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CITY OF AMESBURY  
IN THE YEAR TWO THOUSAND TWENTY-THREE

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SPONSORED BY: Kassandra Gove BILL No. 2023-1219  
Kassandra Gove, Mayor

**An Order** to authorize the Mayor to accept and expend a Hybrid Programming for Councils on Aging Grant from the Executive Office of Elder Affairs (EOEA) in the amount of \$100,000.

**Summary:** The Massachusetts Executive Office of Elder Affairs (EOEA) has awarded funding for the Amesbury Council on Aging program, called CONEKT: Amesbury (Creating Opportunities: Navigating Elder's Knowledge of Technologies in Amesbury). These funds will be used for the following: the purchase of hybrid programming equipment, staffing to manage hybrid programming, and additional programming supplies.

**Be it Ordered by the City Council of the City of Amesbury assembled, and by the authority of the same as follows:**

That the City of Amesbury authorizes the Mayor to accept and expend a Hybrid Programming for Councils on Aging Grant from the Executive Office of Elder Affairs (EOEA) in the amount of \$100,000.



EXECUTIVE OFFICE OF ELDER AFFAIRS  
COMMONWEALTH OF MASSACHUSETTS  
ONE ASHBURTON PLACE, BOSTON, MA 02108  
(617) 727-7750 | [Mass.gov/elders](http://Mass.gov/elders)

MAURA T. HEALEY  
GOVERNOR

KIMBERLEY DRISCOLL  
LIEUTENANT GOVERNOR

KATHLEEN E. WALSH  
SECRETARY, EXECUTIVE OFFICE OF  
HEALTH AND HUMAN SERVICES

ELIZABETH C. CHEN, PhD, MBA, MPH  
SECRETARY, EXECUTIVE OFFICE OF  
ELDER AFFAIRS

November 30, 2023

Doreen Arnfield  
Director  
Amesbury Senior Center  
62 FRIEND ST  
AMESBURY, MA 01913-

RE: Request for Applications for the Hybrid Programming for Councils on Aging Grant Program

TOTAL GRANT AWARD AMOUNT: \$100,000.00

Dear Doreen Arnfield,

Congratulations! The Massachusetts Executive Office of Elder Affairs (EOEA) has awarded your program, CONEKT:Amesbury (Creating Opportunities: Navigating Elder's Knowledge of Technologies in Amesbury), \$100,000.00 to complete the activities outlined in your grant proposal under the Hybrid Programming for Councils on Aging Grant Program.

Your organization must use funds solely for the costs associated with the program listed above, based on the costs you identified and described in the grant proposal submitted to EOEA.

To accept your grant award, please submit your Grant Agreement through the Grant Portal within ten business days of receipt of this letter. If your organization fails to submit this agreement by the deadline, EOEA may rescind this award or determine that your organization has rejected the award. EOEA reserves the right to award rescinded or rejected awards to other applicants.

This letter will be incorporated into your organization's Grant Agreement as Appendix A. Your organization's grant award is subject to execution of the Grant Agreement and compliance with its terms.

Awardees must submit metrics to EOEA throughout the duration of your contract, beginning with the baseline metrics report that is due in 60 days. If your organization fails to report by the deadlines, EOEA may rescind this award. EOEA reserves the right to award rescinded or rejected awards to other applicants.

If you have any questions, please email [MAHCBSgrants@pcgus.com](mailto:MAHCBSgrants@pcgus.com). We are very excited to see the impact of your program.

Sincerely,



Elizabeth C. Chen, PhD, MBA, MPH  
Secretary, Massachusetts Executive Office of Elder Affairs



## HPCOA Form - PN-02204

### Application Form

- ✓ The applicant is acknowledging that all of the grant funds in this application are either for a new project, or will be used to supplement an existing project, and will not be used to supplant existing Medicaid HCBS funds or other state-funded projects/programs.
- ✓ The applicant is acknowledging that they are a Council on Aging (COA) located in the Commonwealth of Massachusetts.

