

## *City of Red Bank*

### **BOARD OF COMMISSIONERS WORK SESSION**

Work Session Agenda

February 17, 2026

5:00 PM

The purpose(s) of the meeting shall be for the Commission to receive, consider, discuss, deliberate, and debate the matters listed herein below and such other public business as may lawfully be undertaken provided that no formal votes are to occur and no matters or issues will be formally decided upon at this meeting.

- I. **Monthly Financial Update (DAF Perry)**
- II. **Stormwater Supervisor's Update on Utility Operations (SWS Brill)**
- III. **Status updates and discussion of procedural condemnation proceedings for a hearing date to be set by the City Commission with the City Attorney with regard to the following properties: 1) 16 Ormand Drive, 2) 108 Freudenburg Lane 3) 114 Freudenburg Lane and 4) 3601 Redding Road (BO Clinton)**
- IV. **On Consent Agenda - Authorizing expenditures for enforcement actions to remediate hazardous conditions existing upon the property located at 1083 Dayton Boulevard in the amount of up to \$15,000.00 and to file necessary liens against the ownership interest of FSCR Holdings, LLC in and to the real property for recovery of enforcement expenditures Res No. 26-1869 (BO Clinton)**
- V. **On Consent Agenda - Authorizing additional FY26 funding for anticipated expenditures for the continued support of CARTA and the Para-Transit Services in the amount of \$50,000.00 from the general fund Res No. 26-1870 (CP Pham)**
- VI. **On Consent Agenda - Ratify Emergency Purchase of Transfer Switch for Fire Station 1 for a cost of \$14,589.00 Res No. 26-1871 (PWD Tate)**
- VII. **On Consent Agenda - Authorizing the City of Red Bank to Utilize GSA for Cooperative Purchasing Res No. 26-1873 (PWD Tate)**
- VIII. **On Consent Agenda - Authorization to apply to the AARP Community Challenge Grant Program for a no-match grant of up to \$15,000.00 Res No. 26-1874 (PRM Grabe)**
- IX. **On Consent Agenda - Authorization of an MOU with UTC for an Academic Class Project at White Oak Park Res No. 26-1875 (PRM Grabe)**
- X. **On Consent Agenda - Authorizing the City to request reinstatement of certified sick leave when a former employee is rehired Res No. 26-1872 (DAF Perry)**
- XI. **Beer Board Meeting(s)**

Jeff Schwenke, dba Clever Alehouse, has applied to vend beer at the City-sponsored Food Truck Fridays scheduled from April to June, located at the Red Bank City Park in 2026

David Distafano, Treasurer for the Rotary Breakfast Club of Chattanooga, has applied to vend beer at the City-sponsored Jubilee in May and Christmas Festival in December, located at the Red Bank City Park in 2026
- XII. **Citizen Comments on Items on the Work Session Agenda**

5:45 Hard stop to allow citizen comments on items on this Work Session Agenda (CM Granum)
- XIII. **Any other business to discuss**

#### **XIV. Adjournment**



# YEAR TO DATE THROUGH JANUARY 2026

|                                        |                                  | FY2025           | FY2026           | FY2026            | 58.33%     |
|----------------------------------------|----------------------------------|------------------|------------------|-------------------|------------|
|                                        |                                  |                  |                  |                   | Budget     |
| ACCOUNT NAME                           |                                  | Actual to Date   | Actual to Date   | BUDGET            | Year       |
| <b><u>Revenues</u></b>                 |                                  |                  |                  |                   |            |
| <b>Local Taxes</b>                     |                                  |                  |                  |                   |            |
| 31100                                  | Property Tax                     | 2,761,387        | 2,513,863        | 5,722,500         | 44%        |
| 31120                                  | Public Utilities Tax-OSAP        | 0                | 0                | 45,000            | 0%         |
| 31200                                  | Property Tax (Delinquent)        | 41,293           | 44,976           | 43,500            | 103%       |
| 31300                                  | Int. Penalty Court Cost          | 11,337           | 11,173           | 26,680            | 42%        |
| 31500                                  | Pmts in lieu of Property Tax-TVA | 72,279           | 80,116           | 151,000           | 53%        |
| 31511                                  | Electric Power Board Tax         | 157,923          | 156,291          | 137,000           | 114%       |
| 31610                                  | Local Sales Tax - Trustee        | 1,089,242        | 1,133,310        | 1,810,000         | 63%        |
| 31710                                  | Wholesale Beer Tax               | 142,433          | 135,789          | 250,000           | 54%        |
| 31720                                  | Wholesale Liquor Tax             | 56,180           | 58,063           | 93,000            | 62%        |
| 31730                                  | Mixed Drink Taxes                | 8,905            | 4,031            | 10,000            | 40%        |
| 31810                                  | Minimum Business Tax             | 475              | 675              | 1,400             | 48%        |
| 31820                                  | Gross Receipts Tax               | 25,885           | 32,365           | 65,000            | 50%        |
| 31910                                  | Franchise Tax                    | 44,999           | 41,178           | 94,000            | 44%        |
| <b>Total Local Taxes</b>               |                                  | <b>4,412,338</b> | <b>4,211,830</b> | <b>8,449,080</b>  |            |
| <b>State Taxes (local share)</b>       |                                  |                  |                  |                   |            |
| 33510                                  | State Sales Tax                  | 866,499          | 897,916          | 1,487,375         | 60%        |
| 33512                                  | Sports Betting                   | 10,661           | 11,850           | 22,013            | 54%        |
| 33520                                  | State Income Tax                 | 0                | 103              | 0                 | 0%         |
| 33530                                  | State Beer Tax                   | 2,732            | 2,586            | 5,235             | 49%        |
| 33553                                  | State Gasoline Inspection Fees   | 12,678           | 12,621           | 21,656            | 58%        |
| <b>Total State Taxes (local share)</b> |                                  | <b>892,570</b>   | <b>925,075</b>   | <b>1,536,279</b>  |            |
| <b>Other Sources</b>                   |                                  |                  |                  |                   |            |
| 31920                                  | Room Occupancy Tax               | 15,821           | 18,569           | 25,000            | 74%        |
| 32210                                  | Beer Licenses                    | 2,746            | 2,379            | 3,300             | 72%        |
| 32400                                  | Home Occupation Fee              | 850              | 450              | 1,200             | 38%        |
| 32600                                  | Building and Related Permits     | 60,953           | 53,661           | 100,000           | 54%        |
| 32660                                  | Zoning Permits                   | 800              | 340              | 900               | 38%        |
| 32930                                  | EV Charging Revenue              | 0                | 316              | 200               | 158%       |
| 32950                                  | Wrecker Permit                   | 725              | 800              | 500               | 160%       |
| 32990                                  | Wrecker Inspection Fee           | 350              | 250              | 500               | 50%        |
| 33440                                  | Police Salary Supplement         | 18,400           | 0                | 20,800            | 0%         |
| 33470                                  | Fireman Salary Supplement        | 0                | 0                | 16,200            | 0%         |
| 34100                                  | Communication Tower Lease        | 15,525           | 18,746           | 32,000            | 59%        |
| 34131                                  | Administrative Services          | 39,669           | 11,334           | 68,004            | 17%        |
| 34240                                  | Accident Reports                 | 1,169            | 838              | 1,500             | 56%        |
| 34793                                  | Community Center Fees            | 7,946            | 12,314           | 18,000            | 68%        |
| 35100                                  | City Court Revenue               | 95,111           | 103,333          | 130,000           | 79%        |
| 36100                                  | Interest Earning                 | 186,254          | 127,472          | 230,000           | 55%        |
| 36210                                  | Rent-Sewer Plant                 | 5,126            | 6,154            | 10,000            | 62%        |
| 36330                                  | Sale of Equipment                | 0                | 4,588            | 0                 | 0%         |
| 36350                                  | Insurance Recovery               | 57,309           | 8,266            | 10,000            | 83%        |
| 36691                                  | Miscellaneous Revenue            | 6,058            | 18,628           | 20,000            | 93%        |
| 36700                                  | Donations                        | 6,750            | 4,314            | 0                 | 0%         |
| 36990                                  | Insurance Package Refund         | 9,000            | 9,000            | 0                 | 0%         |
| 33575                                  | Grant Revenue                    | 0                | 250,267          | 0                 | 0%         |
| 36910                                  | Loan Proceeds                    | 0                | 0                | 230,000           | 0%         |
| <b>Total Other Sources</b>             |                                  | <b>530,562</b>   | <b>652,020</b>   | <b>918,104</b>    |            |
| <b>Total General Fund Revenue</b>      |                                  | <b>5,835,470</b> | <b>5,788,925</b> | <b>10,903,463</b> | <b>53%</b> |

|                                        | FY2025           | FY2026           | FY2026            | 58.33%<br>Budget Year |
|----------------------------------------|------------------|------------------|-------------------|-----------------------|
| <b><u>Expenditures</u></b>             |                  |                  |                   |                       |
| Judicial                               | 112,430          | 108,394          | 193,358           | 56%                   |
| Legislative                            | 34,147           | 20,512           | 37,210            | 55%                   |
| Finance & Administration               | 749,305          | 740,567          | 1,252,504         | 59%                   |
| Insurance                              | 983,218          | 1,057,994        | 1,406,310         | 75%                   |
| Community Development                  | 354,768          | 325,974          | 649,866           | 50%                   |
| Police                                 | 2,006,522        | 1,679,442        | 3,151,162         | 53%                   |
| Fire                                   | 1,101,796        | 1,124,500        | 1,969,977         | 57%                   |
|                                        | 5,342,186        | 5,057,382        | 8,660,387         |                       |
| Public Works                           |                  |                  |                   |                       |
| Public Wks-Admin/Streets               | 537,357          | 765,169          | 1,197,163         | 64%                   |
| Fleet Maint                            | 85,335           | 103,500          | 163,645           | 63%                   |
| Gov't Bldg                             | 283,164          | 267,191          | 820,101           | 33%                   |
| Animal Control                         | 59,990           | 41,730           | 83,448            | 50%                   |
| Total Public Works                     | 965,845          | 1,177,590        | 2,264,357         |                       |
| Parks                                  |                  |                  |                   |                       |
| Parks Admin                            | 59,092           | 143,123          | 328,685           | 44%                   |
| Community Center                       | 100,357          | 0                | 0                 | 0%                    |
| James Rd/ Cagle Field                  | 0                | 0                | 0                 | 0%                    |
| Redding Rd/ Kids Corner                | 19,886           | 0                | 0                 | 0%                    |
| Morrison Springs Fac                   | 0                | 0                | 0                 | 0%                    |
| Swimming Pool                          | 28,537           | 0                | 0                 | 0%                    |
| White Oak Park                         | 67,481           | 0                | 0                 | 0%                    |
| Town Center Park                       | 0                | 0                | 0                 | 0%                    |
| Total Parks                            | 275,353          | 143,123          | 328,685           |                       |
| <b>Total General Fund Expenditures</b> | <b>6,583,385</b> | <b>6,378,095</b> | <b>11,253,429</b> | <b>57%</b>            |
| <b><u>Solid Waste Management</u></b>   |                  |                  |                   |                       |
| Revenues                               | 633,012          | 600,101          | 1,129,000         | 53%                   |
| Expenditures                           | 873,329          | 726,977          | 1,312,303         | 55%                   |
| <b><u>State Street Aid</u></b>         |                  |                  |                   |                       |
| Revenues                               | 272,336          | 302,948          | 1,363,719         | 22%                   |
| Expenditures                           | 158,889          | 393,476          | 1,764,622         | 22%                   |
| <b><u>Stormwater MS4</u></b>           |                  |                  |                   |                       |
| Revenues                               | 261,019          | 267,076          | 526,000           | 51%                   |
| Expenditures                           | 249,653          | 350,563          | 703,407           | 50%                   |
| <b><u>Drug Enf Fund</u></b>            |                  |                  |                   |                       |
| Revenues                               | 25,576           | 12,975           | 24,200            | 54%                   |
| Expenditures                           | 1,386            | 6,180            | 81,300            | 8%                    |
| <b><u>Impound Fund</u></b>             |                  |                  |                   |                       |
| Revenues                               | 0                | 2,028            | 5,250             | 39%                   |
| Expenditures                           | 1,820            | 2,962            | 7,900             | 37%                   |

An aerial photograph of a town at sunset. The sky is a mix of dark blue, orange, and yellow. The town below is mostly dark, with some lights visible. A large white title is centered over the image.

# Red Bank Storm Water – February 2026 Update

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By: Louis Brill

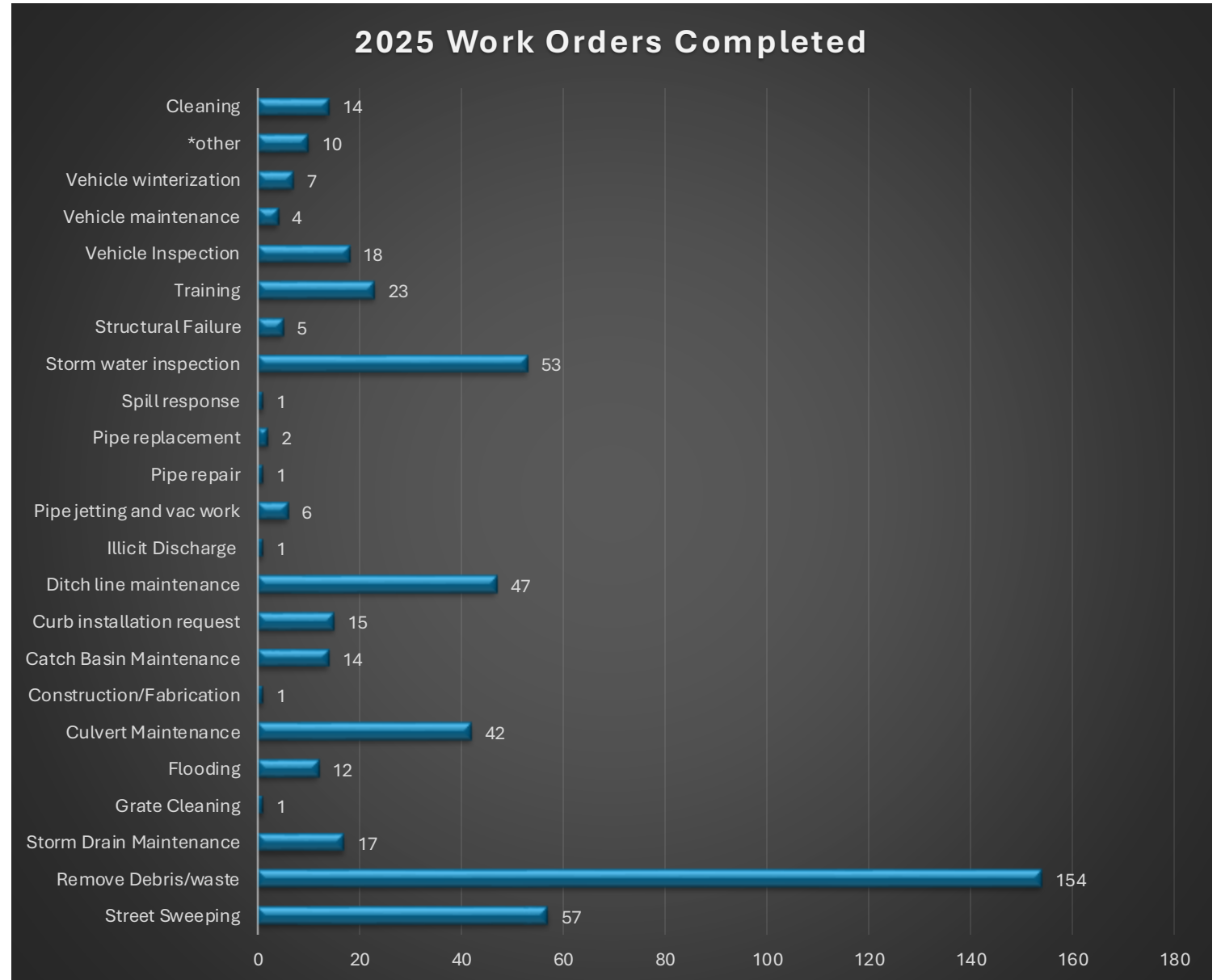
Public Works – Storm Water Operations Supervisor





