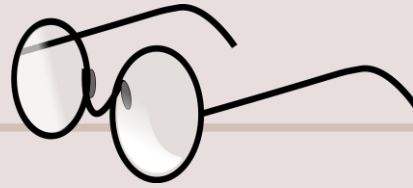


**Report of the
Headquarters Location
Study Committee
September 2026**

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Prelude & Intro comments
Considerations

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Option 1 – Remain in Washington D.C.

1a) Continue the lease in the same location

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1b) Relocate but remain in the D.C. area

[Page 8](#)

Option 2 – Relocate to another part of the U.S.A.

2a) Purchase our own building

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2b) Rent a building

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2c) Team up with a sister organization

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2d) Rent from or team up with a state Grange

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Option 3 – Bare Minimum Concept

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3a) Commercial Mail drop service

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3b) Single Staff room & copy/scan machine

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Prelude and overview

To the person reviewing this report:

This committee has spent many hours researching and discussing options and ideas for the relocation of the National Grange headquarters, and we have done our best to address most if not all options.

We have explored 3 basic options, with 4 sub-options and inside those options are many variables and options within options.

It is not possible that we could explore all the variables, nor is it “time wise” to go “in depth” on some variables until more finite direction is given. Additionally, the unknown disposition of the Archives is a large factor that can put a different view on almost any of the options we have researched.

Even the options and variables we have explored and detailed in this report can change over time. What was researched in 2025 may have changed in 2026.

As time passes changes in the economy and local jurisdictions may change and we cannot see into the future.

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Considerations for ALL options

- Archive storage and possible display
- Overall cost control & expenses;
 - *wages, insurance, maintenance etc.*
- Public Visibility
- Proximity to services & costs;
 - *Airport, lodging costs, transportation etc.*
- Parking and meeting facilities
- Connectivity; Internet & communication



#1a

Continue to lease the Same location

- + No Move Needed
- + Advocacy funds are easier with a D.C. address.
- + Staff Continuity
- ✗ Rent costs are higher than in smaller cities
- ✗ Labor costs are higher than in smaller cities

See the following pages for more information

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Continuing the current lease

Remaining at the current Headquarters would provide continuity of operations and eliminate the immediate costs associated with relocation, both financial and administrative costs.

Current Terms

1. The 2026 lease expense is \$65,076 annually, or \$5,423 monthly. (\$51/sq.ft./yr)
2. With an annual increase of 2%.



Continuing the current lease

Consequences of Moving outside the D.C. Area

- Three employees currently work at the National Grange office.
- There is a high probability that none would relocate if we moved outside of the D.C. area.
- Moving would thus require, Recruitment, Hiring, and Training new staff.
- There is a risk of losing institutional knowledge.
- **These costs were not quantified in this evaluation.**



#1b

Relocate in D.C.

- + Still maintain a D.C. Address
- + Advocacy funds are easier with a D.C. address.
- + Rent cost might be lower than current lease
- + Possible staff continuity
- ✗ Space is limited
- ✗ Space is expensive
- ✗ Labor costs tend to be higher than in other parts of the country

See the pages in Section 2a & 2b for information about buying or renting another location



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#2a

Purchase a Building



- + We can choose what we need
- + We can accrue equity
- + No rent increases
- + No lease rules
- ✗ Not as agile and able to move easily
- ✗ Stuck at that location for a period
- ✗ We are responsible for maintenance & repairs
- ✗ The National Grange is historically not good with doing necessary maintenance

See the following pages for more information

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Initial Cost(s):

- \$ 600,000 Purchase price
- \$ 60,000 closing costs and commissions
- \$ 100,000 Possible renovations and improvements
- \$ **760,000 Total** estimated initial costs

On-Going costs:

- \$ 20,000 General upkeep & maintenance
- \$ 10,000 Property taxes annually
- \$ 10,000 Utilities costs annually

Cons:

- Loss of Flexibility vis-a-vis membership changes
- “Milk it dry” Temptation, i.e., forego maintenance, etc.