#### 1. APPLICANT PROFILE

A. Name of Organization Applying for Funds:

Amesbury Senior Center

B. Municipal Vendor Code:

VC6000191694

C. Project Name:

CONKKT:Amesbury (Creating Opportunities: Navigating Elder's Knowledge of Technologies in Amesbury)

D. Total Grant Funds Requested:

\$100,000.00

#### 2. ORGANIZATIONS CONTACT INFORMATION

A. Primary Contact Person: (notified upon decision of grant award)

First Name

Doreen

Last Name

Arnfield

Title

Director

Organization

Amesbury Council on Aging

Phone

Phone Extension

978-388-8138

546

Email

arnfieldd@amesburyma.gov

**B. Secondary Contact Person:**

First Name

Andrew

Last Name

Suggs

Title

Program Coordinator/Community Relations

Organization

Amesbury Council on Aging

Phone

978-388-8138

Phone Extension

545

Email

suggsa@amesburyma.gov

C. Will any additional organizations also be included as partners or subcontracts for this application?

No

## Project Form

### 1. CURRENT STATE

A. Does your COA currently provide hybrid programming?

No

B. Describe your COA's current programming for older adults, including if programs are offered in hybrid, fully virtual and/or in-person formats. Please elaborate on your organization's experience delivering hybrid and/or virtual programming.

Currently all programs at our COA are in person. We broadcast occasionally to facebook live to share parts of events and give an insight in to events here at the Center, but are without the capability and equipment to expand. During the pandemic we attempted many virtual events that were moderately attended. We had social gatherings, trivia contests, various game days but most virtual events were the same core group of members. We found the biggest challenge during the

swift and unexpected shut down, was that it left many older adults with limited technology skills and the COA staff unable to meet with them to assist. Shepherding them through the process was problematic at best. We currently share information with our members about online resources and support groups, but that is the extent of what we offer. It has always been a goal for our team to connect with more of our home bound members, but have been without the means to do it. The Amesbury Council on Aging (COA) on site programming is robust with many diverse activities that involve physical, social, emotional and intellectual components. The COA offers many daily, weekly and monthly opportunities to participate, including five on site exercise classes, offered inside or out under the canopies depending on the weather. Additional groups, classes and activities include: Trivia, bingo, multiple arts and crafts classes, multiple cards games, cornhole, film fest, two Caregiver Support groups and two Men's Support groups, Bereavement Support, daily lunch, Meals on Wheels deliveries, foot care clinic, two social support groups, Memory Cafe, travel talk, tech support, legal clinic, real estate assistance, pet support program, and other special events provide the socialization and support that contributes to a person's overall wellbeing. We know that increasing socialization opportunities and decreasing isolation, can lead to a better quality of life. The Amesbury COA has a well established mental health program named EMHOT (Elder Mental Health Outreach Team) for older adults funded by the Massachusetts Council on Aging since 2016, that services Amesbury and seven neighboring communities. Using a social work model, the team is able to support those with mental illness to live their best lives. Access to technology and the ability to use it to connect with others is valuable for this sub groups as well. The EMHOT program manager provides virtual counseling to some of her clients. Expanding meeting options for those clients not currently able to meet virtually, is exciting.

## 2. PROJECT DESCRIPTION

A. Please briefly summarize your goals for this project and how your COA will use grant funds to achieve those goals.

The goal of CONEKT:Amesbury, is to bridge the technology gap of our seniors, not just for programming, but to navigate the technical world we now find ourselves in. As we learned in the pandemic, some of our older generation that did not have current technologies available during their formative years were left somewhat behind. We plan to build a robust, all-encompassing program to help shrink the divide and take advantage of current advances in technology. It is not enough to just offer hybrid and online programming out in to the ether, we have to make sure that our members are able to access it and are comfortable on their own navigating the space. We will offer synchronous and asynchronous programs to cater to all our members and their personal situations. By offering hybrid programming, we plan to create an opportunity for members who are not able to attend the Center to be engaged and involved in most if not all our programs. We also also feel it necessary to create exclusive asynchronous programs for our remote members that allow for more extensive personal interaction which is one thing that can be hard to replicate with hybrid programming for the offsite members. With online participation being the focus of CONEKT:Amesbury, and the technology gap the problem, we have developed a four-pronged approach to help overcome the divide: Production, Accessibility, Education and Support. Production: Top tier, engaging, production value that can translate across social media channels and community television, but simple enough

for all staff and volunteers to navigate. Accessibility: Build out a lending library of equipment to help members get online who are unable, as well as create “meeting spots” at senior housing to offer a “in person remote groups”. Education: Offer a multi week intensive computer course covering from what a computer is, to how to get online, to using G-suite, and how to join our hybrid and remote programs. Offer monthly individualized classes diving deeper in to certain topics, from social media to cyber-security. Offering in-home tutorials to help home-bound members get involved. Support: Expand our currently offered one on one technical support, as well as begin home visit technical support options for members.