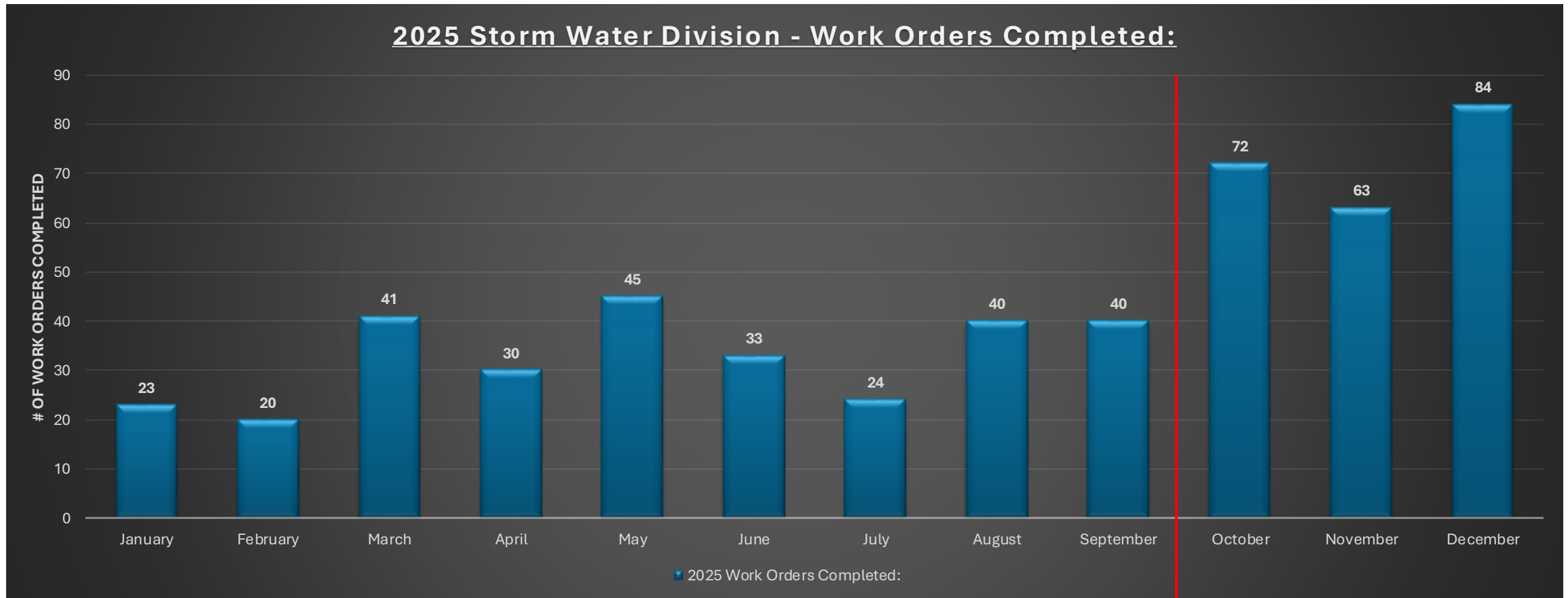
# 2025 Storm Water Metrics

# 2025 Storm Water Work Orders Completed – By Type



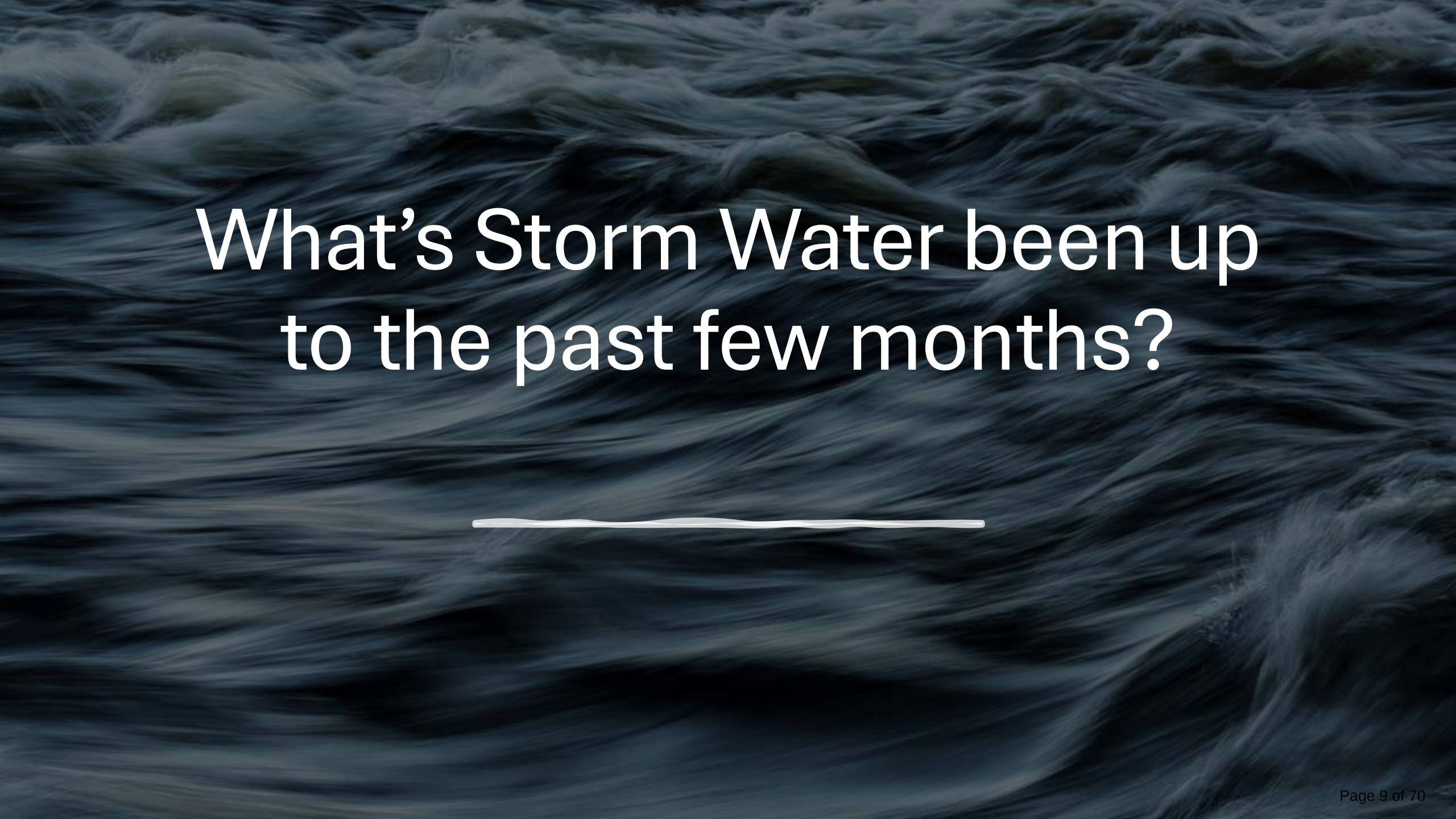
**2025 Total: 505 Work Orders**

# 2025 Storm Water Work Orders Completed



Storm Water Supervisor  
start: Sept. 30<sup>th</sup> Page 8 of 70





What's Storm Water been up  
to the past few months?

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## Storm Water Outreach and Education

Since October, the Storm Water Division has been regularly working with WaterWays to increase community engagement through workshops and outreach on Stringers Branch. These events include:

- One Invasive Species Removal and Management Workshop
- Two Stream Bank Restoration Workshops

In addition, the division has created twenty storm water social media posts that have been shared since the end of September 2025.



# Training and Development

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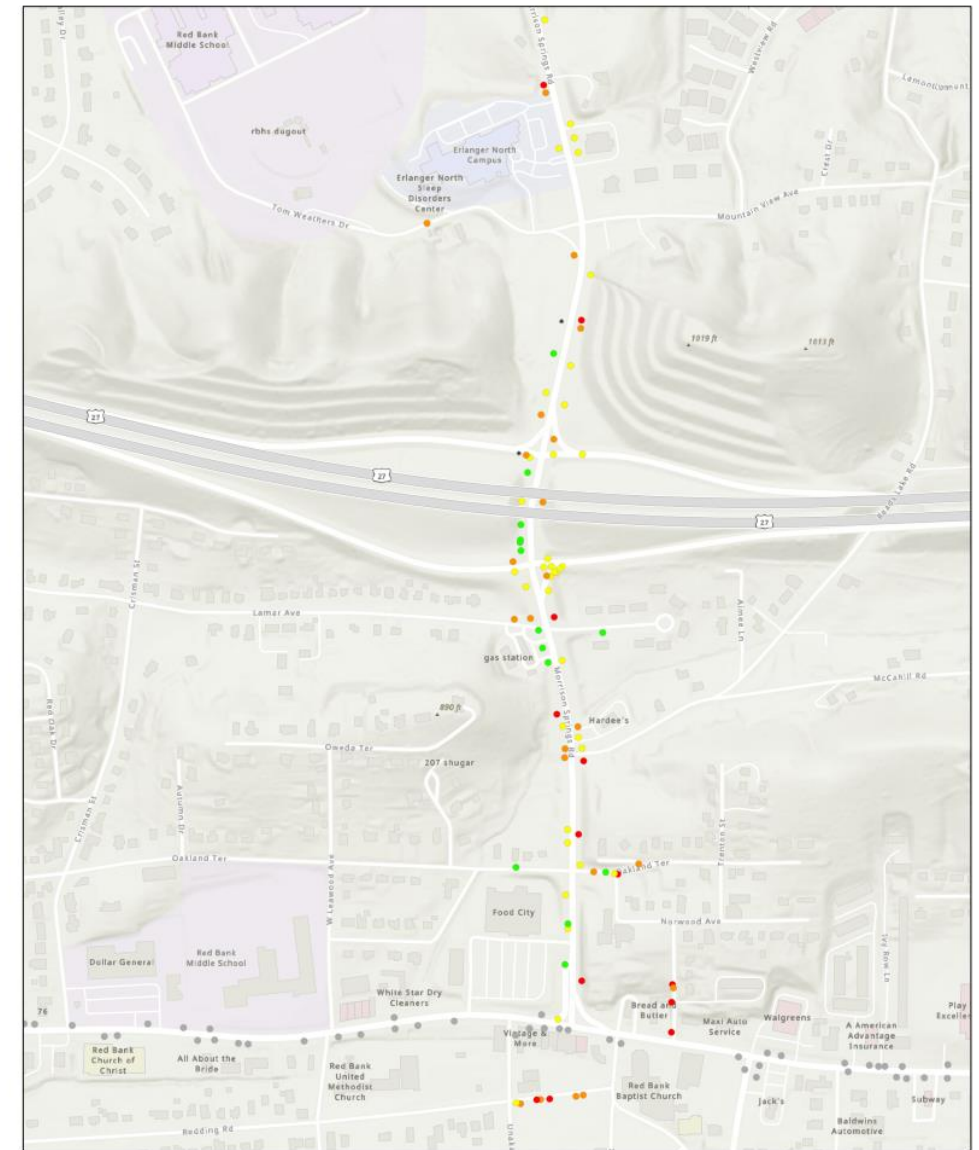
In an effort to further our division's knowledge and skills related to storm water infrastructure maintenance and design, the division has undertaken regular training and development to further our collective skillset. The trainings attended in 2025 include:

- *CDL Refresher Training* – attended by Brian, Davis, and Derick
- *TTAP Roadway Drainage Training* – attended virtually by Brian, Davis, Derick, and Louis
- *TPWI Construction Inspection Training* – attended by Brian, Davis, and Derick
- *TNSA Stormwater Control Measure Inspection and Maintenance Training* – attended by Davis
- *CORE-EX (Coordinated Excavation) Pipeline Training* – attended by Louis
- *EPSC Level 1 Recertification* – attended by Derick and Louis
- *EPSC Level 2 Recertification* – attended by Louis
- *TDOT SRF/SWIG Funding Training* – attended by Louis and Director Tate



# GIS Implementation

Utilization of ArcGIS and ESRI Field Maps to begin doing data collection and analysis of storm water assets across the City. In addition, S.W. - AMP data has been pulled into the program to allow for greater flexibility in its analysis and utilization.



2/11/2026

Broken Curb

- 2 - minimal cracking/crumbling
- 3 - some curb missing
- 4 - curb has extensive damage

- 1 - aesthetic damage (lowest)
- 5 - curb totally missing (highest)
- Other

World\_Hillshade

1:5,817

0 0.07 0.15 0.3 mi  
0 0.13 0.25 0.5 km



Sources: Esri, Vantor, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodastystreken, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap, and the GIS user community. Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap



# Illicit Discharge Tracking and Construction Inspection

- Regular post-rain event inspections of construction sites around Red Bank
- Illicit discharge tracking for sites releasing sediment
- Working with contractors to setup proper sediment controls
- Developed regular communications with Hamilton County WWTa and the Water Quality Department for handling ID's outside of our jurisdiction





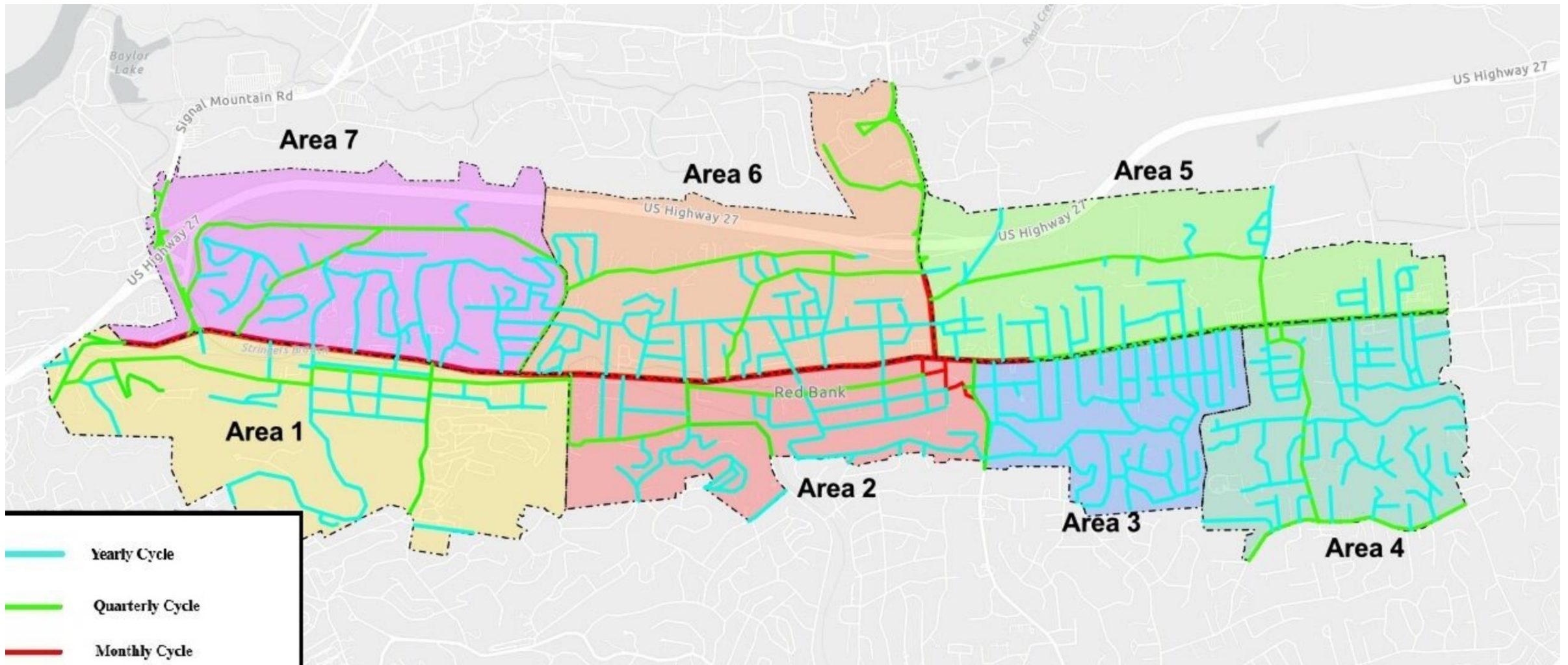
## Street Sweeping – Improving Cycle Regularity and Project Scope

- Street sweeping is a much-needed regular maintenance task for the division that helps to beautify the city and reduce the pollutant load entering our streams.
- Using ArcGIS, we've developed a sweeping map with roads broken down by their needed sweeping frequency.
  - Integrated each area into IWorQ work order templates to make tracking quicker and facilitate better tracking.