Conclusions:

- Many mid-sized cities in all time zones are suitable for a National Grange headquarters office.
- Costs, crime and access are fairly consistent between the mid-sized cities surveyed.
- Labor costs are higher in the vicinity of the District of Columbia.
- Rental costs are also marginally higher in the District of Columbia.

#2b

Rent a Building or Rent office space



- + Short term lease allows flexibility
- + We can choose what we need
- + Probably not responsible for maintenance
- + May have flex space to grow
- + Flexible to relocate as needed
- ✗ Short term leases cause more moving expenses
- ✗ We are at the will of the landlord
Lease rules and restrictions

See the following pages for more information

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Assumptions made for

RENTING A BUILDING OR OFFICE SPACE

1. **Employees in an open-concept workspace.** *Allocation: 300 sq. ft.*
2. **A library room with a closed door.** *This space would become the President's temporary office when in residence. This space would also be used for archival research. The room would contain file cabinets with the most pertinent archival material. Allocation: 150 sq. ft.*
3. **Kitchenette.** *Allocation: 100 sq. ft.*
4. **Storage for archives, etc.** *Allocation: 150 sq. ft.*
5. Restrooms are generally in a shared space with other renters. If needed, the allocation would be ca. 80 sq. ft.
6. **Total: 700 sq. ft.** without restroom.
7. Budget for estimating purposes: 1000 sq. ft.
8. **Rental costs:** surveyed loopnet.com current offerings for office space. Quoted in sq. ft./year. Each city had an abundance of properties, options, locations (urban, suburban), etc. There were high-end and low-end outliers in each locale.
9. Since COVID-19, there is now an abundance of office space around the country.



A Survey of

Mid-Sized Cities and Two DC- adjacent Cities

- Columbus, OH
- Nashville, TN
- Charlotte, NC
- Kansas City, KS
- Denver, CO
- Las Vegas, NV
- Tyson, VA
- Bethesda, MD

and Grange Offices

- New York
- California
- Washington
- Washington DC

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Criteria:

- Cost of Office Rental Space (ca. 1000 sq. ft.)
- Airport access
- Crime
- Labor Costs

City	Rental Cost (\$/ft ² /yr‡)	Airport (miles to)
Columbus, OH	\$15-\$25	8*
Nashville, TN	\$18-\$35	9*
Charlotte, NC	\$20-\$38	10*
Denver, CO	\$20-\$45	24*
Las Vegas, NV	\$18-\$45	10*
Tyson, VA	\$21-\$45	15*
Bethesda, MD	\$25-\$50	29*
Ag Hall of Fame - Kansas City, KS		27
	‡June 2026	*to downtown

Conclusions:

- Many mid-sized cities in all time zones that are suitable for a National Grange headquarters office.
- Costs, crime and access are fairly consistent between the mid-sized cities surveyed.
- Labor costs are higher in the vicinity of the District of Columbia.
- Rental costs are also marginally higher in the District of Columbia.

References

- Rental costs: www.loopnet.com
- Crime: crimegrade.com & city-data.com/crime
- Labor Data: May 2026 Bureau of Labor Statistics by metropolitan area.

#2c

Team up with a sister organization



Specific Example is the “Ag Hall of Fame”

- + Mutual goals & purpose
 - + Share costs for a variety of purposes
 - + Possible synergy in purpose
- Shared Costs (utilities, maintenance, etc)
-
- ✗ We Could be affected by their financial situation
 - ✗ Possibly a complicated document to spell out our working relationship

See the following pages for more information

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BACKGROUND INFORMATION

Team up with a sister Organization

1. This idea initially came to us in discussing the option of staying in D.C.
2. The thought was to find a sister organization that would like to share or sublease office space. Possibly share labor hours and office equipment etc.
3. The Kansas City area is a growing hub for many agricultural organizations moving into the area.
4. One of our committee members opened a conversation with the “**Agricultural Hall of Fame**” located just outside of Kansas City.
5. Their culture and purpose is Agricultural practice and achievement and agricultural history.
6. We think this is worthy of serious investigation because of possibly
 - shared costs,
 - shared goals and purpose,
 - synergy of activity and growth.
 - As well as possible options for storing and displaying our archives.