B. Does your proposal include funding for Category 1 (Hybrid Programming Equipment)?

Yes

B1. Describe the technology your COA will purchase and how your COA will use this technology to increase hybrid programming. Include the quantity of each product or device you plan to purchase using grant funds.

Mobile production studio: Rolling Cart (1) to handle all equipment, a prosumer grade HD Video camera (1), camera cage (1), mounts for devices (3-5), auxiliary lights, audio mixer (1), lavalier microphones (1 system approx 8 mics), directional microphones (3), various cables, laptop (1), monitor (1), open broadcasting software (full license not subscription), computer accessories (mouse, headphones etc). Cart will be used to move around Center to various events and broadcast talks, exercise classes, art classes, support groups, etc. We have multiple rooms at our Center that cater to different events and want to make sure we can make any and all events completely inclusive. Rental Library: Laptop Computers (15-20), computer bags (15-20), accessories (mouse, mouse pad etc. 15-20) Rental library for people without means to borrow computers, as well as use them for computer class. Senior Housing Broadcast: Big Screen Television (1), Central Processing Unit (CPU) (1). The concept is to hang a large television and small CPU at senior housing in the main congregation/recreation space. The computer will allow us to broadcast our message/activity board (system we currently use) to share programming, and then allow us to broadcast our events to the television for those members who do not want to or are unable to come to the Center to still enjoy in a group atmosphere.

C. Does your proposal include funding for Category 2 (Staff to Manage Hybrid Programming)?

Yes

C1. Please describe the number of staff and their time commitment to this grant (i.e., estimated number of hours per week per staff member). How will these grant funded staff further the goals of the grant?

The COA Program Coordinator under the supervision of the COA Director, will oversee the implementation CONEKT:Amesbury. He will be compensated 5 hours/week on average and additional in-kind time of an additional 5 hours/week to get it up and running. The Director will contribute approximately on average 2 hrs/week in kind to supervise and manage the budget process. The COA will be hiring 3 instructors who will be dedicating about 10 hours/week each. Two volunteers will be given \$15/hr stipends, approximately working 8 hours/week, to assist with the daily logistical aspects of implementation.

C2. Describe your COA's staff recruitment and training plan for new and/or existing staff members as related to the grant.

The COA Team do a great job supporting each other as needed in many aspects of programs and services. This new opportunity will be no different. All COA staff and some COA volunteers will be trained prior to the start of the Hybrid programming for older adults - by one of three instructors. They will then be able to speak as informed advocates with the clients they work with on all components of the hybrid programs.

D. Does your proposal include funding for Category 3 (Programming Expenses)?

Yes

D1. Describe the programming expenses included in your proposal and how these expenses will help your COA meet the grant goals.

The goal is to make all Center programming available to our members. Art supplies - Take home art kits etc will be made available. Software programs - including game show simulators can create a robust online experience. Example, instead of trivia we can use a real jeopardy board and have buzzers. The production value from the UI interface makes it more engaging and special. Guest speakers and performances -. By being able to offer events o a remote audience, we can expand our presentations, topics and speakers. We have had many people approach us, but the expense vs what we have for available space in house did not equate. If we can provide live streaming capabilities and enough production quality to broadcast on community television, we can bring in a completely different caliber of presenter. Computer course. Instructors - to teach classes on how to get involved and then teach classes on specific topics which would be another hybrid opportunity.

E. Describe your COA's plan to start implementing grant activities within the first three months of receiving funding. Note that subsequent details may be documented in the Implementation Plan.

We have dabbled in many of these areas already, but funding has been a challenge. The excitement and possibility of this plan has inspired us and our volunteer base and we have already began taking steps to prepare. In the first three months we would first announce the good news by promoting this exciting new CONEKT:Amesbury hybrid programming locally through radio, newspapers and the Amesbury city website. Social media will also be an important tool. We will immediately start purchasing equipment to begin hybrid programming, starting with exercise classes. We should be able to get at least a base system established within a month. Getting members the ability to interact would be paramount, so we must flush out our computer course syllabus to create a program that would take someone from the first steps of using a computer, to being online and connected with our programs. Classes would begin approximately beginning of month three. Advertising the grant program would start immediately. Setting up programs with Amesbury Housing Authority to get groups in place for immediate launch.