# Street Sweeping Map

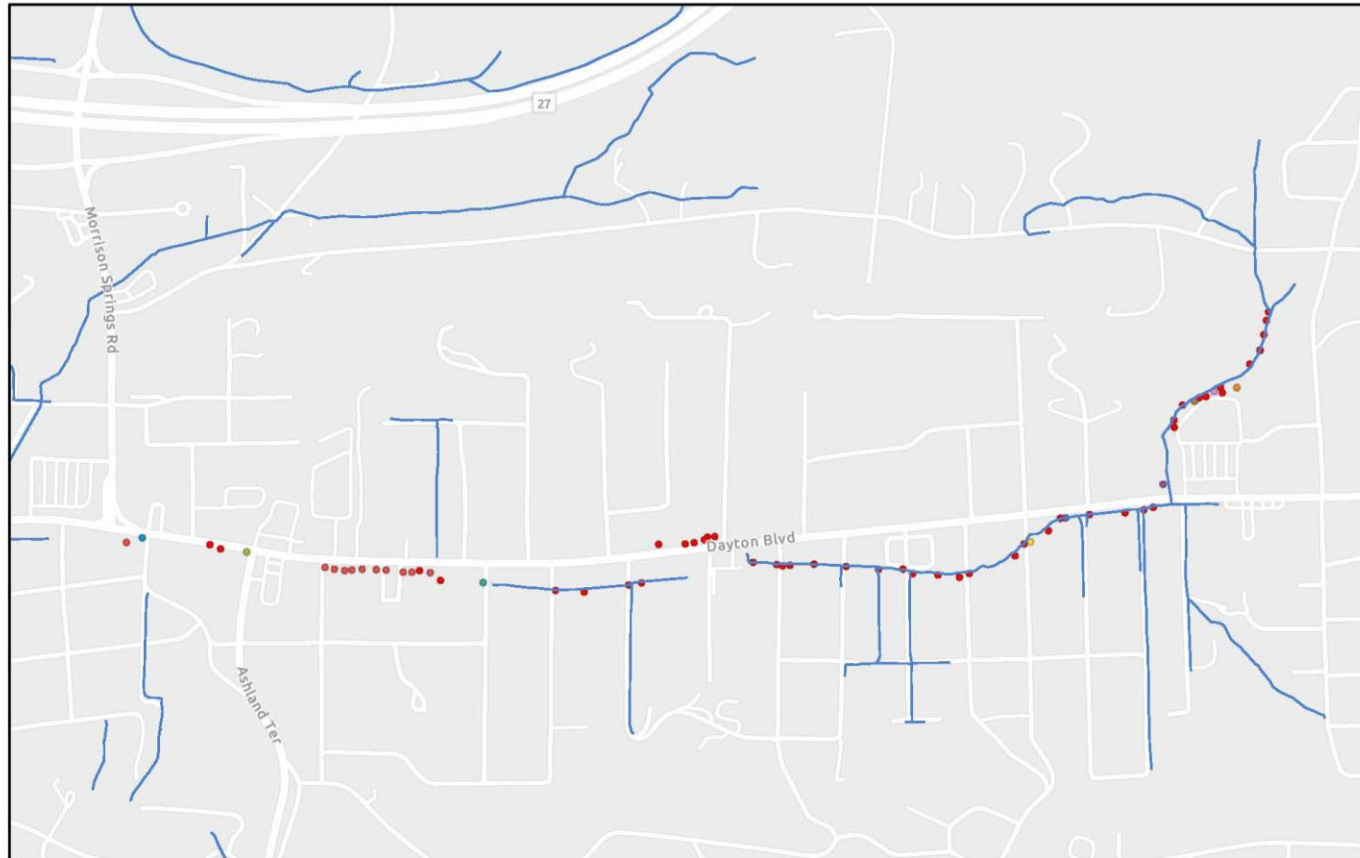






# Stringers Branch Inspection, Debris Removal, and Flood Mitigation Efforts

# GIS-Assisted Stringers Branch Assessment (in-progress)



2/12/2026

HamCo 2024 - Hydro Lines Layer  
Stringers Branch Assessment

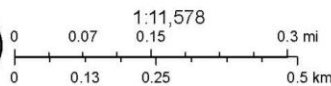
● Inlet basin to encapsulated branch  
● Manhole access to encapsulated branch

● Begin culvert under Dayton Blvd  
● Begin lowland area

● Box culvert failure causing sinkholes in yard  
● Channel narrows and becomes impassable

● Channels join back together  
● Culvert inlet at meadowbrook; begin full encapsulation

● Culvert outlet into branch  
● Other



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community. Sources: Esri, TomTom, Garmin,



# Creating Connections for Future Interagency Coordination

The storm water division has been working with other public agencies that have mutual interests in storm water improvement here to form partnerships for tackling future projects. These entities include:

- City of Chattanooga
- Hamilton County Water Quality Dept.
- Norfolk Southern

Upcoming P.I.P.E. installation and inspection course



# Investigating Future Funding Opportunities

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To meet the high cost for completing many of the infrastructure projects outlined in the Storm Water Asset Management Plan, outside funding will likely need to be pursued.

- Fact-finding mission to learn more about SWIG and SRF opportunities our City could pursue
- Regular conversations with the state and private entities that have received these funds for storm water projects in other Tennessee communities







Thank You to the Storm Water Team



Thank you  
for your time

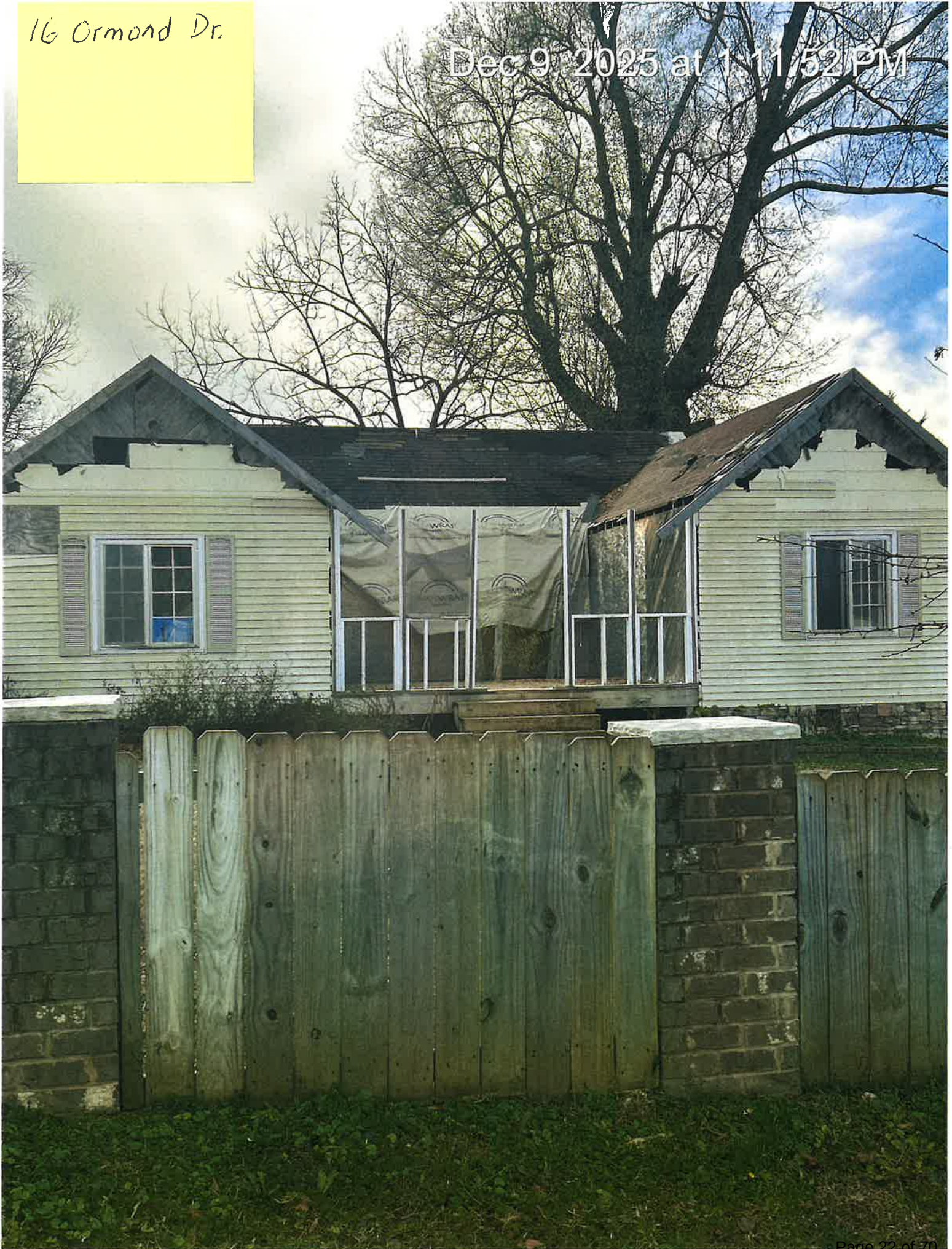
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16 Ormond Dr.

Dec 9 2025 at 1:11:52 PM





3601  
Redding Rd

Dec 9, 2025 at 1:04:06 PM





108  
Freudenberg Ln

Feb 5, 2026 at 11:11:30 AM





Feb 5, 2026 at 11:11:56 AM











Mar 24 2021 9:54:08 AM



114 Freudenberg Ln

Feb 5, 2026 at 11:10:19 AM



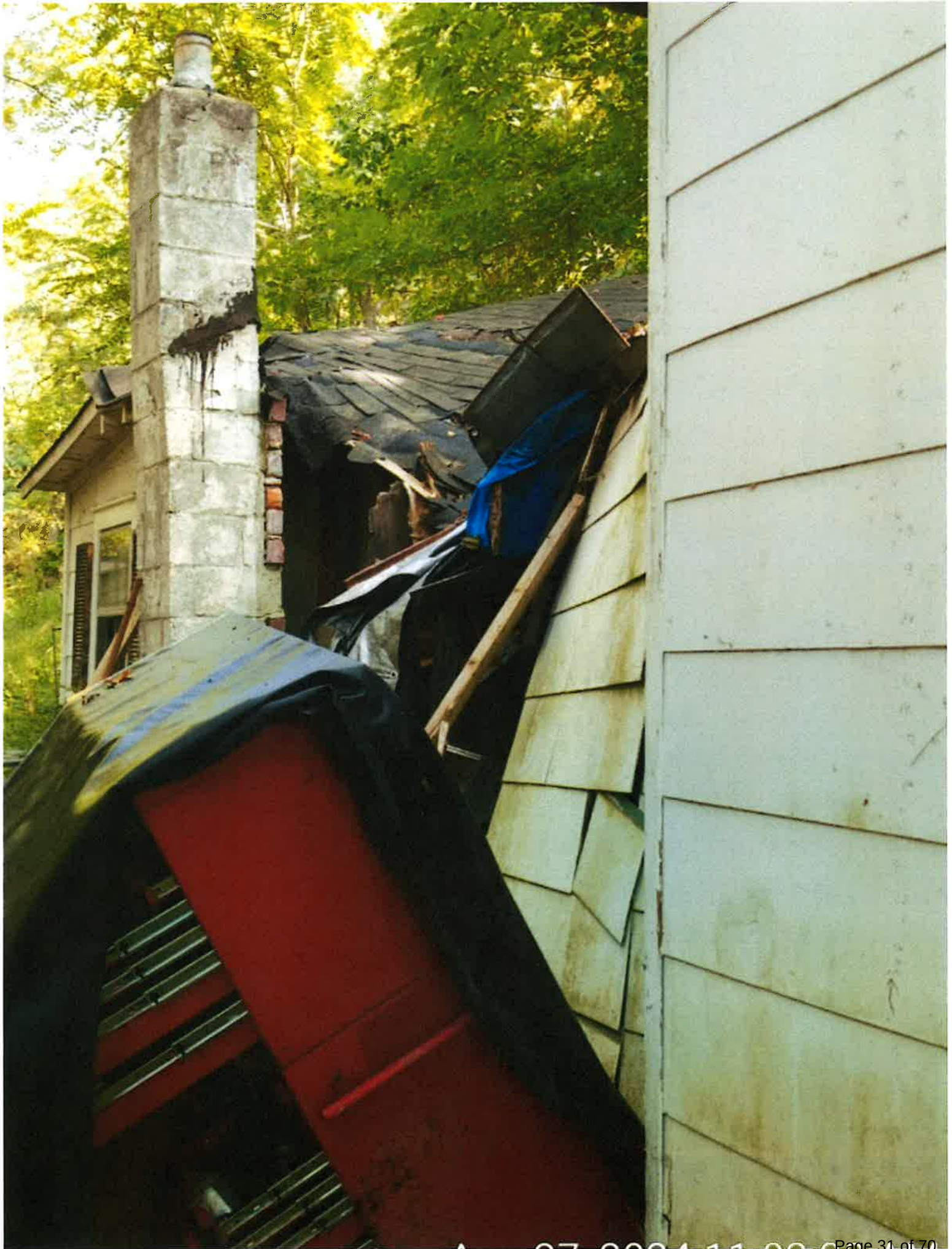






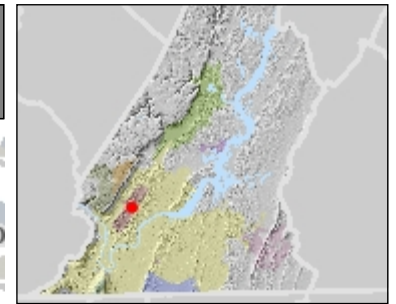
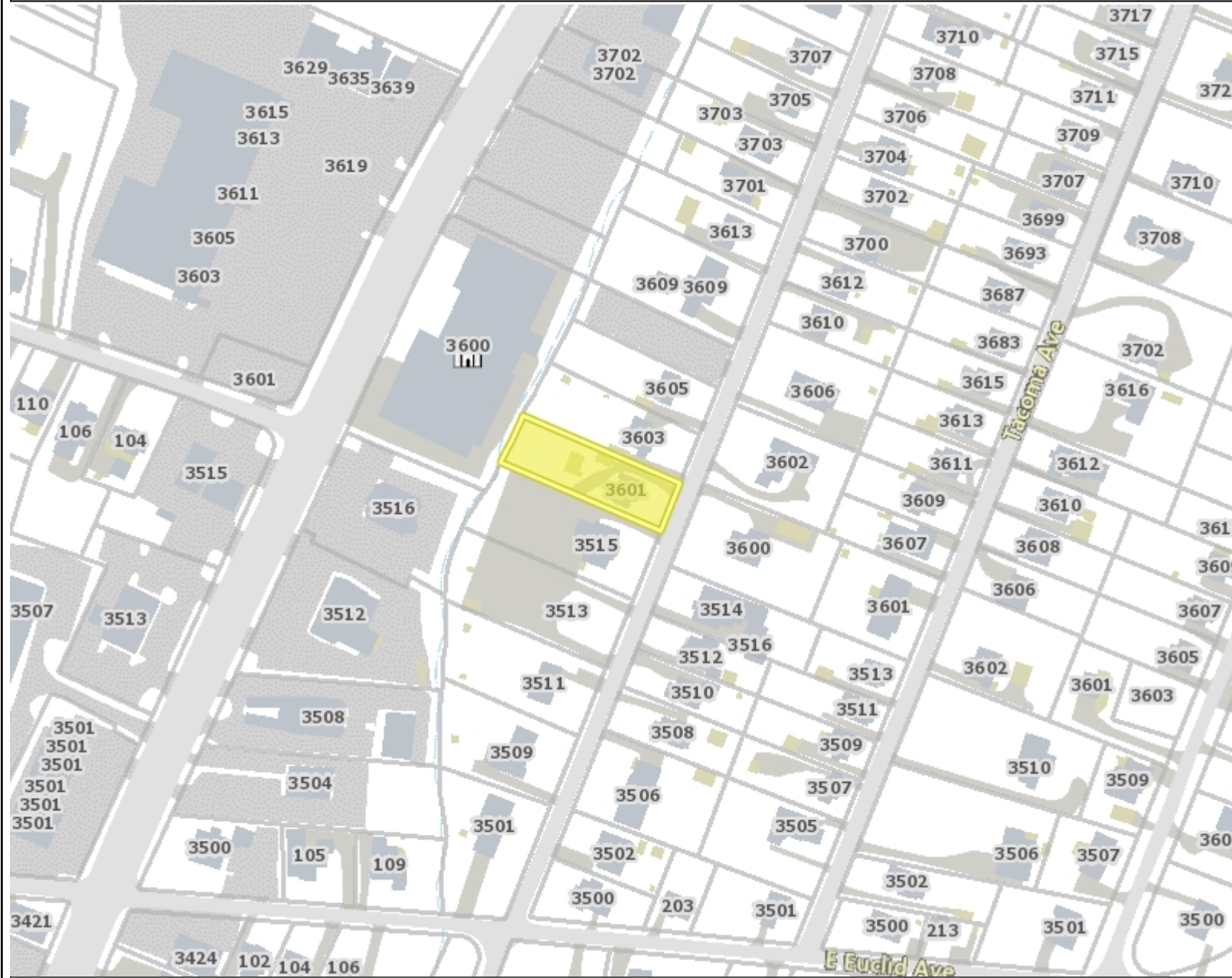








# GISMO 5



## Legend

- Address Labels
- Parcels
- McDonald\_Farm
- Road Paved Surface
- County Boundary
- Recycling Centers
- Healthcare Facilities
- Emergency Services Locations
  - FIRE
  - MEDIC
  - POLICE
- Cemeteries
- Religious Facilities
- Schools
- Building Footprints
- Miscellaneous Structures
- Driveways
- Parking
- Water Bodies
- Other Water Bodies
- Recreational Areas
- Surrounding
- Hamilton