Agricultural Hall of Fame



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Agricultural Hall of Fame

Administration Building



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Administration Building Entry Area



Entrance Area
Can Accommodate
40-50

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Conference Room



200 Seat Amphitheater

Oliver Hudson Kelley

Induction Plaque Circa 2006



Oliver Hudson Kelly

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Museum Main Entrance



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Storage & 100-150 Seat Dining Area



**Barn Area W/Storage
& Indoor Service Area**

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#2d

Rent a portion of a State Grange building



- + Same Purpose & Goals
- + Support a state Grange budget
- + Could save a state Grange from selling their building
- + Possibly have some “flex” room to share
- + Employee pool could be Grange members
- + Possibility of shared employee pool
- ✗ Limited choices, East or West,
- ✗ May be in a non-beneficial location

See the following pages for more information

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Proposal Requests were sent to the following State Granges:

Pennsylvania	<i>No Response</i>
North Carolina	<i>Declined</i>
Oregon	<i>No Response</i>
Idaho	<i>Withdrawn</i>
Maine	<i>Declined</i>
Washington	See Proposal
California	See Proposal
New York	See Proposal
Ohio	<i>Declined</i>

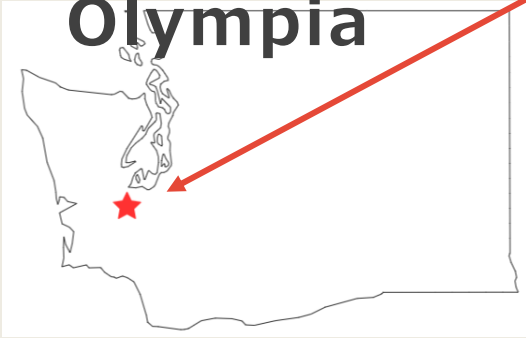
See the following pages for detail information

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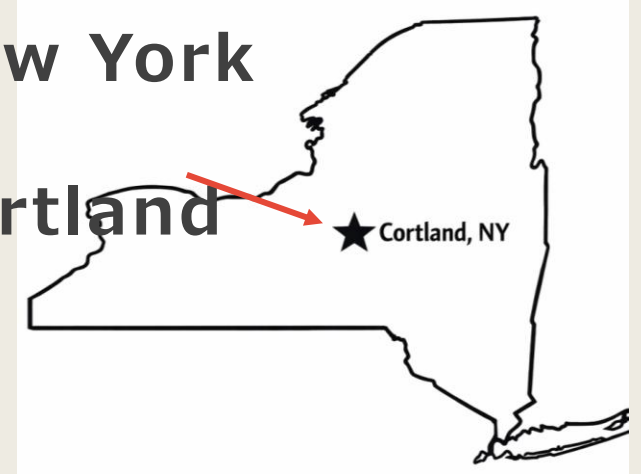
State Granges that have offered proposals

Washington-
Olympia



New York

Cortland



California - Sacramento



See the following pages for more information

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Washington State Grange Proposal

Brief Overview

We currently have some great space that I think would fit the National Grange quite well, and we can get creative if we need to as well.

Our Suites are full suites with janitorial services and utilities included, potential reception space, free Wi-Fi throughout the building and 24/7 access.

Each suite has a locked door as well.



Details on the following pages

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Washington State Grange Proposal



ADA-compliant facilities - yes

Cost per square foot

Lease term (as of 9/1/2025) - \$28-\$32 with discounts for multiple rooms used and probably an additional discount for National Grange.

Archives (storage and display capabilities) – *We have many different options so most anything is possible.*

Dedicated entrance and exit – *The offices do not have individual entrances and exits but all tenants have full access 24/7.*

Conference room, kitchen, and restrooms: *shared or exclusive use – Yes we have multiple conference rooms and a kitchen and restrooms on every floor.*

Proximity to airport, *Approx 1 hr. from Seatac International or 1.5 hr from Portland Inter.*

General transportation options – *city bus line as well as using Uber or Lyft or Taxi.*

Parking availability – *We own the parking lot and have space for all tenants and their clients.*

More details on the following pages

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Washington State Grange Proposal



- **Lodging options:** *Wide range of prices and qualities, but hotel options are everywhere.*
- **Dining** and restaurant establishments – *We are in downtown Olympia so there are many restaurants within walking distance.*
- **Internet** and telephone services – *Our building is wired for any service provider.*
- **Climate control** within the space – *Yes, they just have to ask me to turn heat/AC up or down.*
- **Readiness level**– *All Suites are always prepped and ready for move in.*

More details on the following pages

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Washington State Grange Proposal



Nearby banking services – There are multiple banks within blocks of the building.