F. How you will measure the success of your initiative?

The primary goal is to get our members involved. We have many home-bound members in our community that we interact with daily through programs like Meals On Wheels. Through CONEKT:Amesbury, we will develop programs to get them involved beyond "necessities". Even the smallest increase in reaching the homebound members will be considered a success in terms of the program and to our members quality of life and mental health. The secondary effect of the program could prove to be invaluable as well, the advertising of what we do at the COA. If we are able to build out full programs that people can enjoy from the comfort of their homes, and hopefully inspire even one of those community members to leave their home and come to the Center and get involved in person, that would be a success for all involved. Beyond the metaphorical, numbers do not lie. Using social media channels will allow for extensive tracking of "who" is watching, how long they are engaging, and how often they are engaging. If we are broadcasting events and find people "tune in" but leave after a few minutes, we are not maximizing what we are doing. Success would be people joining or watching our events and staying engaged. The average person spends 2.5 hours viewing content on social media a day. If we can capture 30 minutes to an hour of that time, that is significant. In addition, CONEKT:Amesbury's success will be measured by the number of participants reached and by the results of a short survey given at the end of each program.

G. How will you sustain hybrid programming after the funding period for this grant ends?

Through this Hybrid Programming Grant, the Amesbury Council on Aging will have acquired the necessary technical equipment and supplies. It is our intention to create a user friendly system that requires little technical experience to set up for asynchronous and synchronous programming. If we build the platform correctly, all of the hybrid programming should be able to continue in perpetuity with little investment past the actual programming costs, which is a normal Center expense. Building the "mobile broadcast cart" with high quality equipment should make it functional long in to the foreseeable future. Internet video is compressed, so building an HD setup will allow us to expand as internet technologies advance. Build for the future, not today. The Amesbury COA is proud of our incredibly strong volunteer base as well as many invaluable community partners and generous donors that we may rely on. A cart with equipment and signage to assist the user will be beneficial. The COA will continue offering technical instruction regularly using volunteer or paid instructors. Through donations, goodwill, and volunteer service, we are confident we can continue providing educational classes with quality instructors.

H. Describe how you will market and promote the availability of this grant initiative to eligible participants.

Similar to the way we promote existing COA programs and services, we will include these educational trainings, tech support and hybrid offerings through the Amesbury Carriage Town Newsletter (please see attached). We have a large network setup for distributing information about our events. We have a 16 page full color newsletter delivered monthly with 1500 physical copies distributed, 700 emailed, and countless online readers. We have a strong online presence through social media from our own facebook page, to being active within local facebook community pages. the City of Amesbury COA website, Facebook, and automated voice calls (Robo Calls) to 4000 people. In addition we will utilize our well established community partners like the Newburyport News, Local Pulse Radio, Amesbury Chamber of Commerce, The Morning Show Radio, AgeSpan

(Area Service Access Point) and other professional networks. Support from Amesbury Mayor Kassandra Gove and her Communications Director will allow additional press to the community. We have a series of volunteers to distribute fliers and post notices at senior housing and other establishments.

I. Does your COA serve a Gateway City or Rural Community? (See the FAQ for more information about the gateway city and rural community definition.)

No

J. Is there any additional information about your proposed project that you would like the grant review team to know?

The Amesbury Council on Aging is nationally accredited and has an outstanding reputation for its robust programming and services. In addition to the many diverse activities offered, the COA was chosen to be one of the first three in the state to start a pilot program for mental health for older adults (Elder Mental Health Outreach Team) seven years ago. There are now seventeen EMHOTS in Massachusetts, with the plan of further expansion. The Director has served the Amesbury community for over 15 years, with 7 years as Director. She has a Health Education and Community Social Psychology background and is a Licensed Social Worker. The COA Program Coordinator/Community Relations has a strong background in the fields of Arts, Media and Promotions. He has a Bachelors degree in Studio/Visual Arts with a concentration in Photography and Film. Additionally he worked in the Sports and Entertainment Industries producing live stream sporting events and concerts.

## Budget Request Narrative Form

Please fill in the Budget Request Form for the costs of developing and implementing your program. A minimum of one budget item per category is required.

Direct Program Cost refers to the cost which is directly attributable/traceable/chargeable to this grant initiative.

Indirect Cost refers to the cost which cannot be directly attributable/traceable/chargeable to this grant initiative (i.e. administrative expenses).