0 200.00 400.0Feet

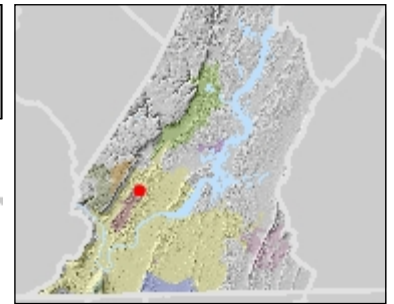
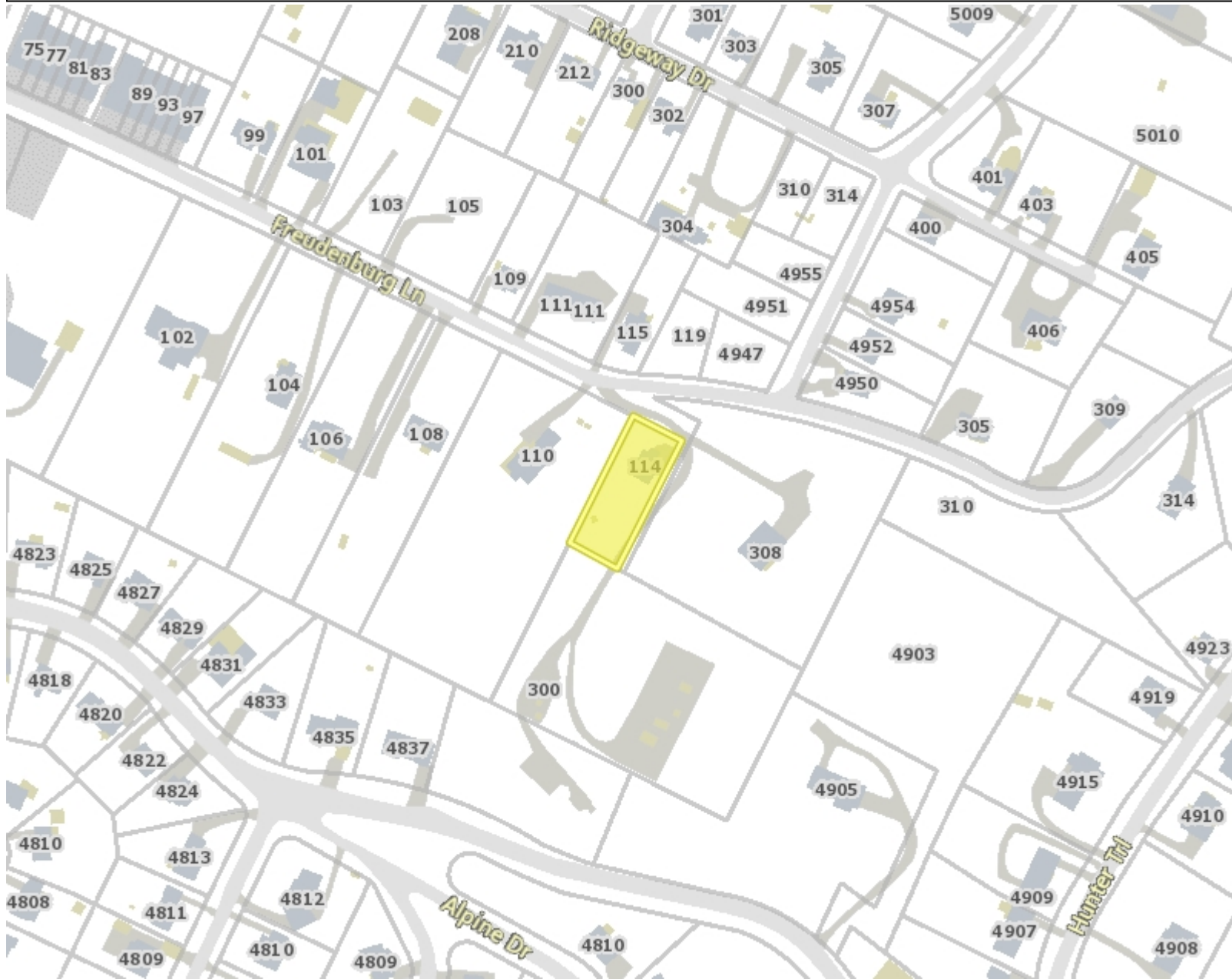
NAD\_1983\_StatePlane\_Tennessee\_FIPS\_4100\_Feet  
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0 200.00 400.0Feet

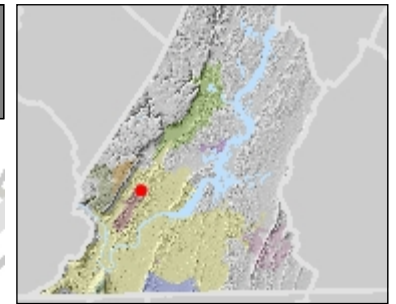
NAD\_1983\_StatePlane\_Tennessee\_FIPS\_4100\_Feet  
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0 200.00 400.0 Feet

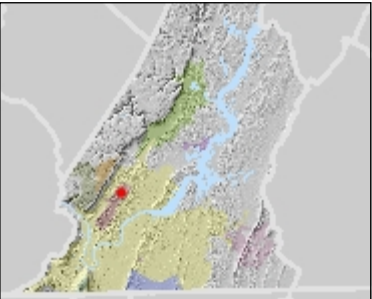
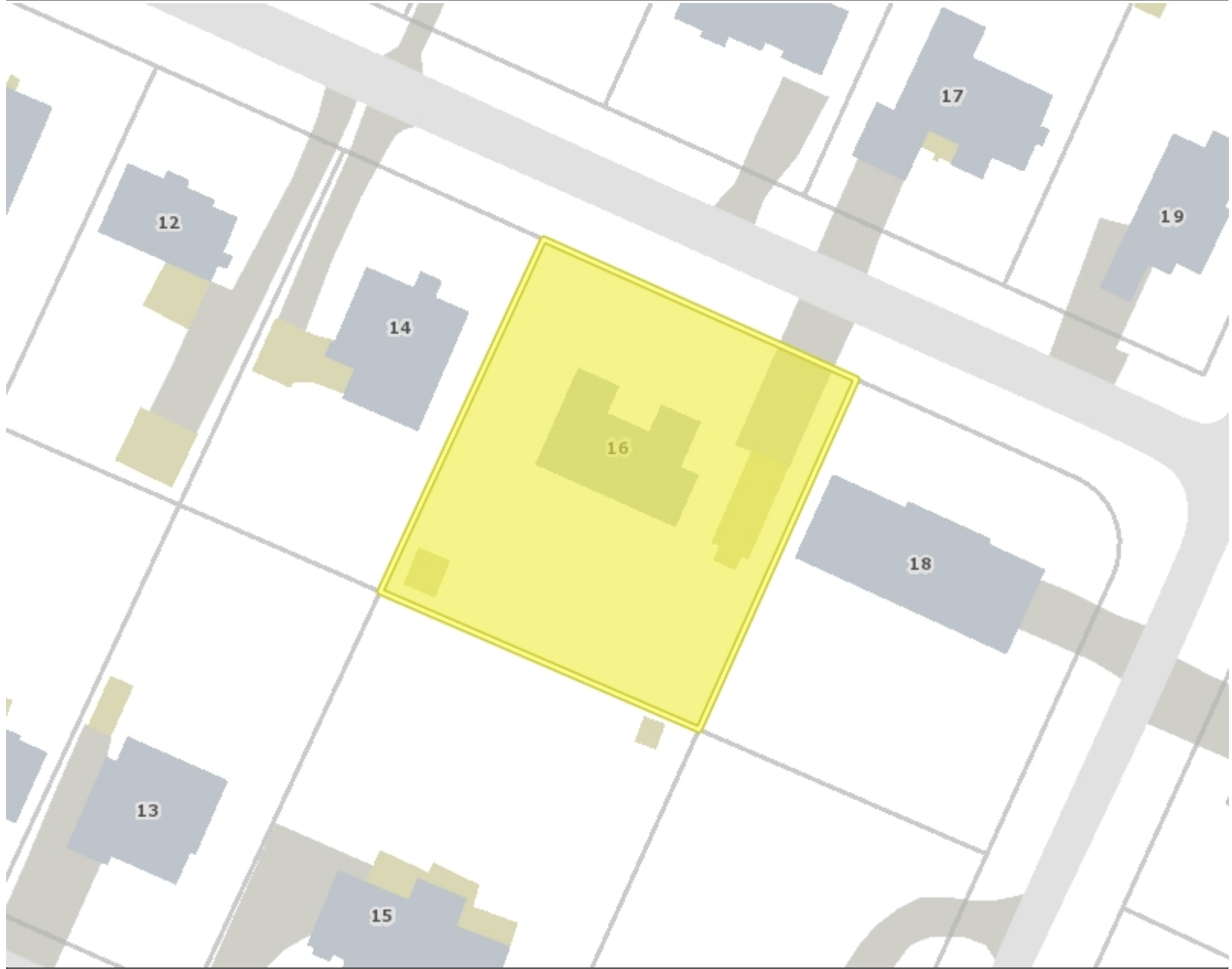
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- Hamilton

0 50.00 100.0Feet

NAD\_1983\_StatePlane\_Tennessee\_FIPS\_4100\_Feet  
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Feb 11, 2026 at 9:37:39 AM

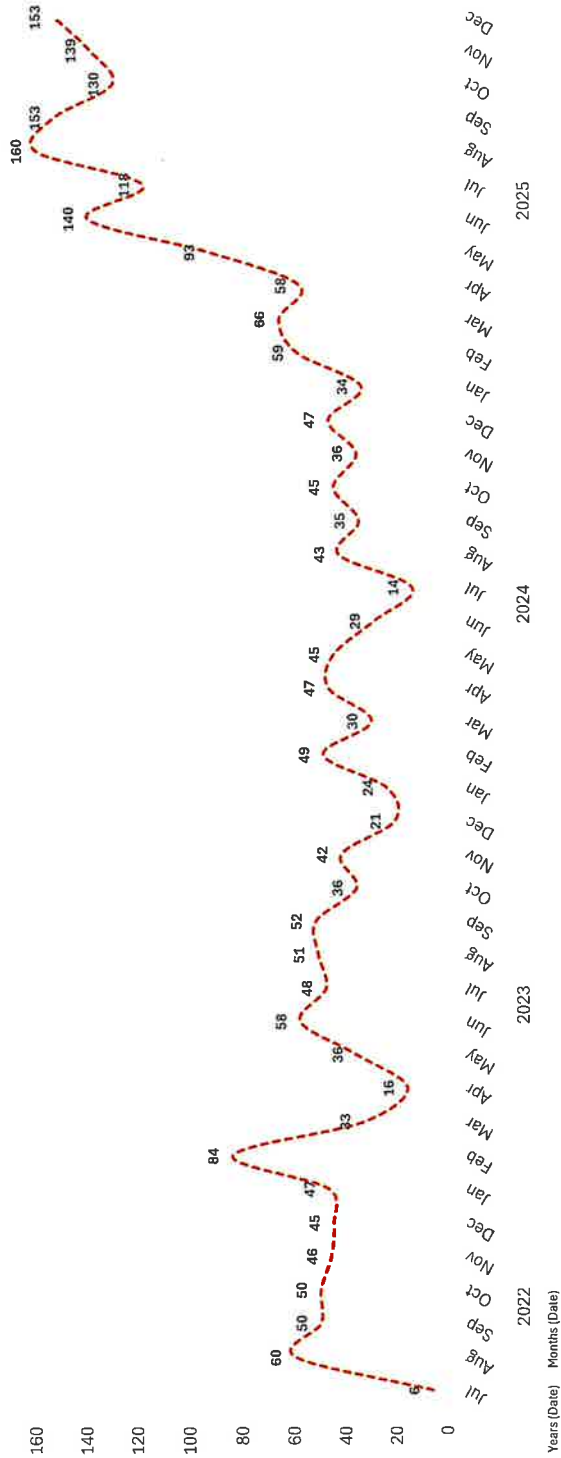




| Row Labels  | Sum of total |
|-------------|--------------|
| 2022        | 257          |
| Jul         | 6            |
| Aug         | 60           |
| Sep         | 50           |
| Oct         | 50           |
| Nov         | 46           |
| Dec         | 45           |
| 2023        | 524          |
| Jan         | 47           |
| Feb         | 84           |
| Mar         | 33           |
| Apr         | 16           |
| May         | 36           |
| Jun         | 58           |
| Jul         | 48           |
| Aug         | 51           |
| Sep         | 52           |
| Oct         | 36           |
| Nov         | 42           |
| Dec         | 21           |
| 2024        | 444          |
| Jan         | 24           |
| Feb         | 49           |
| Mar         | 30           |
| Apr         | 47           |
| May         | 45           |
| Jun         | 29           |
| Jul         | 14           |
| Aug         | 43           |
| Sep         | 35           |
| Oct         | 45           |
| Nov         | 36           |
| Dec         | 47           |
| 2025        | 1303         |
| Jan         | 34           |
| Feb         | 59           |
| Mar         | 66           |
| Apr         | 58           |
| May         | 93           |
| Jun         | 140          |
| Jul         | 118          |
| Aug         | 160          |
| Sep         | 153          |
| Oct         | 130          |
| Nov         | 139          |
| Dec         | 153          |
| Grand Total | 2528         |