Mail delivery service (direct to site or pick-up required) – Direct to site as well as postage metering and mail delivery can be discussed as well, as we do all of our own mailing and postage.

Fire suppression system and installation date – I’m not sure what you are looking for here, but we have fire sprinklers throughout and a security monitoring system.

Office space availability – Currently we have a lot of space as a tenant just moved out of 8 Suites. However, I do not know how long this will last. We do have space available on our floor and would be happy to include National in part of our space if tenant space is less at the time you are looking to rent.

Storage facilities – Tenant Suites can be used as storage facilities as well.

More details on the following pages

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Washington State Grange Proposal



- **Local workforce** availability and average hourly rate for receptionist/basic administrative assistance – *I'm not sure what you want here? We have employees, are you asking about the possibility of using some of that assistance?*
- **Security system** for the building or office space? – *We have a fire monitoring system. No other security system at this time.*
- Please include a summary of the municipality where the office is located – *This is downtown Olympia, Thurston County.*

California State Grange Proposal

Brief Overview

We have two spaces available.

The first can be found here at 2101 Stockton Blvd.

<https://www.loopnet.com/Listing/2101-2103-Stockton-Blvd-Sacramento-CA/31141713/>

The unit is approx. 7,000 sq. Ft and leases for \$1.50 - \$1.75 per sq. Ft.

We also have another building that will be available in January 2027.

It is 6930 sq ft total with 2250 sq ft of office on the first floor and 2600 sq ft of office space on the second floor. The first floor also includes 2080 sq ft of flex space (it's a former warehouse). The space leases for the same rate as above.

Details on the following pages



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California State Grange Detail

- **ADA-compliant** facilities - Not currently
- **Cost per square foot** / Lease term (as of 9/1/2025) - \$1.50 - \$1.75/ sq. Ft.
- **Archives** (storage and display capabilities) - Yes, better in 3823 V St building
- **Dedicated entrance** and exit - Yes
- **Conference room, kitchen, and restrooms:** shared or exclusive use
- **Proximity to airport**, 17 miles (approx 30 minutes) from Sacramento Int'l
- **General transportation** - Decent public trans. available. Ride Share is best
- **Parking availability** - The Grange Triangle has approximately 40 spaces. Total number of allocated parking spaced is negotiated in the lease.
- **Lodging options:** wide range - Courtyard by Marriott, within 3 blocks. Price usually in mid \$200s. Other hotels available in 5 - 10 mile radius



More details on the following pages

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California State Grange Detail



- **Nearby dining** and restaurant establishments - some within 1 mile. Good options in 5 - 10 mile radius.
- **Internet** and telephone services - Yes high speed (500/500) service available
- **Climate control** within rental space - Yes
- **Readiness** level for new tenants
 - 2101 Stockton Blvd. requires tenant improvement or negotiated landlord improvement.
 - 3830 U St is move in ready.
- **Access to nearby banking** services - Define nearby
- **Mail delivery** service (direct to site or pick-up required) - Yes
- **Fire suppression** system and installation date - None
- **Office space** availability -
- **Storage facilities**

More details on the following pages

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California State Grange Detail



Local workforce availability and average hourly rate for receptionist/basic administrative assistance - CA minimum wage is \$17.25/hr. Sacramento is in proximity to two major CA universities and numerous community colleges.

Security system for the building or office space? - No. After hours security patrols.