### Category 1: HYBRID PROGRAMMING EQUIPMENT

Cost Category	Description of purchase	Cost per Item	Quantity	Total Cost
Direct Program Cost	Mobile production studio: Rolling Cart (1) to handle	\$10,000.00	1	\$10,000.00

all equipment, a prosumer grade HD Video camera (1), camera cage (1), mounts for devices (3-5), auxiliary lights, audio mixer (1), lavalier microphones (1 system approx 8 mics), directional microphones (3), various cables, laptop (1), monitor (1), open broadcasting software (full license not subscription), computer accessories (mouse, headphones etc).

Direct Program Cost	Laptop Computers	\$600.00	20	\$12,000.00
Direct Program Cost	Senior Housing Broadcast: Big screen TV/Computer/Mount	\$1,500.00	1	\$1,500.00

**Category 2: STAFF TO MANAGE HYBRID PROGRAMMING**

Cost Category	Description of purchase	Cost per Item	Quantity	Total Cost
Direct Program Cost	Program Coordinator 5 hours/week at \$24/hr	\$24.00	260	\$6,240.00
Direct Program Cost	two volunteers 8 hrs/week at \$15/hr	\$15.00	832	\$12,480.00

**Category 3: PROGRAMMING EXPENSES**

Cost Category	Description of purchase	Cost per Item	Quantity	Total Cost
Direct Program Cost	3 Instructors/Guest Speakers at \$250/hr average 120 hrs of	\$250.00	224	\$56,000.00

classes 104 hrs In-home  
Tech Support (2hrs - 1x  
week on average,  
52weeks)

Direct Program Cost	Take Home Activity Supplies for Remote Participants Arts and Crafts supplies Exercise supplies	\$1,000.00	1	\$1,000.00
Indirect Cost	Refreshments for Trainings	\$65.00	12	\$780.00

Total Budget Request:\$100,000.00

## Implementation Plan

Please add at least one task from this initiative to the implementation plan timeline. You may add up to 10 additional rows.

### ACTIVITY/TASK

Promotion

#### DESCRIPTION

Announce grant via newsletter, social media channels Schedule and conduct Newspaper interviews/local radio interviews Submit Local Community Television ads Publish fliers through senior housing outlining upcoming programs

#### START DATE

01/02/2024

#### END DATE

02/28/2024

#### RESPONSIBLE PARTY

Program Coordinator/Director

ACTIVITY/TASK

Planning

DESCRIPTION

Develop syllabus with educator team Develop procedures for lending library Determine protocol and parameters for remote tech support/house calls Develop plan for asynchronous programming Develop Baseline report end of period

START DATE

01/02/2024

END DATE

02/28/2024

RESPONSIBLE PARTY

Program Coordinator/Director

ACTIVITY/TASK

Acquisition of Equipment

DESCRIPTION

Consult with Amesbury Community Television regarding live streams and production standards for possible crossover to community broadcasts Identify and order equipment for mobile broadcasting cart Procure laptops and peripheral support for lending library/class use with partner Lenharth Systems (computer builders/technical support) Work with Senior Housing to procure and install equipment for group remote broadcasts

START DATE

01/02/2024

END DATE

02/28/2024

RESPONSIBLE PARTY

Program Coordinator/Director

ACTIVITY/TASK

Scheduling

DESCRIPTION

Build class schedules and special events (birthday concerts, Breakfast with Chiefs, guest speakers) Publish online schedules, publish in newsletter promoting full launch of hybrid programming

START DATE

02/01/2024

END DATE

02/28/2024

RESPONSIBLE PARTY

Program Coordinator/Director

ACTIVITY/TASK

Phase 1 Launch

DESCRIPTION

Pilot program (2 weeks): Broadcast exercise classes Test delivery methods (fb, zoom), analyze ease of use for members Pilot computer class for members of senior housing, analyze format. Begin full scale broadcasts of hybrid programming. Begin computer class schedule for all members. Begin online asynchronous programming weekly of game shows Begin at home tech support prioritizing issues getting members online for hybrid/asynchronous programs.

START DATE

02/15/2024

END DATE

04/30/2024

RESPONSIBLE PARTY

Program Coordinator/Director

ACTIVITY/TASK

Analyze and Report

DESCRIPTION

Review and analyze statistics (users/views/attendance) of phase 1 launch. Review class schedule (class frequency), adjust accordingly. Note successes, highlight gaps. Address needs and shortcomings for phase 2 launch.