Sum of total

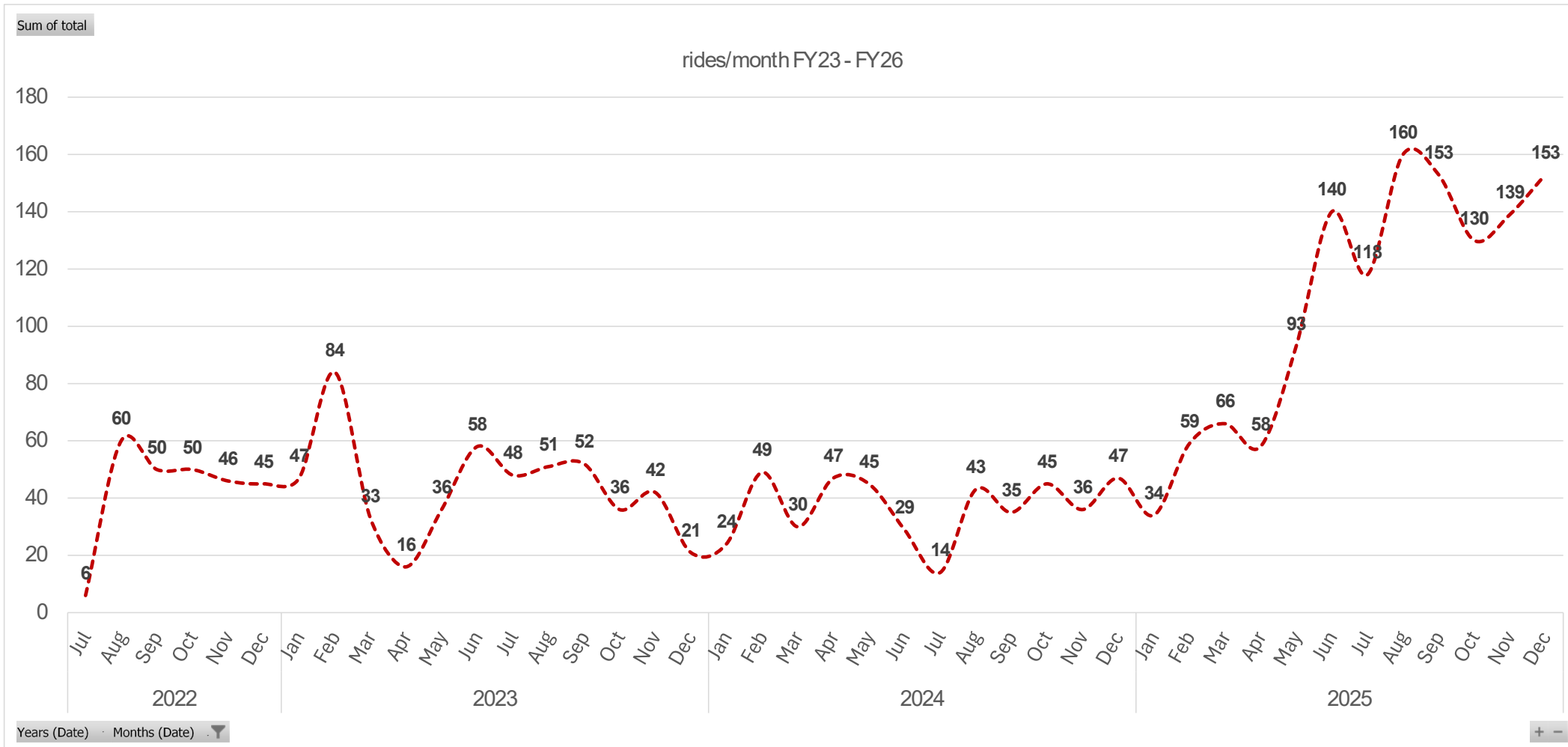
rides/month FY 23 - FY 26







# FY 2023 - FY 2026 Summary

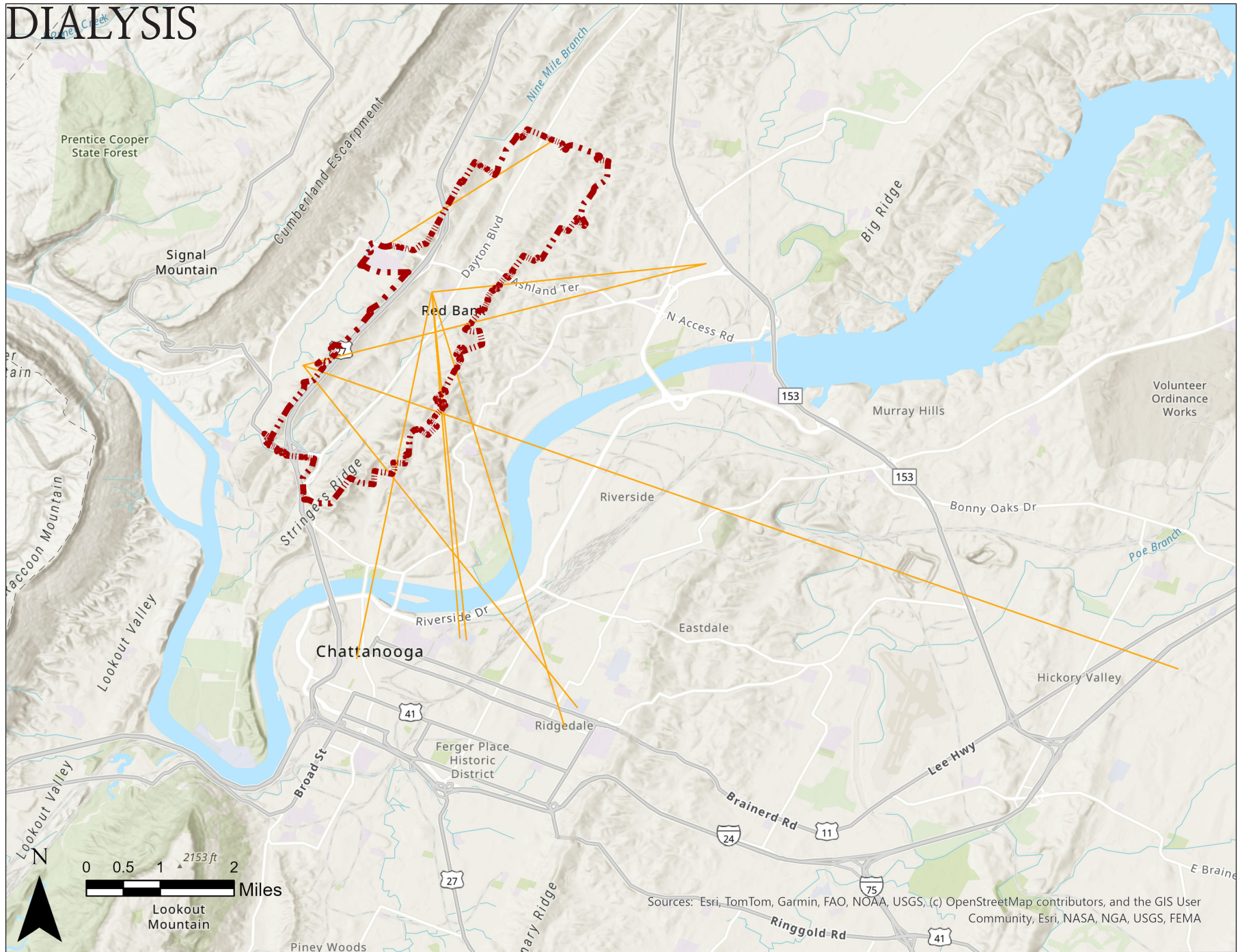






# FY 2023 - FY 2026 Summary

## DIALYSIS

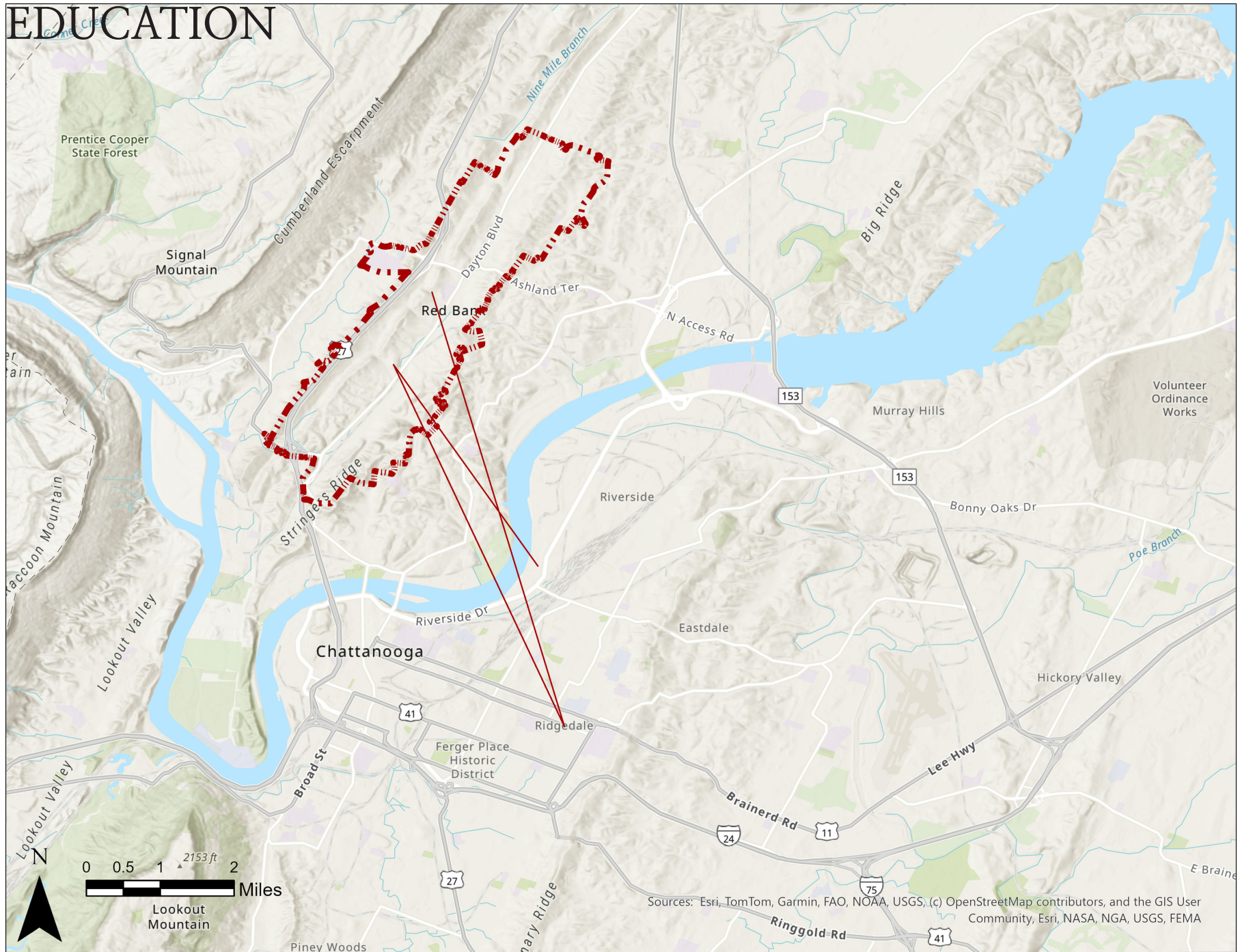






# FY 2023 - FY 2026 Summary

## EDUCATION

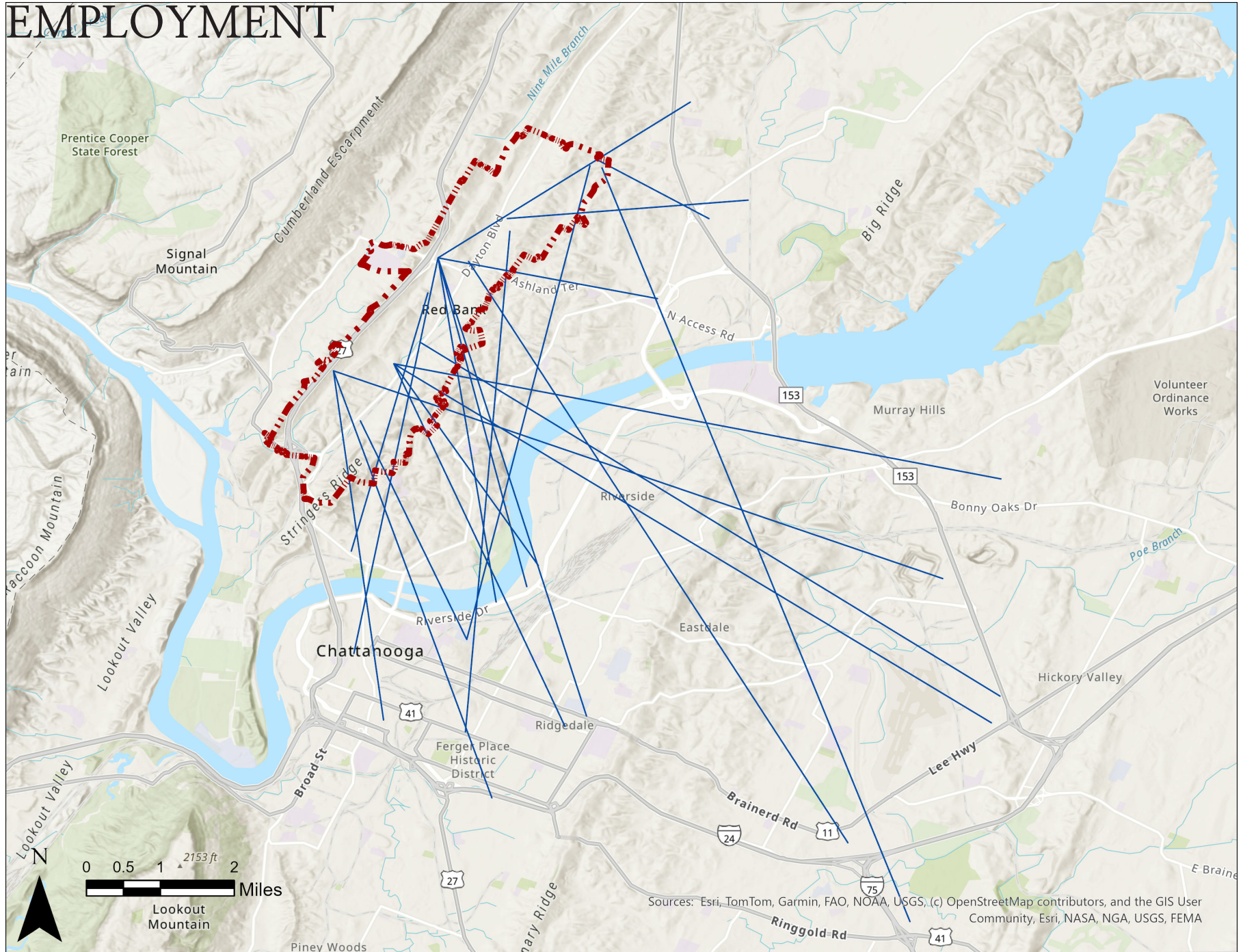






# FY 2023 - FY 2026 Summary

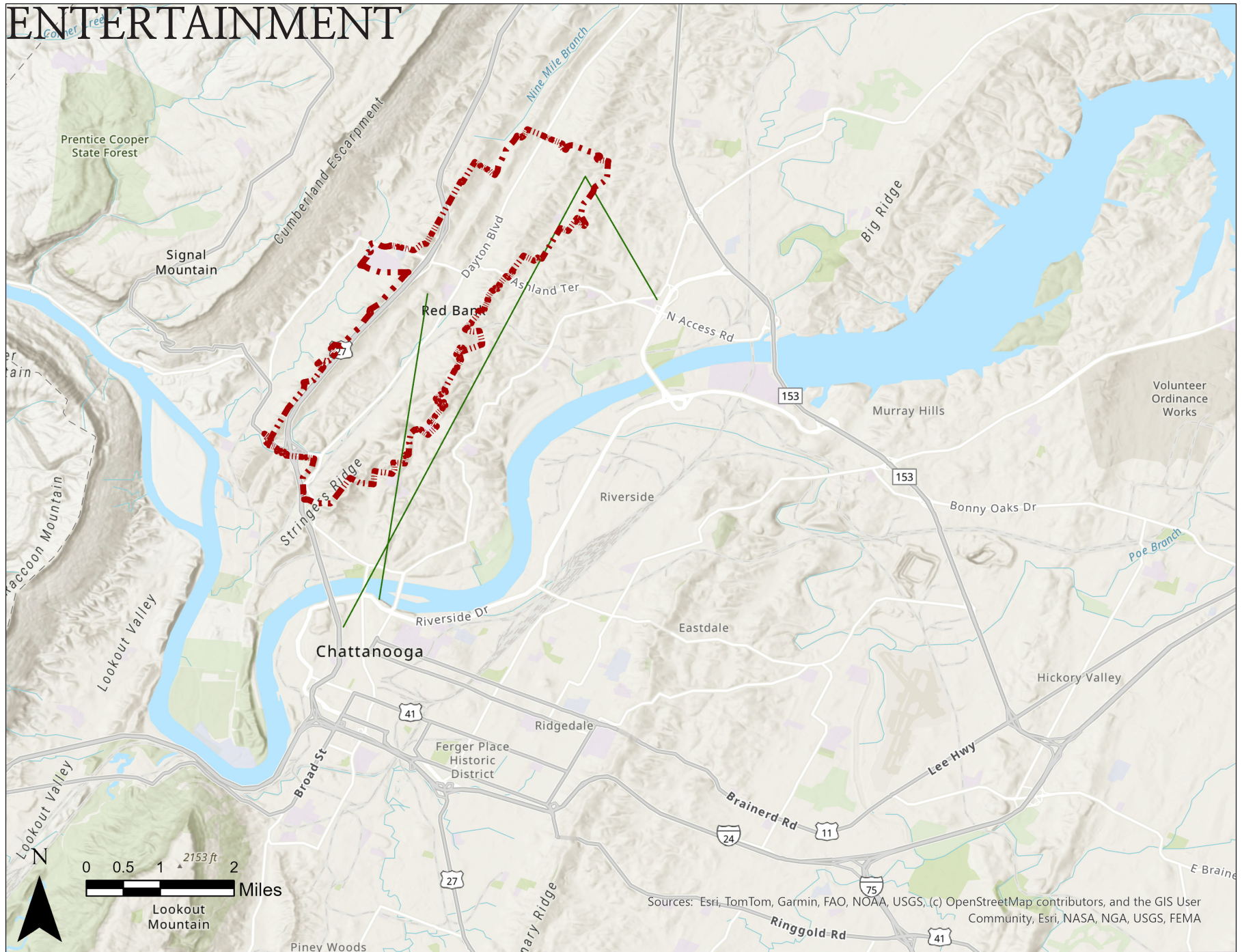
## EMPLOYMENT







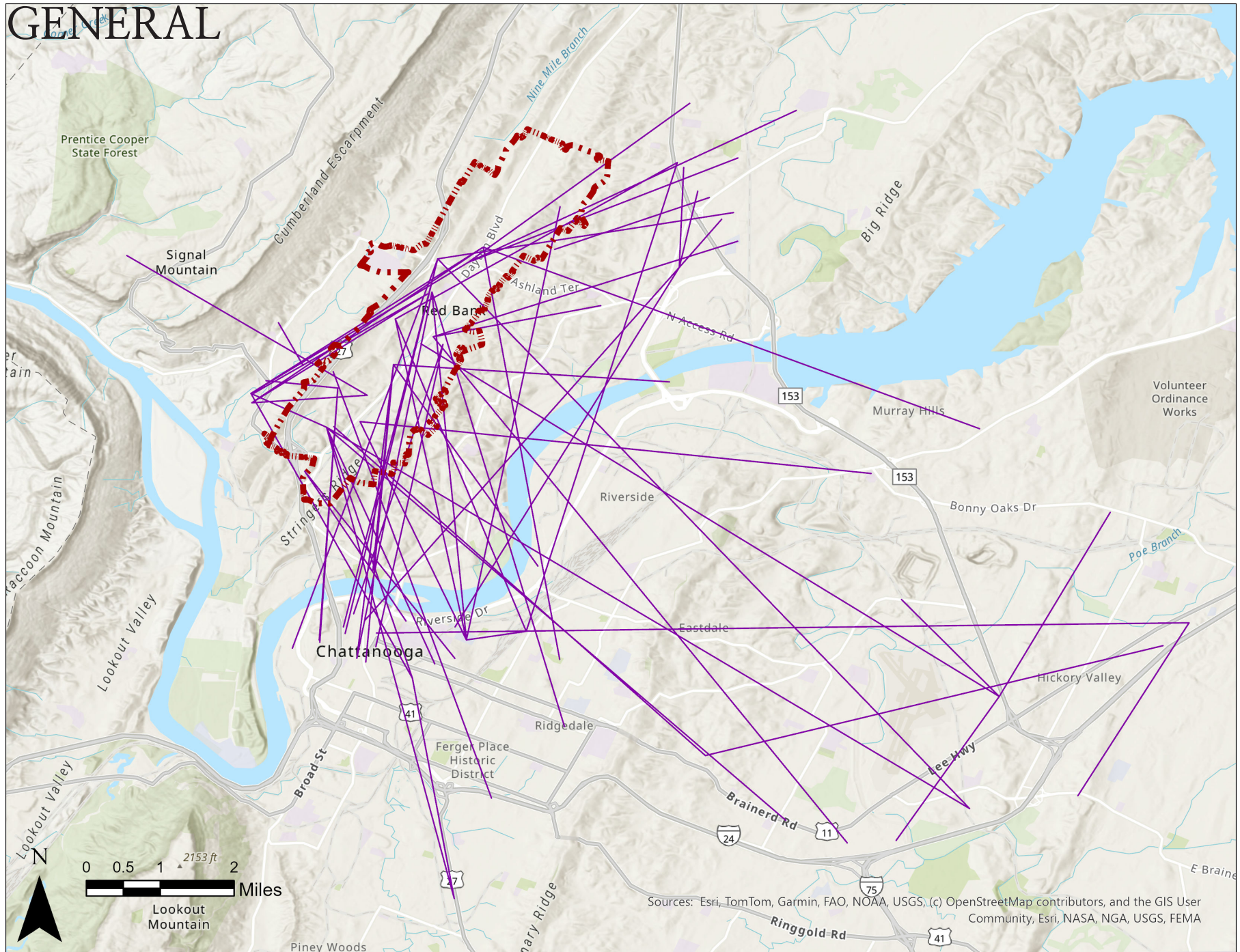
# FY 2023 - FY 2026 Summary







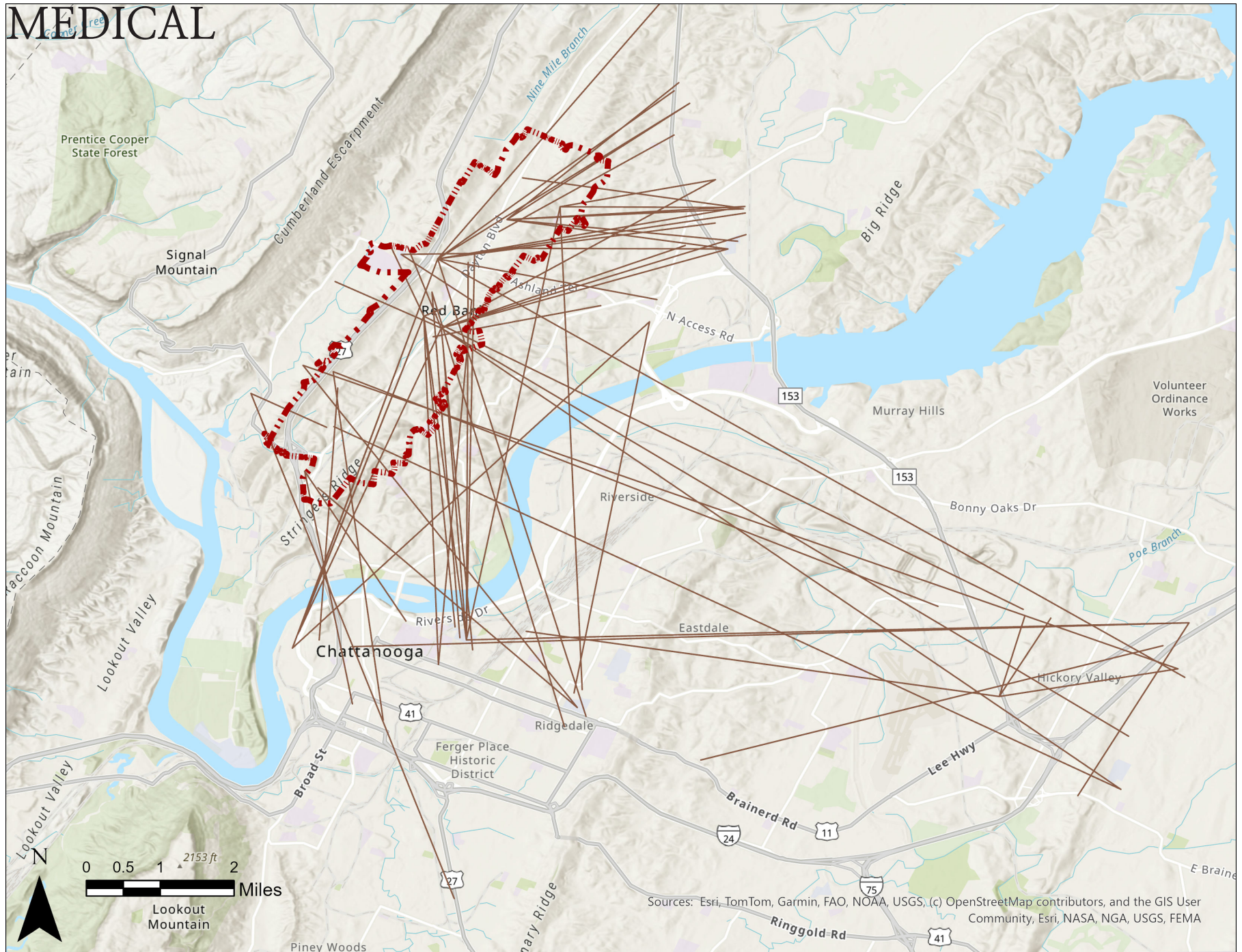
# FY 2023 - FY 2026 Summary







# FY 2023 - FY 2026 Summary





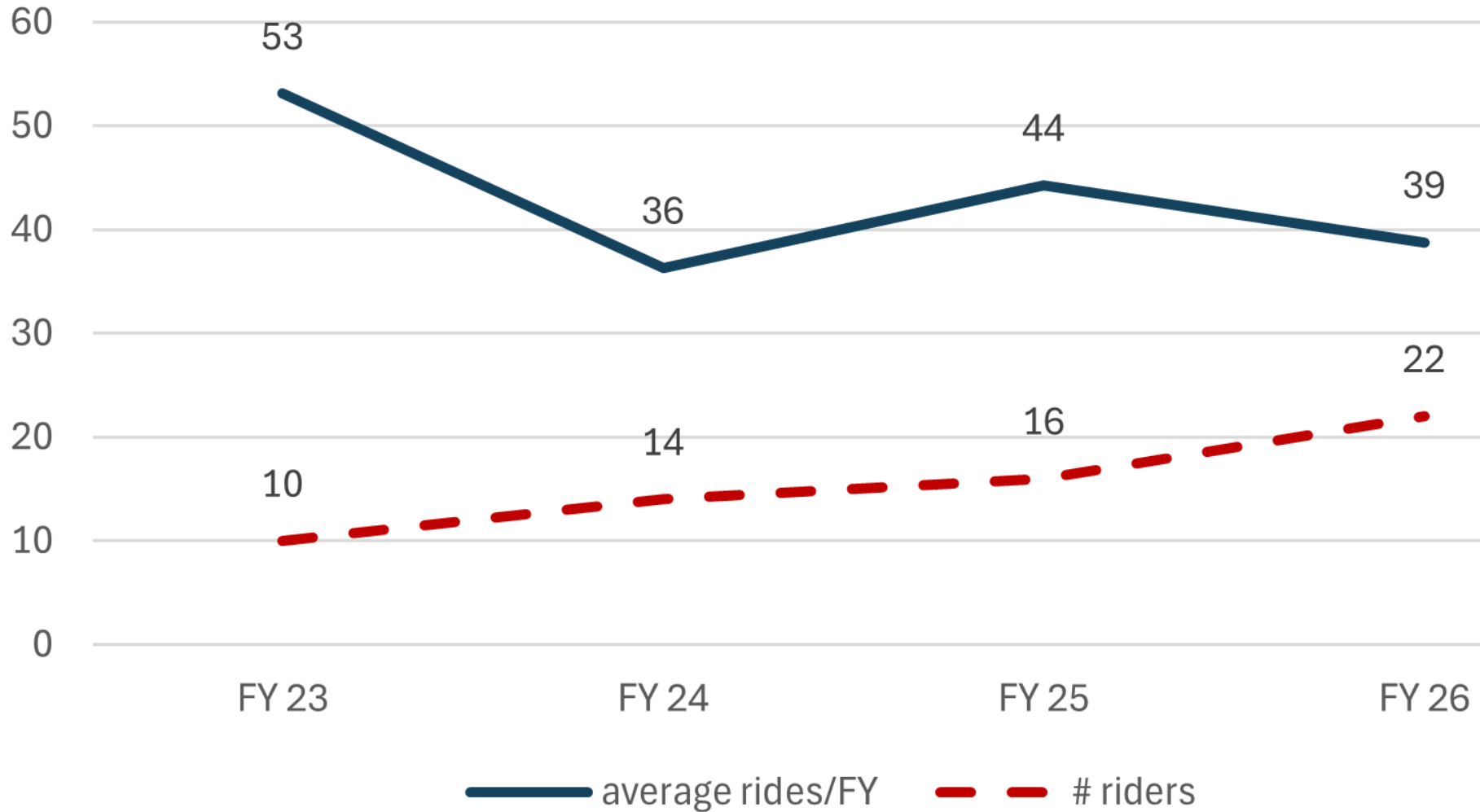






