does not Meet Expectations	Score
Impact: Describe the impact your project will have on the senior center and its participants if you receive grant funds.	Clearly describes the impact the project will have on the senior center and its participants. Gives descriptive examples and details regarding the project's impact. Reviewer is left with a vivid understanding of project's impact on the senior center and its participants.	Describes the impact the project will have on the senior center and its participants. Provides some details regarding the project's impact. Reviewer is left with questions on how the project will impact the senior center and its participants.	Did not describe the impact the project will have on the senior center and its participants. Provides minimal to no details regarding the project's impact. Reviewer is left with little to no understanding of how the project will impact the senior center and its participants.	
Reviewer Comments:				

Narrative question	10 - 8 points Exceeds Expectations	7 - 5 points Meets Expectations	4 - 0 points Does not Meet Expectations	Score
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.	Clearly describes how the senior center will continue to support the items in their application if funding is no longer available. Gives descriptive examples and details on how the project will continue in the future. Reviewer is left with a vivid understanding of how the project will continue at the senior center if funds are no longer available for support.	Describes how the senior center will continue to support the items in their application if funding is no longer available. Provides some details regarding how the project will continue in the future. Reviewer is left with questions on how the project will continue at the senior center if funds are no longer available for support.	Did not describe how the senior center will continue to support the items in their application if funding is no longer available. Provides minimal to no details regarding how the project will continue in the future. Reviewer is left with little to no understanding of how the project will continue at the senior center if funds are no longer available for support.	
Reviewer Comments:				

Narrative question	10 - 8 points Exceeds Expectations	7 - 5 points Meets Expectations	4 - 0 points Does not Meet Expectations	Score
Project Timeline: Create a detailed monthly timeline from November 1, 2025 – March 31, 2027, for how you plan to spend the funds you are requesting.	Clearly details how the senior center plans to spend the funds each month during the project timeline.	Details how the senior center plans to spend the funds but does not provide a monthly breakdown.	Provides minimal to no details on how the senior center plans to spend their funds and does not provide a monthly breakdown.	
Reviewer Comments:				

Narrative question	10 - 8 points Exceeds Expectations	7 - 5 points Meets Expectations	4 - 0 points Does not Meet Expectations	Score
Project Budget: Complete a project budget using the required budget template (<i>Appendix A</i>) 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.	Senior center uses the required budget template provided by DDA. Each budget category is rounded to the nearest \$1,000.	Senior center does not use the required budget template provided by DDA. Each budget category is rounded to the nearest \$1,000.	Senior center does not use the required budget template provided by DDA. Each budget category is not rounded to the nearest \$1,000.	
Reviewer Comments:				

Narrative question	10 - 8 points Exceeds Expectations	7 - 5 points Meets Expectations	4 - 0 points Does not Meet Expectations	Score
Budget Narrative: Provide an explanation and the calculations for how you determined the funding amounts for each category of your budget.	Provides details on the specific materials to be purchased for each category and the calculations made to determine funding for each category. Reviewer is left with a vivid understanding of the materials to be purchased and how the funding amounts for each category were calculated.	Does not provide details on the materials to be purchased for each category OR the calculations made to determine funding for each category. Reviewer is left with questions on the materials to be purchased OR how the funding amounts for each category were calculated.	Provides minimal to no details on the materials to be purchased for each category AND the calculations made to determine funding for each category. Reviewer is left with little to no understanding on the materials to be purchased AND how the funding amounts for each category were calculated.	
Reviewer Comments:				

Total Narratives Score: _____

Appendix C – 2025 Targeted Areas ([Department of Economic and Community Development](#))

5 pts Distressed

Bledsoe
Cocke
Grundy
Hancock
Hardeman
Haywood
Lake
Perry
Scott

4 pts At-Risk

Benton
Campbell
Carroll
Carter
Claiborne
Clay
Decatur
DeKalb
Fentress
Grainger
Greene
Hardin
Hawkins
Houston
Jackson
Johnson
Lauderdale
Lewis
McNairy
Meigs
Monroe
Morgan
Overton
Pickett
Rhea
Sequatchie
Unicoi
Van Buren
Warren
Wayne
White