Please include a summary of the municipality where the office is located -

<https://economic.saccounty.gov/AboutSacramentoCounty/Pages/WhySacramento.aspx>

End of California State Grange Information

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New York State Grange Proposal

Brief Overview

This building was built specifically for the NY State Grange. 25,620 sq. ft. and consists of 3 stories including: the main entrance, lobby, restrooms, conference room, offices, and the printing and publications office; the lower level includes the 200+ person auditorium, full commercial kitchen, cloak area, mechanical room, restrooms, an office suite and storage area;

The upper level is currently home to 5 local, state and federal agencies, and restrooms, as well as the shared kitchen/lunchroom space. The 3 floors are accessible via the full sized elevator and two stairways.

Included on the 4.2 acre, park-like campus is an adjacent single story building which houses the New York State Grange museum. There is the potential to add-on to the museum if the need or interest should arise. These two Grange properties are connected to 75 space parking lot. There are also 3 EV stations located near the parking lot entrance.



Details on the following pages

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New York State Grange Proposal



The New York State Grange Headquarters Building is located at 100 Grange Place, Cortland, NY. Cortland is known as the “Crown City” as it is located at the convergence of 7 (a good Grange number!) valleys in central NY. As a small city, Cortland is conveniently located on Interstate 81, midway between Syracuse and Binghamton. East-West it is midway between Jamestown and Albany, placing Cortland as the center most city in the state. Cortland is home to light manufacturing, retail, tourism and Cortland State College (Part of the SUNY system.) Other nearby institutions of higher education include: Cornell University, Ithaca College, Tompkins Cortland Community College (TC3), and Syracuse University. The attached diagrams showing 300 mile and 500 mile radii/radiuses, show Cortland’s location in relation to a majority of Grange States, and thus Grange Members.

The NYSG Headquarters was built specifically for NY State Grange. Its gross floor area is 25,620 and consists of 3 stories including: the main floor housing the main entrance, lobby, restrooms, general conference room, the NYSG offices, and the NYSG printing and publications office; the lower level includes the 200+ person auditorium, full commercial kitchen, cloak area, mechanical room, restrooms, an office suite, and storage area; the upper level is currently home to 5 offices of local, state and federal agencies, and restrooms, as well as the shared kitchen/lunchroom space. The 3 floors are accessible via the full sized elevator and two stairways.

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New York State Grange Proposal



Included on the 4.2 acre, park-like campus is an adjacent single story building which houses **the New York State Grange museum**. There is the potential to add-on to the museum if the need or interest should arise. These two Grange properties are connected to 75 space parking lot. There are also 3 EV stations located near the parking lot entrance.

Archives (Storage and Display Capabilities)

There is limited space for displaying some items in the Headquarters Building; however additional space can be arranged with the NYS Grange Museum. Historical items may be archived with prior arrangements made with Cornell University. Other climate controlled storage options exist in the greater area.

ADA-Compliant Facilities

The building is handicapped accessible including; automated entrance doors, main floor restrooms, doorways, and elevator servicing all 3 levels.

Dedicated Entrance and Exit

There is one main entrance through the lobby for tenants. This is also the main exit, though other exits are available

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New York State Grange Proposal



Proximity to the Airport, Including Size and Available Carriers

The Syracuse Hancock International Airport is an easy 40 minute drive to Cortland. Major airlines servicing Syracuse include: American, Delta, JetBlue, United, Allegiant, Breeze, and Frontier. Ithaca Tompkins International Airport serviced by Delta, American, United, Endeavor Air, and CommuteAir; is a 20 mile commute to Cortland. Cortland County Airport is a 5 minute commute to 100 Grange Place, but has limited service.

General Transportation Options

Taxis, Rideshare – Uber and Lyft, vehicle rentals, and Bus transportation are currently available

Parking Availability

75 space private parking lot, including 3 EV stations on the NYS Grange property.

New York State Grange Proposal



Office Space Availability

Currently there is 900 square foot of office space available. Additional space may be added with an advanced signed lease agreement.

Readiness Level and Recent Upgrades for New Tenants

New Tenants can request patrician changes and other modifications to their space. Fresh paint, flooring and other upgrades can be arranged.

Storage Facilities

Limited Storage space is available at NYSG Headquarters and maybe included in the rental space. Additional Storage Units are available throughout the City of Cortland.

Fire Suppression System and Installation Date

The fire system meets all current codes and is inspected annually, as required by NY State law.