# FY 2023 - FY 2026 Summary

avg. # of rides/rider/month - total # of riders

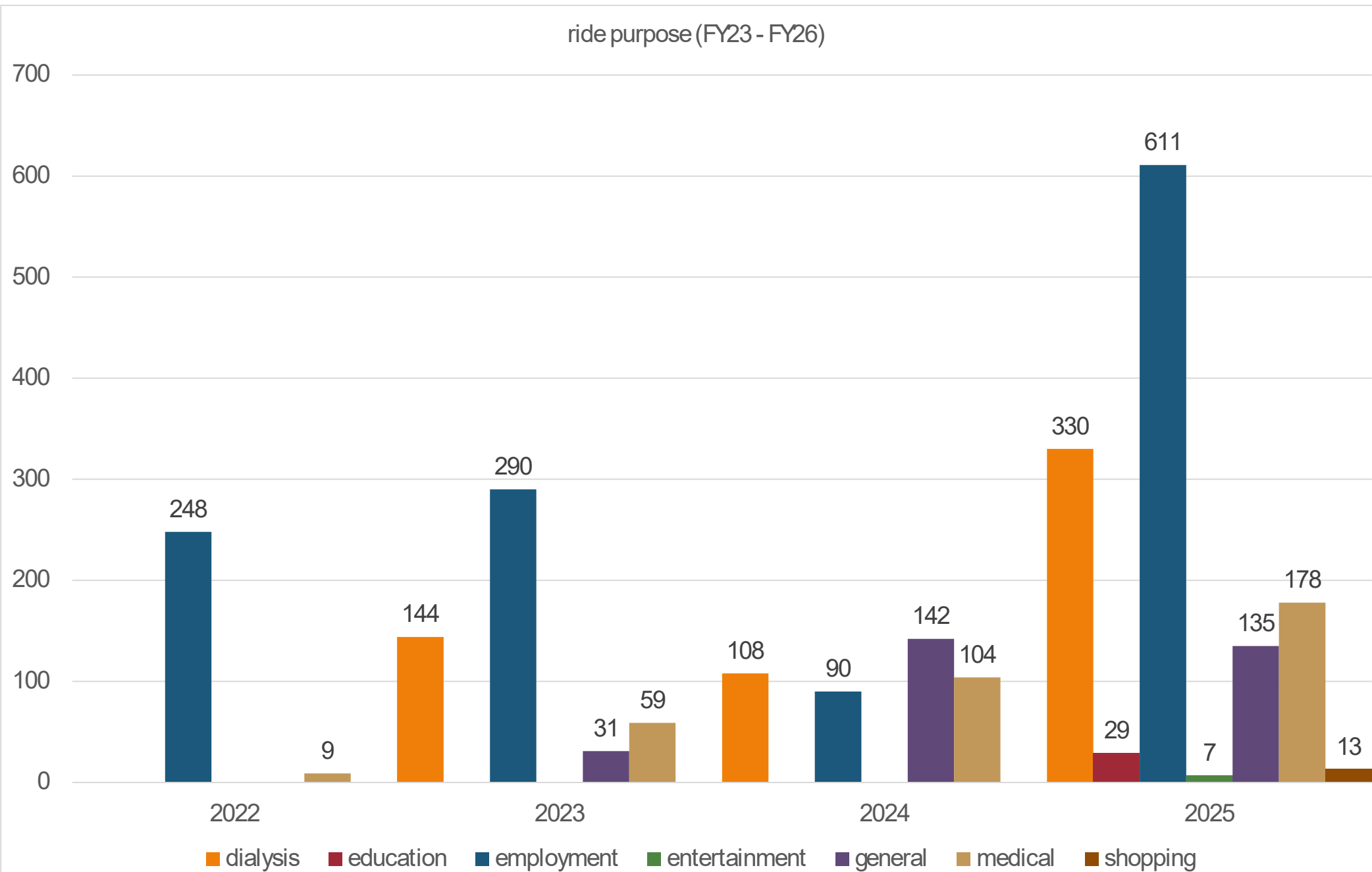






# FY 2023 - FY 2026 Summary

ride purpose (FY23 - FY26)

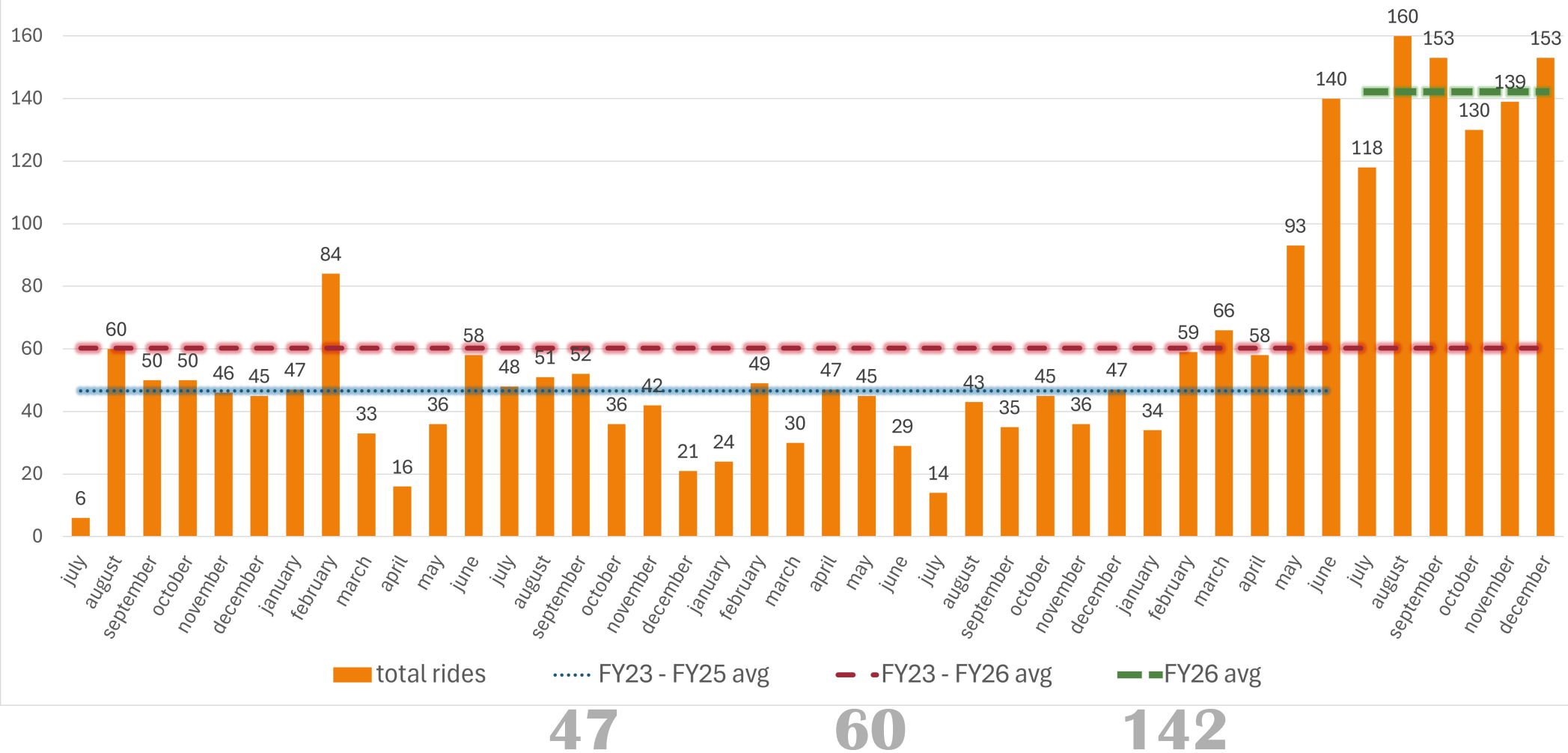




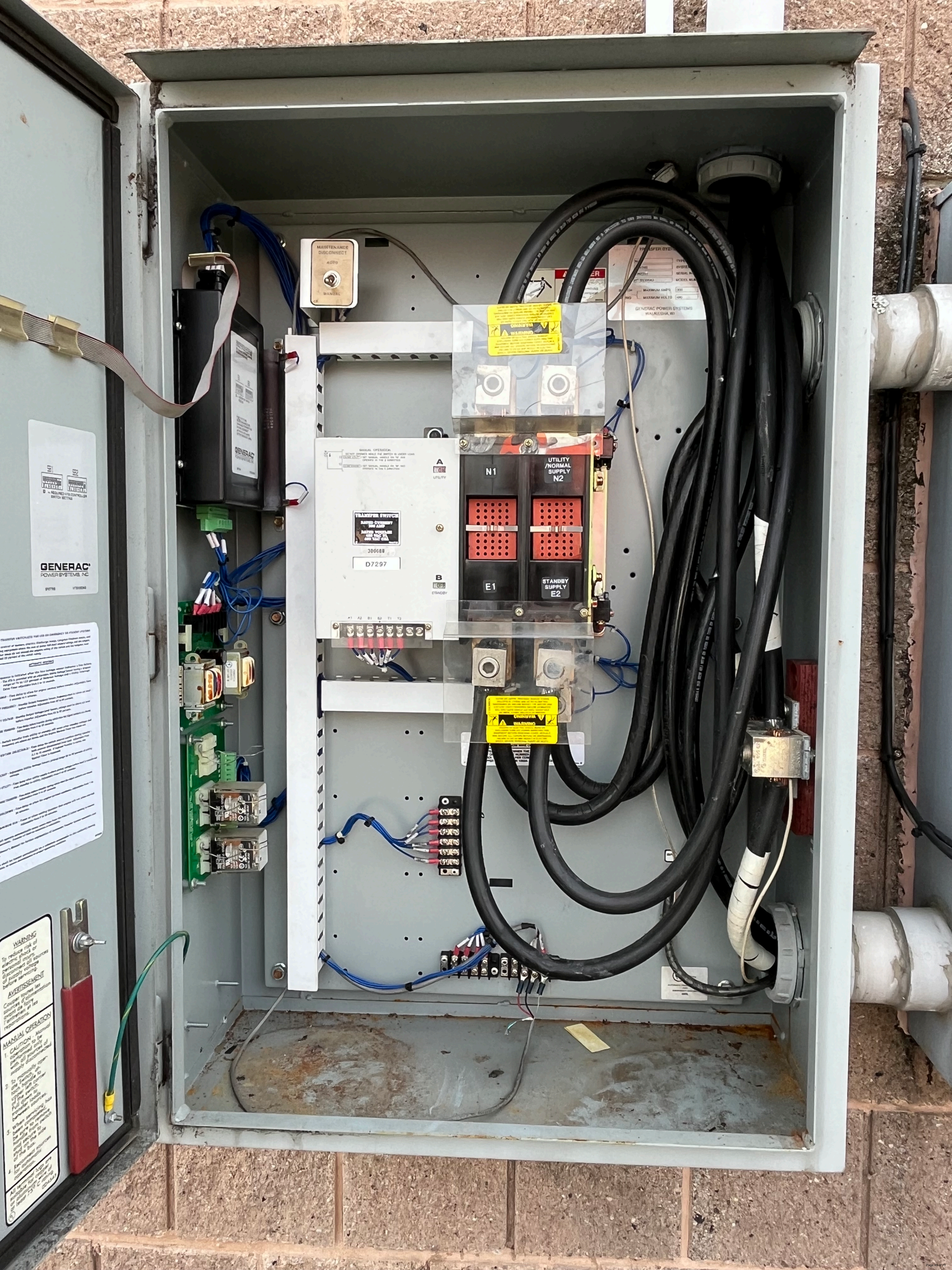


# FY 2023 - FY 2026 Summary

avg. ridership over 3+ fiscal years











Countdown to America's 250th Anniversary: **142 days**



An official website of the United States government



**U.S. General  
Services  
Administration**

# Background

We provide centralized procurement for the federal government, offering billions of dollars worth of products, services, and facilities that federal agencies need to serve the public.