3 pts Transitional

Anderson
Bedford
Blount
Bradley
Cannon
Chester
Coffee
Crockett
Cumberland
Davidson
Dickson
Dyer
Franklin
Gibson
Giles
Hamblen
Hamilton
Henderson
Henry
Hickman
Humphreys
Jefferson
Lawrence
Lincoln
Macon
Madison
Marion
Marshall
Maury
McMinn
Montgomery
Moore
Obion
Polk
Putnam
Roane
Robertson
Rutherford
Sevier
Shelby
Smith
Stewart

3 pts Transitional, cont.

Sullivan
Tipton
Trousdale
Union
Washington
Weakley

2 pts Competitive

Cheatham
Fayette
Knox
Loudon
Sumner
Wilson

1 pt. Attainments

Williamson

Appendix D – Estimated 65+ Population in 2025 ([Tennessee Department of Health, pg. 5-6](#))

5 pts 30% or above

Cumberland
Loudon
Pickett

4 pts 25-29.9%

Benton
Carter
Clay
Decatur
Fayette
Fentress
Hancock
Hardin
Henry
Jackson
Johnson
Roane
Unicoi
Van Buren

3 pts 20-24.9%

Anderson
Bledsoe
Blount
Campbell
Cannon
Carroll
Claiborne
Cocke
Crockett
DeKalb
Franklin
Gibson
Giles
Grainger
Greene
Grundy
Hamblen
Hardeman
Hawkins
Haywood
Henderson
Hickman
Houston
Humphreys
Jefferson
Lawrence
Lewis
Lincoln
Madison
Marion
McMinn
McNairy
Meigs
Monroe
Moore
Morgan
Obion
Overton
Perry
Polk
Rhea
Sequatchie
Sevier
Stewart

3 pts 20-24.9% cont.

Sullivan
Union
Warren
Washington
Wayne
Weakley
White

2 pts 15%-19.9%

Bedford
Bradley
Cheatham
Chester
Coffee
Dickson
Dyer
Hamilton
Knox
Lake
Lauderdale
Macon
Marshall
Maury
Putnam
Robertson
Scott
Shelby
Smith
Sumner
Tipton
Williamson
Wilson

1 pt. 10%-14.9%

Davidson
Montgomery
Rutherford
Trousdale

Appendix E – Adults 65+ at Poverty Level (based on [US Census Bureau Poverty Status in the Past 12 Months](#))

5 pts 25% or above

Cumberland
Moore
Trousdale

4 pts 20-24.9%

Clay
Decatur
Hancock
Houston
Jackson
Monroe
Overton
Stewart
Wayne

3 pts 15%-19.9%

Anderson
Blount
Campbell
Chester
Dickson
Fayette
Fentress
Franklin
Grainger
Greene
Grundy
Hardeman
Hardin
Hawkins
Haywood
Lawrence
Lewis
Lincoln
Macon
Madison
Obion
Polk
Rhea
Roane
Sevier
Sullivan
Sumner
Unicoi
Van Buren
White
Williamson

2 pts. 10%-14.9%cont.

Benton
Bradley
Cannon
Carter
Cheatham
Claiborne
Cocke
Coffee
Davidson
DeKalb
Dyer
Gibson
Giles
Hamblen
Hamilton
Henderson
Henry
Hickman
Humphreys
Jefferson
Johnson
Knox
Lauderdale
Loudon
Marshall
Maury
McNairy
Meigs
Morgan
Perry
Pickett
Putnam
Robertson
Scott
Shelby
Smith
Tipton
Union
Warren
Washington
Weakley
Wilson

1pts. 9.9% or lower

Bedford
Bledsoe
Carroll
Crockett
Lake
Marion
McMinn
Montgomery
Rutherford
Sequatchie

Appendix F – Sample Letter to State Senator and Representative

Note: This letter should be written and signed on the letter head of the elected official

[DATE], 2025

Commissioner Brad Turner
Tennessee Department of Disability and Aging
502 Deaderick Street, 9th Floor
Nashville, TN 37243-0860

Dear Commissioner Turner:

I am pleased to write this letter of support for the **[Senior Center]**'s application for a senior center grant from the Tennessee Department of Disability and Aging. The **[Senior Center Name]** plans to use funds to **[brief project description]**. I believe this project will be an asset to the constituents of my district.