Climate Control within the Rental Space

Each Tenant can control the temperature in their respective area.

Mail Delivery Service (Direct to Site or Pick-Up Required)

USPS, Amazon, Fed EX and UPS deliveries are made to each tenant's office, Monday – Friday.

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New York State Grange Proposal



Cost per square foot/Lease term (as of 7/1/26)

The monthly cost per square foot is \$ 1.08 or \$ 12.96 yearly.

ADA-Compliant Facilities

The building is handicapped accessible including; automated entrance doors, main floor restrooms, doorways, and elevator servicing all 3 levels.

Conference room, Kitchen, and Restrooms: Shared or Exclusive Use

All these items are shared, but depending on the space leased a private conference room may be accommodated. Other shared spaces, which tenants can use, include: the commercial kitchen, auditorium, and outdoor spaces.

Availability of Internet and Telephone Services

Major Internet and telephone carriers are available. Each Tenant arranges for their individual services.

Access to Nearby Banking Services

A variety of local, regional, and national financial institutions, banks and credit unions are located throughout the Cortland area. The nearest is one block away from 100 Grange Place

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New York State Grange Proposal



Lodging Options: a Range of Prices and Qualities

Being a “College Town” a multitude of lodging options exist. Many are less than half a mile from NYSG Headquarters. Chains such as Econo Lodge, Quality Inn, Holiday Inn Express, Best Western, Hampton Inn, Fairfield, and Red Roof are just a few within the City. Other local establishments and Air BnBs are available. Currently, NYSG has contracted with Quality Inn for a nightly room rate of \$79.00.

Nearby Dining and Restaurant Establishments

Local establishments and major chain options are nearly limitless within Cortland. The closest 10 are less than .5 miles from NYSG Headquarters.

Security System for the Building or Office Space

NYS Grange takes the security of our Tenants and building very seriously. The building is equipped with alarm systems, cameras, exterior and interior lighting, and movement detection. Cortland overall, is a low crime area.

Local Workforce and Average Hourly Rate for Receptionist/Basic Administrative Assistant

The local workforce availability is excellent! The current rate of pay for the NYSG Receptionist/Building Administrator is \$18.00/hour.

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#3

Bare Minimum Concept

- + Minimal Costs
- + Virtually no maintenance
- + Easy to move
- × Limited Functionality
- × Little possibility of flexibility

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#3a

Commercial Mail Drop

This option has been explored by the National Grange previously and it was determined that it is just NOT a viable option.

- Not capable of meeting all the needs
- Just handling our standard quantity of mail gets extremely expensive.
- We have little to no control or flexibility

This committee spent no further time investigating this option

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#3b

Single Room office



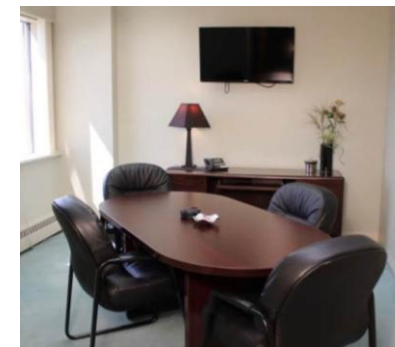
- 100 – 400 Square Feet
- Just single employee & copy machine
- Minimal Storage

See the following pages for more information

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SINGLE ROOM OFFICE



After much discussion of benefits, restrictions, and other factors. This committee determined that although this is an option and a possibility to move this direction, we saw very little reason currently, to restrict the National Grange to such a minimal service center.



We see this option as an easy to accomplish option in the future, should monetary conditions mandate such extreme measures.

Due to the simplicity of this option this committee saw no reason to spend more time exploring this option until such time as the National Grange determines they wish to consolidate to such small quarters.

Thank you

Your **NATIONAL GRANGE RELOCATION COMMITTEE**

Name	Region	State
Randy Turnquist	Western	California
Lynette Schaeffer	Midwest	Illinois
Kevin Klenklen	Great Plains	Kansas
Elaine Smith	Northeast	New York
George Spies	Eastern	Tennessee
Christine Hamp	Executive Comm.	National President



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