START DATE

04/01/2024

END DATE

05/01/2024

RESPONSIBLE PARTY

Program Coordinator/Director

ACTIVITY/TASK

Phase 2 Launch

DESCRIPTION

Increase asynchronous programming to include social groups, support groups Increase hybrid programming (where appropriate) with social/activity groups, art classes, support groups. Develop procedure for take home/delivered supply kits for programs. Increase computer classes for specialized classes and broadcast live. Discuss/Begin rebroadcast of classes on Community Television.

START DATE

05/01/2024

END DATE

08/30/2024

RESPONSIBLE PARTY

Program Coordinator/Director

ACTIVITY/TASK

Analyze and Report on Phase 2

DESCRIPTION

Review and analyze statistics (users/views/attendance) of phase 2 launch. Review changes from Phase 1 and make appropriate adjustments. Send out survey to members for feedback. Poll current events and solicit ideas from community. Submit Interim report

START DATE

08/01/2024

END DATE

09/01/2024

RESPONSIBLE PARTY

Program Coordinator/Director

ACTIVITY/TASK

Phase 3 Launch

DESCRIPTION

Incorporate feedback from community and make needed adjustments. Increase synchronous/asynchronous programming with additional classes as needed, guest speakers and online events. Increase broadcasts to include live broadcasts with Community Television.

START DATE

09/02/2024

END DATE

03/31/2025

RESPONSIBLE PARTY

Program Coordinator/Director

ACTIVITY/TASK

Review, Analyze Submit Report

DESCRIPTION

Review and analyze statistics (users/views/attendance) of phase 3 launch. Send out survey to members for feedback. Poll current events and solicit ideas from community. Assess entire program, gather and analyze data. Identify successes and challenges. Submit Interim report

START DATE

03/31/2025

END DATE

03/31/2025

RESPONSIBLE PARTY

Program Coordinator/Director

## Attachments

### Required Documents:

1. Letter of executive approval/demonstration of commitment from Municipality Manager, Council on Aging's Executive Director, COA Board Member or another member of the leadership team.

**Art Levine Letter of Support Hybrid Grant.docx**

2. Letter of executive approval/demonstration of commitment from Partnering Organization(s).

**AHA Letter of Support.pdf**

3. You may also upload any additional documentation that supports or bolsters your application

**AmesburyCOA\_OctoberNewsletter.pdf**

**AmesburyCOA\_SeptemberNewsletter.pdf**

## Grant Terms and Conditions

### REQUIRED CERTIFICATIONS AND ACKNOWLEDGEMENTS

Indicate the Applicant's certification to, acknowledgement of and/or agreement with the statements below by checking the box associated with each statement. Please refer to the RFA for the definition of capitalized terms used in this response.

#### A. Council on Aging (COA)

By submitting this response, the Applicant certifies that:

✓ It is a Council on Aging (COA) located in the Commonwealth of Massachusetts.

✓ It will use any funding only for the purposes described in the Applicant's grant application and consistent with the requirements of the RFA and will produce receipts or other evidence that the funds were used as proposed and approved and that it will otherwise comply with the terms of the RFA and the Contract.

✓ It is obligated to return to EOEa the amount of funding not used as proposed and approved, as well as any funding unused, or used in a manner that is inconsistent with the terms of the RFA and the Contract.

## B. Requirements for Awardees

If the Applicant receives a payment under the Grant Program, it acknowledges and agrees that:

✓ It will execute a Contract with EOEa, consisting of:

o Additional Terms and Conditions to be defined by EOEa consistent with the RFA and communicated during the award notification process; and

o The Commonwealth of Massachusetts Standard Contract Form.

✓ It will abide by all terms and conditions set forth or incorporated in the RFA and Contract, including, without limitation:

o Restrictions on the use of funds;

o Reporting requirements; and

o Standard Contract Form Instructions, Contractor Certifications, and Commonwealth Terms and Conditions.

✓ It will administer the grant to its partners and subcontractors (if any) to require them to participate in the Grant Program only in accordance with the terms of the Grant as set forth herein.

## C. Other Certifications

The Applicant certifies that:

✓ The information in this response is true and complete;

✓ The response will remain in effect until a Contract resulting from this response is executed, or EOEa otherwise notifies the Applicant that it is not eligible under the RFA; and

✓ This response is electronically signed by the Applicant's authorized signatory

## APPLICANT SIGNATURE

Organization Legal Name

Amesbury Council On Aging

**By:**

Name of Signatory:

**Doreen Arnfield**

Title of Signatory:

**COA Director**

Date

**09-25-2023**