Our acquisition solutions supply federal purchasers with cost-effective, high-quality products and services from commercial vendors. We help federal agencies build and acquire office space, products, and other workspace services, and we oversee the preservation of historic federal properties. Our policies covering travel, property, and management practices promote efficient government operations.

We help keep the nation safe by providing tools, equipment, and non-tactical vehicles to the U.S. military. We also provide state and local governments with law enforcement, firefighting, and rescue equipment, as well as disaster recovery products and services.

We serve the public and make conducting business with the government easier by offering free access to and information about government programs with these websites:

- [USA.gov](https://www.usa.gov) , the official portal to federal government information and [gobiernoUSA.gov](https://www.gobiernoUSA.gov) , the Spanish counterpart of USA.gov.
- [Consumer protection on USA.gov](https://www.consumerprotectiononusa.gov) , the consumer action website and [the Spanish counterpart](https://www.theSpanishcounterpart.com) .

If you have questions about federal agencies, programs, and services, contact our [National Customer Service Center](https://www.gsa.gov/customer-service).

## How we are funded



Only one percent of our total budget is provided through direct congressional appropriations. The majority of GSA's operating costs are recovered through the products and services it provides. Read more about our [budget and performance](#).

## Governmentwide initiatives

We lead the way in sustainable building design, construction, retrofit, and sustainable operations and maintenance. We are building a 21st century government that procures and manages technology solutions in smart, secure, and affordable ways. We support reductions in Federal Government real estate costs and increases in workplace efficiencies by strategically integrating space, people, and technology solutions customized to different workplace needs.

## Contact

**Reporters inquiries:** [press@gsa.gov](mailto:press@gsa.gov)

**Location:** 1800 F St, NW, Washington, D.C. 20405

## Initiatives

- [Assisting military veterans](#)
- [Emergency response](#)
- [Presidential transition](#)
- [Historic preservation](#)

## Related websites

- [USA.gov](#)
- [GobiernoUSA.gov](#)

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Last updated: Nov 1, 2024





**AARP  
COMMUNITY  
CHALLENGE**

Grants to make communities livable for people of all ages  
[aarp.org/CommunityChallenge](https://aarp.org/CommunityChallenge)

## Frequently Asked Questions

### 1. WHAT IS THE TIMELINE FOR THE 2026 AARP COMMUNITY CHALLENGE GRANT PROGRAM?

| Dates                                            | Key Activity                                                                                              |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| January 7, 2026                                  | Application period opens                                                                                  |
| January 27, 2026<br>2:00 p.m. ET / 11:00 a.m. PT | Public Q&A Webinar for applicants ( <i>not required; will be recorded</i> ) <a href="#">REGISTER HERE</a> |
| March 4, 2026<br>5:00 p.m. ET / 2:00 p.m. PT     | Application deadline <a href="#">APPLY HERE</a>                                                           |
| Mid-May 2026                                     | Notification of selected and non-selected applicants via email                                            |
| Mid-June 2026                                    | Deadline for selected applicants to submit signed grant agreements and complete eSupplier registration    |
| June 24, 2026 (tentative)                        | Public announcement of grantees and project start date                                                    |
| December 15, 2026                                | Project completion deadline                                                                               |
| December 31, 2026                                | Deadline to submit After-Action Report                                                                    |

### 2. HOW STRICT IS THE DECEMBER 15, 2026 PROJECT COMPLETION DEADLINE?

The AARP Community Challenge is designed to support “quick-action” projects, so meeting the December 15 deadline is strongly encouraged. While we understand that unforeseen circumstances may arise, applicants should plan to complete their projects by mid-December – especially for outdoor initiatives that could be impacted by winter weather.



If your proposed project is part of a larger initiative, consider whether the broader timeline aligns with the grant's requirements. Projects requiring extensive approvals or permits may face delays that jeopardize the deadline. In such cases, applicants may wish to consider applying in a future cycle.

### 3. I LIVE IN A SMALL COMMUNITY. IS THE AARP COMMUNITY CHALLENGE GRANT PROGRAM JUST FOR BIG CITIES?

Not at all. The AARP Community Challenge is open to communities of all sizes, with a strong commitment to supporting rural areas. In fact:

- 40% of funded projects have gone to rural communities
- 20% have supported suburban communities
- Grants have been awarded to towns with populations under 100 residents

### 4. WHAT TYPES OF ORGANIZATIONS ARE ELIGIBLE FOR FUNDING?

The AARP Community Challenge is open to the following types of organizations:

- **501(c)(3), 501(c)(4), and 501(c)(6) nonprofit organizations** (*Recognized by the IRS*)
- **Government entities**
- **Other organizations** considered on a case-by-case basis

**Note:** AARP cannot provide funds to for-profit companies or individuals.

### 5. HOW DO I APPLY?

All applications must be submitted online at [AARP.org/CommunityChallenge](https://AARP.org/CommunityChallenge) by March 4, 2026 at 5:00 p.m. ET / 2:00 p.m. PT.

Applications submitted via email or mail will not be accepted.

### 6. WHAT DO I NEED TO KNOW ABOUT FLAGSHIP GRANTS?

- **Overview:** Flagship Grants continue the successful AARP Community Challenge program launched in 2017. These grants offer broad opportunities for communities to apply for funding across several categories and encourage creative solutions.
- **Eligible Project Categories:** Eligible projects should benefit residents – especially those age 50 and older – in one of the following categories:
  - Creating vibrant **public places** (i.e., parks, open spaces, community amenities)
  - Expanding **transportation** and mobility options (i.e., walkability, bikeability, transit)



access)

- Increasing **housing** options (i.e., accessible and affordable choices)
- Enhancing **digital connections** and digital literacy
- Strengthening **disaster resilience** (i.e., disaster preparedness and mitigation)

**See examples of Flagship Grant projects in Attachment B.**

## 7. WHAT DO I NEED TO KNOW ABOUT THE CAPACITY-BUILDING MICROGRANTS?

- **Overview:** These \$2,500 microgrants come with added support, including webinars, cohort learning, up to two hours of coaching from national nonprofit organizations, and AARP resources.
- **Categories:** Eligible projects should benefit residents – especially those age 50 and older – in the following categories:
  - **Walk Audits:** Conduct walkability assessments with support from [America Walks](#) and the [AARP Walk Audit Tool Kit](#).
  - **Bike Audits:** Conduct bikeability assessments with support from [League of American Bicyclists](#) and the [AARP Bike Audit Tool Kit](#).
  - **HomeFit® Guide Modifications:** Promote safe, accessible homes through education and/or simple modifications with support from [RL Mace Universal Design Institute](#) and the [AARP HomeFit® Guide](#).
  - **Disaster Preparedness Training:** Implement training programs with support from [SBP](#) and the [AARP Disaster Resilience Tool Kit](#).

**See examples of Capacity-Building Microgrant projects in Attachment B.**

## 8. WHAT DO I NEED TO KNOW ABOUT DEMONSTRATION GRANTS?

- **Overview:** These grants support projects that can be replicated in other communities.
- **Categories:** Eligible projects should benefit residents – especially those age 50 and older – in the following categories:
  - **Pedestrian Safety:** Improve the safety of streets and sidewalks; funding support from Toyota Motor North America.
  - **High-Speed Internet:** Increase broadband access and adoption; funding support from Microsoft.
  - **Housing Design Competitions:** Promote understanding and implementation of



housing policies that support a variety of community needs using the [AARP Housing Design Competition Tool Kit](#).

**See examples of Demonstration Grant projects in Attachment B.**

## **9. WHAT IS YOUR TYPICAL GRANT SIZE? HOW DO THE FUNDING AMOUNTS VARY ACROSS DIFFERENT GRANT OPPORTUNITIES?**

**Flagship Grants** range from a few hundred dollars for short-term activities to \$15,000 for larger initiatives. Since 2017, the average grant has been between \$10,000-12,000. AARP reserves the right to award compelling projects at any amount.

**Capacity-Building Microgrants** are awarded at \$2,500 and come with added support, including webinars, cohort learning, up to two hours of coaching from national nonprofit organizations, and AARP publications.

**Demonstration Grants** typically range from \$10,000-\$20,000, and will not exceed \$25,000.

**See examples of Flagship, Demonstration, and Capacity-Building Microgrant projects in Attachment B.**

## **10. HOW CAN I TELL IF MY PROJECT SHOULD BE A FLAGSHIP GRANT, A CAPACITY-BUILDING MICROGRANT OR A DEMONSTRATION GRANT?**

**Flagship Grants** remain an open call for innovation across five categories, offering flexibility for creative and community-driven ideas.

**Capacity-Building Microgrants** are available in four specific categories, have a fixed budget of \$2,500, and include structured support resources. If your project does not require these additional resources or needs a larger budget, consider applying under the appropriate Flagship Grant category.

**Demonstration Grants** are available in three specific categories and are designed to replicate successful past projects in new communities. If your project aligns with a proven model AARP seeks to scale, this may be the right fit.

## **11. DO PROJECT CATEGORIES CHANGE YEAR BY YEAR?**

Yes. Project categories and sub-categories may vary annually based on:

- Evolving community needs
- AARP Livable Communities publications
- Strategic priorities within AARP's Livable Communities work

## **12. MAY I SUBMIT MORE THAN ONE APPLICATION?**

Yes. Organizations may:



- Submit multiple applications across different grant opportunities (Flagship Grant, Demonstration Grant, Capacity-Building Microgrant)
- Submit more than one application within the same grant opportunity

Example: Your organization could apply for an ADA-accessible park improvement under the Flagship Grant and also submit a second application for a \$2,500 bike audit under the Capacity-Building Microgrant category.

### **13. HOW CAN I SAVE OR PRINT A COPY OF MY APPLICATION? HOW DO I DELETE AN APPLICATION?**

To save or print your application:

1. Go to “My Account”.
2. Click on “My Applications” in the left-hand menu.
3. Locate the application you want to print.
4. Click “Print” on the far-right side.
5. From there, you can download, email, or print a PDF copy.

To delete an application:

- Follow steps 1-3 above.
- If the application is Complete, click “Withdraw”.
- If the application is Incomplete, click “Remove”.

### **14. HOW DO I CONFIRM MY APPLICATION WAS SUBMITTED SUCCESSFULLY? CAN I UPDATE OR RESUBMIT AN APPLICATION?**

Once your application is submitted, a confirmation email will be sent to the application contact’s email address.

Didn’t receive a confirmation?

- Check your spam or junk folder.
- The email will come from [noreply@secure-platform.com](mailto:noreply@secure-platform.com).
- Double-check that your email address in OpenWater is correct.



- It's also possible the application wasn't submitted.

To check your application status:

1. Go to "My Account".
2. Click "My Applications".
3. View your applications under the "Incomplete" or "Complete" tabs.

To edit your application (before the deadline: March 4, 2026, at 5:00 p.m. ET / 2:00 p.m. PT):

- Follow steps 1-3 above.
- Click "Edit" next to the application you wish to update.

Note: You will not receive a new confirmation email for edits.

## 15. WHY IS MY APPLICATION LISTED AS INCOMPLETE?

If you click directly on "Flagship Grant Application," "Demonstration Grant Application," or "Capacity-Building Microgrant Application," the system automatically creates a new, blank application.

To avoid this:

- Log in using "My Account" in the upper-left corner of the application website.

You can view and manage your applications under My Account > My Applications, where Incomplete and Complete applications are listed separately.

Reminder: All required questions must be completed before submission. If you attempt to submit an incomplete application, the system will return you to the unanswered question(s).

## 16. WHAT IF I AM HAVING TECHNICAL DIFFICULTIES WITH THE LOGIN OR THE ONLINE APPLICATION?

If you experience technical issues, you have several support options:

- **Email Support:** Reach out to [CommunityChallenge@AARP.org](mailto:CommunityChallenge@AARP.org) with any questions.
- **Live Support (during the final days of the application period):**
  - Log in to your account.
  - Look for the "REQUEST SUPPORT" blue button in the bottom-right corner of the application login screen.



- Click the button to submit a help ticket to the platform's tech support team.

- **Direct Technical Support Email (final days only):** You may also email [aarp-support@getopenwater.com](mailto:aarp-support@getopenwater.com) for assistance.

## 17. I'M HAVING TROUBLE CREATING AN ACCOUNT TO SUBMIT AN APPLICATION. THERE IS NO "REGISTER" BUTTON TO CREATE AN ACCOUNT. WHAT SHOULD I DO?

If the "Register" button is not visible, it may be due to a firewall blocking content from loading properly. Try one of the following:

- Use a different internet connection or browser
- Access the site from a smartphone
- Once registered, log in using the left-hand login panel.

## 18. WHEN AND HOW WILL I BE NOTIFIED IF OUR APPLICATION WAS SUCCESSFUL?

All applicants – both selected and not selected – will be notified via email in mid-May using the email address provided during the application process.

**Important for selected applicants:** You must sign a legally binding grant agreement and complete AARP's eSupplier registration by June 10, 2026. Instructions for completing these tasks will be provided after selection. Failure to meet this deadline may result in disqualification or delayed funding.

## 19. DOES THE PROJECT HAVE TO TAKE PLACE IN A COMMUNITY THAT BELONGS TO THE AARP NETWORK OF AGE-FRIENDLY STATES AND COMMUNITIES (NAFSC)?

No. While many grants have been awarded to communities in the [AARP Network of Age-Friendly States and Communities](#), your community does not need to be a member to apply.

Projects are eligible so long as they meet other criteria. See the Eligibility section for more details.

## 20. DO I NEED TO BE A MEMBER OF AARP TO APPLY FOR A GRANT?

No. AARP membership is not required to apply for a grant.

Many AARP members are affiliated with organizations that have successfully received grants, but individuals are not eligible to receive funding.

See the Eligibility section for more details.

## 21. MY ORGANIZATION RECEIVED AN AARP COMMUNITY CHALLENGE GRANT



## PREVIOUSLY. ARE WE ELIGIBLE TO APPLY AGAIN?

Yes, absolutely. Organizations that meet the 2026 eligibility criteria are welcome to apply again.

## 22. MY ORGANIZATION APPLIED AND DID NOT RECEIVE A GRANT PREVIOUSLY. ARE WE ELIGIBLE TO APPLY AGAIN?

Yes. Organizations that were not selected in previous years are encouraged to apply again. Many past applicants have successfully received grants after reapplying.

Tip: Review the project examples in **Attachment B** and throughout the AARP Community Challenge website to strengthen your application.

