



Department of **DISABILITY & AGING**

REQUEST FOR APPLICATIONS:

Home Access & Independence Grant

STATEMENT OF INTENT. The Tennessee Department of Disability and Aging (“DDA”), hereinafter referred to as the Department, intends to award up to \$150,000 in fiscal year 2027 through a competitive, one-time, cost-reimbursement grant opportunity for existing Department residential providers in good standing. Selected providers may receive one (1) grant award of up to \$30,000 to complete Department-approved accessibility, safety, functional, or independence-related modifications in residential settings serving individuals with disabilities and older adults to live safely and independently in the community.

The funding is intended to address the documented needs and improve recipients’ accessibility, safety, daily functioning, and independence. Funds may be used only for the costs of approved modifications, and all grant funds must be expended by June 30, 2027.

I. GENERAL INSTRUCTIONS

a. SUBMISSION OF GRANT APPLICATION

- i. Department is asking for applications to be submitted digitally, via email, to the following:

Department of Disability & Aging
Name: Allison Moore
Title: Director of Housing Innovation
Email: allison.moore@tn.gov

- ii. The grant application shall be received at the above listed email address no later than 4:00 p.m. (Central Standard Time) on October 30, 2026.
- iii. Submissions should be labeled *Applicant name* - *Solicitation Title*

b. SCHEDULE FOR GRANT APPLICATION EVALUATION AND AWARD

- i. Request for Applications (“RFA”) – October 12, 2026
- ii. Overview of Application Process / Webinar Q&A – October 16, 2026



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- iii. Application Submission Deadline – October 30, 2026
- iv. Evaluation Team Review & Recommendations – November 13, 2026
- v. Notification / Clarification between Department & Prospects – Notice of Intent to Award (“NOITA”) November 16, 2026
- vi. Execute Grant Contracts – January 1, 2027

Note: The Department reserves the right to adjust this schedule as it deems necessary, at its sole discretion. If the Department adjusts this schedule, the update will be disseminated via Open Line and the DDA Grant Funding Opportunities webpage. Any questions regarding the updated schedule can be sent to: allison.moore@tn.gov

c. ALL COMMUNICATION IN REFERENCE TO THIS NOTICE SHALL BE DIRECTED TO:

Department of Disability & Aging
Name: Allison Moore
Title: Director of Housing Innovation
Email: allison.moore@tn.gov

d. GRANT DURATION

The Department intends to enter into grants with a duration of up to six (6) months, depending on the need addressed through the application process.

*Subject to change dependent on applications received.

e. FUNDS AVAILABLE

Proposed pilot budget is 150,000, with a maximum of \$30,000 per provider. A total of \$150,000 is available through the Home Access and Independence Grant. Funding is non-recurring and will be awarded through a competitive application process. Applicants may request up to \$30,000. Each provider organization may receive only one (1) grant award not to exceed \$30,000.

Applications will be evaluated and assigned a numerical score across the four (4) application components identified in Appendix A. Evaluations will be conducted by third-party evaluators who have no current or past affiliation with an applicant and will not directly benefit from the grant. Awards will be



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considered based on application ranking, available funding, final Department approval, and the applicant's scores in the following components: Demonstrated Housing and Accessibility Need; Person-Centered Impact and Independence; Implementation Readiness and Feasibility; and Budget Reasonableness and Sustainability.

Department reserves the right to:

1. Determine final award amounts based on available funding, application ranking, demonstrated need, project readiness, budget reasonableness, and the eligibility of proposed costs;
2. Approve an award for less than the amount requested;
3. Make partial or conditional awards;
4. Deny or adjust proposed budgets that include unallowable, unreasonable, unsupported, or outside the purpose of the grant costs; and
5. Distribute remaining funds to the next highest-scoring qualified applicant or adjust award amounts when consistent with the RFA and available funding. Grant funding will be distributed on a cost-reimbursement basis. Grantees must pay approved project expenses before requesting reimbursement and must submit invoices, proof of payment, and all required supporting documentation. All approved costs must be incurred and paid within the grant period, and all grant funds must be expended by June 30, 2027.

f. FUNDING LIMITATIONS

Grant funds may not be used for the following:

1. Maintenance,
2. Cosmetic renovations,
3. New construction,
4. Staff costs
5. Vehicles
6. Property Acquisition
7. Other costs available through another reasonable funding source

II. SCOPE OF SERVICES REQUESTED

a. SERVICES TO BE PROVIDED OR PROCURED

See Attachment A – Proforma Grant Contract



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b. PRIMARY FOCUS

The primary focus of this Grant is to improve accessibility, safety, and functionality in existing residential settings through modifications that support greater independence for individuals with disabilities and older adults.

III. GRANT APPLICATION FORMAT

- a. The grant application must address all portions of this Notice as set forth herein; however, proposers may retype and/or duplicate the forms for grant application submission, provided the revised format remains in order prescribed and addresses all of the Department's required information which appears in the Department's prepared forms.
- b. The Department reserves the right to request clarification or corrections to grant applications, to reject any and all grant applications or to cancel this Notice in its entirety at the Department's sole discretion and is not appealable. Any grant application received which does not meet these General Instructions may be considered to be "Non-Responsive" and the grant application may be rejected. Any rejection or acceptance of applications is at the sole discretion of the Department and is not appealable.
- c. The Department reserves the right to further clarify and/or negotiate with the best evaluated grant applications, subsequent to award recommendation but prior to contract execution, if such is deemed necessary at the discretion of the Department.

IV. MODIFICATIONS FOR GRANT

Any and all changes made to an awarded grant must be submitted to Department for approval PRIOR to implementing changes.