Sincerely,

[First and Last Name]
[Representative / Senator]
Tennessee General Assembly

Senior Center Grant Budget Template

Object Class Category	Grant Funds requested
Capital Projects	
Marketing	
Programs/Activities	
Operating Expenses	
Supplies	
Travel	

Total: _____

ANNEX J
ARMORY RENTAL LICENSE AGREEMENT

LICENSE #: 21-03

AGREEMENT made this day 6/18/25 by and between the Station Commander of

(Date)

the Tennessee National Guard Armory located at: 1935 Hwy 12 South, Ashland City, TN.37015

(Address of Armory)

and Thrive 55+ Seniors Tammany Carter 615-792-3629

(Name of Responsible Individual, Organization, Address and Phone Number (Called "LICENSEE"))

Whereas the Station Commander/Fund Custodian acknowledges receipt of \$ 0.00 deposit to be maintained as security for the faithful performance of the terms of this license to be applied to the total cost, damages, and charges as agreed upon. If not applied toward such payment, upon compliance with the terms of this agreement, the deposit will be returned to the LICENSEE.

The LICENSEE will be charged for any damages or clean up that is required.

Damage to property	Actual cost will be billed
Cancellation (30 days or more) prior to event	Deposit will be returned in full
Cancellation (5 - 29 days) prior to event	Half of the deposit will be returned
Cancellation (0 - 4 days) and NO Shows	The total deposit will be forfeited

Dates and times of use: 9/12/25 0900 to 9/12/25 1600

Purposes (In detail): Health & Wellness EXPO for Thrive 55+ Senior Citizens Home. The health and wellness expo brings vendors to one spot that provides services for our senior citizens and their families

Basic Rental Rate:	0	X	\$100.00		=	0
	(Number of hours)		(Fee)			
Basic Rental Rate:	0	X	\$500.00		=	0
	(Number of days)		(Fee)			
Kitchen	0	X	\$0.00		=	0
	(Number of hours)		(Fee)			
Tables	0	X	\$10.00		=	0
	(Number of tables)		(Fee)			
Chairs	0	X	\$2.00		=	0
	(Number of chairs)		(Fee)			
Classroom Rental Rate	0	X	0	X	\$50.00	= 0
	(Number of people)		(Number of rooms)		(Fee)	
Utility Fee	0	X	0	X	\$20.00	= 0
	(Number of people)		(Hours of usage)		(Fee)	
Janitorial Fee	0	X	0	X	\$10.00	= 0
	(Number of people)		(Hours of usage)		(Fee)	
Clean Up Fee	0	X	\$100.00		=	0
	(Hours worked)		(Fee)			
Monitor Charges:	0	X	\$200.00		=	0
	(Hours worked)		(Fee)			

	Total Charges	=	\$0.00
Deposit Receipt No.	Less Deposit	=	\$0.00
Balance Receipt No.	Balance Due	=	\$0.00

I have read and been given a copy of the provisions of the Rules and Regulations For Use of National Guard Armory (Attachment A) hereof and understand they constitute a part of this agreement.

NOTE: Final payment of rental balance less any additional charges for damages, additional equipment and/or labor and proof of uniformed officer must be received no later than 4 days before the event. If not received the Licensee shall forfeit any and all deposits and not be allowed rental access to the building.

NOTE: Licensee is responsible for removal of all NON-Military Department property immediately after the event ends.

Licensee will provide 0 uniformed Police Officers for security. They will arrive 30 minutes prior to the event and remain until all personnel are gone. They will report to the Monitor upon arrival.