## 23. WHAT TYPES OF PROJECTS WILL YOU NOT FUND?

The following types of projects are **NOT** eligible for funding under any grant category (Flagship Grant, Demonstration Grant, Capacity-Building Microgrant):

- Partisan, political, or election-related activities
- Planning activities, assessments, or surveys without tangible community engagement
- Studies with no follow-up action
- Publication of books or reports
- Acquisition of land or buildings
- Purchase of vehicles or mechanical equipment (e.g., cars, trucks, buses, snow mobiles, snow grooming machines, tractors)
- Sponsorships of other organizations' events or activities
- Research and development for nonprofit or for-profit ventures
- Promotion of for-profit entities or their products/services

## 24. WHERE CAN I FIND EXAMPLES OF PREVIOUS STANDOUT PROJECTS?

You can explore examples of previously funded projects in several places:

- **Attachment B:** Includes a curated list of past projects to help inspire your application. While these examples are helpful, AARP also encourages innovative and original ideas.
- **AARP Livable Communities Map:** This [interactive map](#) features project descriptions, photos, and videos. You can search by category, location, and more.
- **AARP Community Challenge Website:** Visit [AARP.org/CommunityChallenge](https://www.aarp.org/CommunityChallenge) to view:
  - Videos of past projects
  - Category-specific highlights
  - Descriptions of funded activities



## 25. IF MY APPLICATION IS NOT SELECTED, CAN I RECEIVE FEEDBACK ON WHY IT WAS NOT FUNDED?

Unfortunately, due to the high volume of applications, AARP is unable to provide individual feedback.

In 2025, AARP received nearly 3,500 applications, of which 383 were funded, totaling \$4.2 million in grants. Many strong proposals could not be funded due to limited resources.

## 26. CAN WE APPLY WITH ANOTHER ORGANIZATION?

Yes. Collaborative applications are welcome.

- On the “Organization Name” line, list the primary applicant followed by “in collaboration with” and the name of the collaborating organization.
- Only the primary applicant’s contact information is required.
- The primary applicant will be legally responsible for the grant’s terms and conditions and will receive the funding.

## 27. CAN AARP COMMUNITY CHALLENGE GRANTS BE USED FOR ADMINISTRATIVE COSTS OR CONSULTANT FEES?

Generally, AARP Community Challenge grants do not fund indirect costs such as salaries, administrative overhead, or consultant fees. The majority of funds should go directly toward project implementation.

### Eligible but limited:

- Incentives, stipends, gift cards, and honorariums are allowed but considered administrative costs.
- AARP will not fund significant portions of administrative overhead, staff time, or consultant services (e.g., project planners, graphic designers, landscape designers, surveyors) unless these costs represent a small portion (0-15%) of the total request.

**Exceptions:** If your application clearly demonstrates that such services are part of a broader, tangible project that engages residents, a larger percentage of consultant or facilitator costs may be considered.

## 28. CAN AARP COMMUNITY CHALLENGE FUNDS BE USED TO SUPPORT ONGOING PROGRAMS?

Generally, AARP Community Challenge grants do not fund ongoing programming. However, they may support tangible, short-term enhancements that benefit an existing program.



For example: While the grant would not typically cover staff salaries or trainings for an ongoing community gardening program, it could fund improvements such as:

- Upgraded walking paths for accessibility
- Ergonomic tools or lightweight hoses
- Raised garden beds, benches, tables, or shade structures
- Water spigots or solar water pumps

Additionally, funds may be used to support temporary demonstrations, civic engagement opportunities, or pop-up events that complement an existing program.

## 29. CAN AARP COMMUNITY CHALLENGE FUNDS BE USED TO PAY CONTRACTORS TO COMPLETE THE WORK?

Yes. AARP recognizes that local governments and nonprofits may not always have the internal expertise or capacity to fully execute projects – especially those involving physical infrastructure.

Grant funds may be used to pay contractors, including:

- Construction or general contractors
- Artists commissioned for public art
- Installation professionals
- Ride-sharing companies (for transportation-related initiatives)

While volunteer involvement is strongly encouraged – and may count as in-kind or matching support – contractor services are eligible when necessary for successful project delivery.

## 30. WHAT ARE YOUR SCORING CRITERIA?

All eligible applications – across Flagship Grant, Demonstration Grant, and Capacity-Building Microgrant categories – are evaluated based on the following criteria:

- **IMPACT (60 points):** The project demonstrates strong potential to create meaningful change by addressing community-identified needs aligned with Livable Communities priorities – particularly those of people age 50 and older. It shows a clear ability to overcome barriers and effectively accelerate, expand, or sustain efforts that make the community more livable.
- **EXECUTION (30 points):** The applicant demonstrates the capacity to complete the project on time and within budget, effectively engage residents and stakeholders, and leverage volunteers – particularly those age 50 and older – in implementation.



- **INNOVATION (10 points):** The project incorporates creative approaches, unique designs, or engagement strategies that enhance its impact on residents – especially those age 50 and older.

AARP also evaluates each project’s alignment with its mission to serve the needs of people age 50 and older.

### 31. WHAT DO YOU MEAN BY “LIVABLE COMMUNITIES”?

A livable community is one that is:

- Safe and secure
- Offers choices in housing and transportation
- Serves residents of all ages, ability levels, incomes, races, ethnicities, and backgrounds

Learn more at [What is a Livable Community?](#)

In the application, you’ll be asked to describe how your project contributes to making your community more livable for all.

### 32. THE APPLICATION MENTIONS MATCHING FUNDS. ARE THEY REQUIRED?

No, matching funds are not required to apply for an AARP Community Challenge grant.

However, if your project involves volunteers, you may assign a monetary value to their donated time as an in-kind contribution or matching funds. Several online resources can help estimate the value of volunteer hours.

### 33. THE APPLICATION MENTIONS AN ATTACHMENT. WHAT CAN IT BE? IS IT REQUIRED?

Uploading an attachment is optional for Flagship and Demonstration Grant applications. The Capacity-Building Microgrant application does not include an upload option.

Applicants may choose to upload a document to:

- Provide visuals or diagrams
- Offer a more detailed explanation of the project than the application form allows

Important notes:

- Only one document may be uploaded. If you have multiple files, please combine them into a single document.



- Accepted formats include PDF, DOCX, JPEG, and others.
- Letters of support may be included and can be addressed to: Livable Communities Programs, AARP, 601 E Street NW, Washington, D.C. 20049

### 34. HOW WILL I BE REQUIRED TO ACKNOWLEDGE AARP IN MY PROJECT?

If your application is funded, AARP will provide:

- A promotional toolkit that includes logo files, branding guidance and pre-approved acknowledgment language
- Guidance on how to incorporate AARP recognition into press releases, social media posts, and other public communications

You will also be invited to coordinate publicity efforts with your AARP State Office.

Additionally, you will be responsible for designing and securing your own signage or banners to acknowledge the AARP Community Challenge grant. AARP will supply examples and guidance to support this process. You may include signage costs in your grant request and project budget.

### 35. IS LIABILITY INSURANCE REQUIRED?

Grantees are responsible for all grant activities performed under the AARP grant agreement. Grantees must maintain insurance coverage sufficient to cover the activities, risks, and potential omissions of the grant activities in accordance with generally accepted industry standards and as required by law. Grantees must also ensure contractors, agents, subcontractors, and providers of services maintain insurance coverage consistent with this section.

### 36. WHAT DOCUMENTATION MUST BE MAINTAINED DURING AND AFTER THE GRANT PERIOD?

Grantees are required to:

- Retain financial records and expense documentation in accordance with the terms of the Grant Agreement and their organization's internal policies (*AARP reserves the right to review these records but does not require them to be submitted with the After-Action Report*)
- Retain completed general release forms for any photos, videos, or stories collected during the project and submit them to AARP upon request

### 37. IS THE GRANT REIMBURSEABLE? WHAT IS THE TIMELINE FOR PAYMENT? WHEN CAN PROJECT WORK BEGIN? WHEN CAN I PURCHASE MATERIALS?



The AARP Community Challenge is not a reimbursable grant. Payment is issued after required documentation is submitted.

**Timeline:**

- Selected organizations must submit a signed grant agreement and complete the eSupplier registration by mid-June 2026.
- Once all documents are received, AARP will issue payment. Processing may take 3-4 weeks from submission.
- AARP may authorize project work to begin after the eSupplier registration and grant agreement are submitted. However, public announcements of the grant cannot be made until June 24, 2026.

Purchases or activities completed before submitting the required documents are not eligible for reimbursement.

### **38. IS THE AARP COMMUNITY CHALLENGE GRANT APPLICATION AVAILABLE IN OTHER LANGUAGES?**

The application platform is available only in English.

However, applications may be submitted in other languages and will be reviewed accordingly.

### **39. IS THE AARP COMMUNITY CHALLENGE GRANT APPLICATION ACCESSIBLE FOR THOSE WITH LIMITED SIGHT OR VISION IMPAIRMENTS?**

Yes. The online application meets accessibility standards.

If you require additional assistance or accommodations, please contact:

[CommunityChallenge@AARP.org](mailto:CommunityChallenge@AARP.org).

### **40. ARE THERE OTHER AARP GRANT OPPORTUNITIES AVAILABLE?**

By submitting a proposal to the AARP Community Challenge, you and your organization give AARP permission to reach out to you and others at your organization about other possible AARP funding opportunities that your proposal may be eligible for based on the AARP Community Challenge criteria. However, please note that AARP is not obligated in any way to consider your proposal for any additional AARP funding.

AARP might be contacted by other potential funders that could be interested in funding projects that were not funded through the AARP Community Challenge. The potential funders may have additional process steps and funding requirements than those of the AARP Community Challenge. If requested, AARP would like to send your contact information, organization name



and a short description of the proposal, including the community where the project would take place (“Project Information”). Please note that these projects will be subject to any potential funder’s own terms, conditions and review. Please indicate in your application whether you give permission to AARP to share your contact information and a description of your proposal. If you select “yes,” you agree on behalf of yourself and your organization to release AARP and its affiliates and their respective officers, directors, employees, contractors, agents and representatives from all liability associated with sharing the Project Information with potential funders.

#### **41. WHAT ARE THE TERMS AND CONDITIONS FOR THE AARP COMMUNITY CHALLENGE?**

If you submit this application, you agree on behalf of yourself and your organization to release AARP and its affiliates and their respective officers, directors, employees, contractors, agents and representatives from all liability associated with submission and evaluation of your organization’s application.

By submitting an application to AARP, the applicant affirms they are an authorized representative of the potential grantee, and by and on behalf of potential grantee agrees that:

- The decisions of AARP regarding the eligibility of applicants and the validity of entries shall be final and binding.
- All submissions will be judged by AARP, whose decisions and determinations as to the administration of the award and selection of award recipients are final.
- AARP has the right, in its sole discretion, to cancel, or suspend any grant award.
- All projects and applications will comply with applicable law and will not violate any third-party rights.
- Except where prohibited by law, participation in the AARP Community Challenge constitutes the Applicant’s consent to AARP’s use of the organization’s name and corporate logo, street address, city, state, zip code, county, and names, likenesses, photographs, videos, images, and statements made or provided by the Applicant’s representatives regarding the award for promotional purposes in any media without further permission, consent, payment or other consideration in perpetuity.
- Receipt of grant funding requires execution of a grant agreement with AARP and completion of eSupplier registration by June 10, 2026, and compliance with the promotional toolkits. Further,
  - Grantees will be responsible for all grant activities performed under the AARP grant agreement. Grantees must maintain insurance coverage sufficient to cover the activities, risks, and potential omissions of the grant activities in accordance with generally accepted industry standards and as required by law. Grantees must also ensure



contractors, agents, subcontractors, and providers of services maintain insurance coverage consistent with this section.

- All promotional materials (such as newsletters, press releases), events and signage related to the funded project will include a statement indicating that support was received from AARP in compliance with the AARP Community Challenge Promotional Toolkit to be provided to selected grantees.
- Grantees are required to capture photos, videos and/or stories from the project. As Grantee captures photos, videos and/or stories from the project, if an identifiable individual appears in the photos, videos and/or stories, grantee is responsible for having him/her sign the AARP General Release. (This document will be provided to grantees.) In addition, grantee agrees not to include any element in photos or videos or other materials provided to AARP that violates third party rights, such as artwork (including sculptures) and trademarks in text and logo used without permission. Grantee may be asked to send work-in-progress photos to AARP upon request. Following the grant period, grantees are required to respond to periodic requests for updates from AARP.
- The submission of the After-Action Report at the conclusion of the project is required by the deadline. Failure to submit the required report will result in the removal from the AARP website until the time of submission, and non-completion will disqualify a grantee from future AARP Community Challenge grant programs.
- AARP and its affiliated organizations, subsidiaries, agents and employees are not responsible for late, lost, illegible, incomplete, stolen, misdirected, illegitimate, or impermissible submissions or any other error whether human, mechanical or electronic.

#### **42. I DON'T KNOW MY AARP STATE OFFICE CONTACT. WHERE CAN I FIND IT?**

Visit [states.aarp.org/](https://states.aarp.org/) and click on your state.

You'll find contact information for your AARP State Office on the next page.

#### **43. WHEN AND HOW DO I LEARN ABOUT NEXT YEAR'S AARP COMMUNITY CHALLENGE GRANT CYCLE?**

The AARP Community Challenge is an annual grant program.

To stay informed about future opportunities and updates from AARP Livable Communities, subscribe to the free, award-winning [Livable Communities E-Newsletter](#).

#### **44. ARE THE ANSWERS TO THESE QUESTIONS AVAILABLE IN A DOCUMENT OR ONLY ON THE "YOUR QUESTIONS ANSWERED" PAGE?**

Yes. A PDF version of these Frequently Asked Questions is available on the [AARP Community Challenge website](#).



**45. HOW DO I SIGN UP FOR THE JANUARY 27, 2026 APPLICANT Q&A WEBINAR? WILL THERE BE A RECORDING IF I CANNOT ATTEND?**

You can register for the Applicant Q&A Webinar by clicking [HERE](#).

A recording of the webinar will be posted to the [AARP Community Challenge website](#) shortly after the event.

**46. I DON'T SEE THE ANSWER TO MY QUESTION HERE. WHO CAN I CONTACT?**

If your question isn't answered here, you can:

- Submit a question via the "[Your Questions Answered](#)" page (*requires a free AARP account*)
- Email us directly at [CommunityChallenge@AARP.org](mailto:CommunityChallenge@AARP.org).



# MEMORANDUM OF UNDERSTANDING

## Between

**The City of Red Bank, Tennessee and  
The University of Tennessee at Chattanooga**

This Memorandum of Understanding ("MOU") is entered into by and between the City of Red Bank, Tennessee ("City") and The University of Tennessee at Chattanooga, located at 615 McCallie Avenue, Chattanooga, TN 37403 ("UTC").

## 1. Purpose

The purpose of this MOU is to establish the terms under which UTC will be allowed to conduct an academic class project during the Spring 2026 semester at White Oak Park. The project will have added benefit(s) in supporting long-term park planning efforts by assisting the City with conceptual trail planning and documentation.

This project is educational in nature and is provided as a donation of professional and academic services to the City of Red Bank at no cost and for the academic benefit of UTC and its student participants.

## 2. Course Information

This project shall be conducted as part of the following academic course:

- **Course Name:** Trail Building and Management
- **Department:** Health and Human Performance
- **Faculty Member(s) in Charge:** Patrick Kelly & Andrew Bailey

Students participating in this project will receive course credit only and shall receive no compensation from the City.

## 3. Scope of Work

UTC students, under direct faculty supervision, may perform the following activities at White Oak Park:

- Conceptual trail planning;
- On-site trail flagging;
- GPS-based mapping and documentation of a potential trail alignment.



#### **4. City Oversight and Coordination**

- UTC has investigated the White Oak Park property and has deemed safe and appropriate for UTC's and the students' purposed for the stated project and course.
- All dates and times that UTC faculty, students, or volunteers will be on site must be coordinated in advance with and approved by the City's Parks Manager or designee.
- A faculty member shall be present at all times when students are on site.  
The City retains the right to restrict or suspend site access if activities are not conducted in accordance with this MOU or to the satisfaction of the City.

#### **5. Intellectual Property and Use of Work Product**

- All plans, maps, GPS data, drawings, reports, digital files, and related materials produced as part of this project ("Work Product") shall be jointly owned by UTC and the City of Red Bank.
- The City of Red Bank shall have the unrestricted right to use, reproduce, modify, and implement the Work Product, in whole or in part, without notice to or compensation of UTC.
- Nothing in this MOU obligates the City to construct or implement any portion of the Work Product.

#### **6. Waivers and Participant Acknowledgment**

- All UTC participants, including faculty, students, and volunteers, shall be required to complete and submit a City-provided waiver and release form prior to participating in on-site activities.
- UTC is responsible for ensuring that all required waivers are completed and submitted as directed by the City.

#### **7. Supervision and Responsibility**

- UTC shall be responsible for the supervision, conduct, and safety of its faculty, students, and volunteers while participating in this project.
- UTC participants shall comply with all applicable City rules, park regulations, and directions provided by City staff.
- As between City and UTC, UTC is solely and explicitly responsible for the safety of its students participating in this academic class project.

#### **8. Publicity and Recognition**

UTC may reference the project for academic, educational, or portfolio purposes. No signage or permanent recognition related to the project shall be installed at White Oak Park.

#### **9. Term**

This MOU shall become effective upon execution by both parties and shall remain in effect for the duration of the Spring 2026 semester, unless extended or terminated by mutual written agreement.



10. General Provisions

- This MOU does not create a partnership, joint venture, or agency relationship between the parties.
- This MOU may be amended only by written agreement of both parties.
- Tennessee law shall govern this MOU.

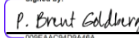
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Signatures

City of Red Bank, Tennessee

By: \_\_\_\_\_  
City Manager  
Date: \_\_\_\_\_

The University of Tennessee at Chattanooga

By:  \_\_\_\_\_  
Title: VC Finance & Administration  
Date: 1/14/2026 | 07:41:55 PST