V. SUBJECT TO FUNDS AVAILABILITY

The award of a grant contract under this grant application is subject to the appropriation and availability of State and/or Federal funds.

VI. SUPPLIER REGISTRATION

An Applicant selected for a grant award must be registered to do business with the State of Tennessee as a supplier through the Edison portal and obtain an



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active Supplier ID before a grant contract can be executed. Applicants may use the following resources to complete the supplier registration process:

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

VII. TENNESSEE DEPARTMENT OF REVENUE REGISTRATION

The Grantee shall comply with all applicable registration requirements contained in Tenn. Code Ann. §§ 67-6-601 – 608. Compliance with applicable registration requirements is a material requirement of any awarded Grant Contract.



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PROGRAM APPLICATION

APPLICANT NAME:

APPLICANT ADDRESS: (include Street Address, City, State and Zip Code)

APPLICANT ORGANIZATION TYPE: (non-profit / for-profit)

APPLICANT FEDERAL EMPLOYER ID NUMBER:

APPLICANT FISCAL YEAR:

DIRECTOR:

APPLICATION PREPARER (Name & Title):

PHONE NUMBER OF PREPARER:

EMAIL ADDRESS OF PREPARER:



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REQUIRED DOCUMENTATION:

CURRENT SERVICE LICENSE

____ Yes

____ No

CURRENT DDA RECREDENTIALING LETTER

____ Yes

____ No

MOST RECENT HOME INSPECTION REPORT

____ Yes

____ No



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APPENDIX A

Demonstrated housing/accessibility need

POINTS 25

Detailed description of what is requested

Describe the existing physical, accessibility, safety, or functional barrier the proposed project will address. Explain how the barrier affects residents' ability to access or safely use the residential setting, perform daily activities, exercise independence, or remain in the home. Include the following:

1. Property address and type of residential setting;
2. Property ownership or lease status;
3. Number of individuals expected to benefit;
4. Description of the existing barrier and why the modification is needed;
5. Explanation of why the project is needed at this time;
6. Photographs showing the existing condition

Person-centered impact and independence

POINTS 25

Detailed description of what is requested

Describe how the proposed modification will benefit the individuals living in the residential setting. Explain how the project is expected to improve accessibility, safety, daily functioning, independence, choice, quality of life, or residential stability. Include the following:

1. Describe the individuals expected to benefit without including identifying information;
2. Explain how the modification relates to a documented resident need;
3. State whether the project will benefit one resident or multiple residents; and
4. Describe how residents or their representatives were involved in identifying the need or proposed solution

Implementation Readiness and Feasibility

POINTS 25

Detailed description of what is requested

Describe how the proposed project will be completed within the grant period. The response should demonstrate that the project is sufficiently developed and can be completed, paid for, and documented by June 30, 2027. Include the following:



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1. Detailed description of each proposed modification;
2. Project/Construction quotes, estimates or equivalent documents
3. Applicable permits, inspections, professional assessments, or code requirements; if applicable
4. Project timeline with major milestones; and
5. Identification of potential delays or risks and how they will be addressed

Budget reasonableness and sustainability

POINTS 25

Detailed description of what is requested

Provide a detailed explanation of the requested budget and how each proposed expense supports the project. Applicants must submit an itemized project budget supported by contractor or vendor quotes, estimates or equivalent documentation.

Eligible expenditures may include, but are not limited to, reasonable and necessary direct costs associated with approved accessibility, safety, functional, or independence-related modifications. Examples may include materials, equipment, contractor labor, installation, permits, inspections, ramps, accessible bathrooms, widened doorways, safer flooring, and smart-home features tied to a documented need. Quotes or estimates may be obtained by phone, online, or in writing but must be documented. Documentation must identify the contractor or vendor, date obtained, proposed work or item, and estimated cost.

The response must include:

1. Total amount requested;
2. Itemized project costs;
3. An explanation and calculation of each proposed expense;
4. Contractor or vendor quotes, estimates, or equivalent supporting documentation; and
5. A completed proposed budget using the provided State grant budget attachment.

Please draft your proposed budget on the provided grant budget attachment.



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PROPOSED GRANT BUDGET | Page 1

	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
	Salaries ²			
	Benefits & Taxes			
	Professional Fee, Grant & Award ²			
	Supplies			
	Telephone			
	Postage & Shipping			
	Occupancy			
	Equipment Rental & Maintenance			
	Printing & Publications			
	Travel, Conferences & Meetings ²			
	Interest ²			
	Insurance			
	Specific Assistance To Individuals ²			
	Depreciation ²			
	Other Non-Personnel ²			
	Capital Purchase ²			
	Indirect Cost (% and method)			
	In-Kind Expense			
	GRAND TOTAL			

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

² Applicable detail follows this page if line-item is funded.



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GRANT BUDGET LINE-ITEM DETAIL | Page 2

SALARIES	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	
ROUNDED TOTAL	

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	
ROUNDED TOTAL	

TRAVEL/CONFERENCES & MEETINGS	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	
ROUNDED TOTAL	

INTEREST	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	
ROUNDED TOTAL	

SPECIFIC ASSISTANCE TO INDIVIDUALS	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	
ROUNDED TOTAL	

DEPRECIATION	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	
ROUNDED TOTAL	



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OTHER NON-PERSONNEL	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	
ROUNDED TOTAL	

CAPITAL PURCHASE	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	
ROUNDED TOTAL	



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SCORE CARD

Applicant Name:

Applicant Contact Information:

Application Components

Rubric Items	Maximum Score	Actual Score
Component One	25	
Component Two	25	
Component Three	25	
Budget Narrative / Proposed Budget	25	
Total	100	

**this is for State use only*