Tammany Carter

PRINTED NAME OF LICENSEE

SIGNATURE OF LICENSEE

6/18/25

DATE

RESOLUTION NO. _2025-24

**A RESOLUTION OF THE TOWN OF ASHLAND CITY, TENNESSEE, COMMITTING
ADDITIONAL FUNDS FOR THE 2022 COMMUNITY DEVELOPMENT BLOCK
GRANT (CDBG) SEWER PUMP INSTALLATION PROJECT**

WHEREAS, the Town of Ashland City was previously awarded the Community Development Block Grant (CDBG) for a Sewer Pump Installation project; and

WHEREAS, the City initially committed \$132,000.00 in local funds as the required grantee match for the project; and

WHEREAS, actual contract award amounts and engineering costs increased in 2025 and the total required grantee match is \$153,300.00; and

WHEREAS, the City recognizes the importance of completing the project in full and in compliance with all program requirements; and

WHEREAS, the City is committed to providing an additional \$21,300.00 to fulfill the increased match obligation;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Town of Ashland City, Tennessee, that:

1. The City hereby commits to providing an additional \$21,300.00 toward the total local match for the 2022 CDBG Sewer Pump Installation project, bringing the total grantee contribution to \$153,300.00.
2. These additional funds shall be allocated from the City's Enterprise Fund and is in the budget year 2026 to be approved.
3. The Mayor and/or City Recorder is authorized to take all necessary actions to ensure the appropriate allocation and documentation of these funds in coordination with the CDBG grant administrator.

PASSED AND ADOPTED this _____ day of _____, 2025.

Mary Molepske, City Recorder

Gerald Greer, Mayor

RESOLUTION

2025-25

**A RESOLUTION OF THE TOWN OF ASHLAND CITY, TENNESSEE, TO
APPROVE RAISING THE COURT FEE BY \$1.00 TO ACCOMDATE THE NEW
LAW THAT WAS PASSED AND WILL BE EFFECTIVE ON JULY 1, 2025.**

Whereas, the current Court cost is \$159.50 (One hundred fifty-nine dollars and fifty cents) and it being necessary to increase said Court cost in the amount of \$ 1.00 (one dollar).

NOW THEREFORE,

BE IT RESOLVED by the Mayor and Council of the Town of Ashland City, Tennessee that the Court cost be set at \$160.50 (one hundred sixty dollars and fifty cents) per each court case.

Approved this 8TH day of JULY, 2025.

MAYOR GERALD C. GREER

Attest:

CITY RECORDER MARY MOLEPSKE

RESOLUTION NO. _2025-26

**A RESOLUTION OF THE TOWN OF ASHLAND CITY, TENNESSEE, COMMITTING
ADDITIONAL FUNDS FOR THE 2022 COMMUNITY DEVELOPMENT BLOCK
GRANT (CDBG) SEWER PUMP INSTALLATION PROJECT**

WHEREAS, the Town of Ashland City was previously awarded the Community Development Block Grant (CDBG) for a Sewer Pump Installation project; and

WHEREAS, the City initially committed \$132,000.00 in local funds as the required grantee match for the project; and

WHEREAS, actual contract award amounts and engineering costs increased in 2025 and the total required grantee match is \$153,300.00; and

WHEREAS, the City recognizes the importance of completing the project in full and in compliance with all program requirements; and

WHEREAS, the City is committed to providing an additional \$21,300.00 to fulfill the increased match obligation;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Town of Ashland City, Tennessee, that:

1. The City hereby commits to providing an additional \$21,300.00 toward the total local match for the 2022 CDBG Sewer Pump Installation project, bringing the total grantee contribution to \$153,300.00.
2. These additional funds shall be allocated from the City's Enterprise Fund and is in the budget year 2026 to be approved.
3. The Mayor and/or City Recorder is authorized to take all necessary actions to ensure the appropriate allocation and documentation of these funds in coordination with the CDBG grant administrator.

PASSED AND ADOPTED this _____ day of _____, 2025.

Mary Molepske, City Recorder

Gerald Greer, Mayor