**ASCOG SFY17 Nutrition Project Request for Proposals Addendum**

**Addendum to RFP Part I, Section F:**

 The following sites are currently serving fewer than 25 meals-per-day:

* + Cache
	+ Geronimo
	+ Pleasant Valley
	+ Walters
	+ Wayne

If a project wishes to apply for one or more of these sites, a plan of action needs to be included with the RFP to address how the site will serve more than 25 meals per day. The plan of action should address, at a minimum, marketing and outreach activities that will be carried out to ensure additional participation, careful monitoring of consumer satisfaction surveys, and quality assurance measures to ensure prevention of fraud, such as preventing inaccurate counts or false sign-in sheets.

The above mentioned plan(s) of action should be included in the service and delivery narratives of the proposal.

If no applications are received in the SFY17 request for proposals process for the above listed sites, then those sites will no longer receive funding effective July 1 and their funding will be distributed to the other sites in the planning and services area in accordance with the current allocation method.

**Section F continued: Transportation**

 Transportation funding can be consolidated by county. Here is a breakdown of sites by county:

* Caddo: Anadarko, Carnegie, Cement, Cyril, and Hinton.
* Comanche: Cache, Elgin, Geronimo, Lawton North, Lawton South, Patterson, and Pleasant Valley
* Cotton: Temple and Walters
* Grady: Chickasha and Rush Springs
* Jefferson: Ringling and Ryan
* McClain: Blanchard, Byars, Purcell, Washington, and Wayne
* Stephens: Comanche, Duncan North, Duncan South, and Marlow
* Tillman: Frederick

Transportation scopes of work can be expanded to provide rides for seniors to events or services other than transport to nutrition sites for meals.

**Addendum to RFP Part II, Section C**

 Include a copy of your project’s adopted procedures regarding the following:

* + Meal Reservations (Nutrition projects)
	+ Service of meals to guests under 60 years of age (Nutrition projects)
	+ Donation policy (All projects)
	+ AIM Data Entry (All projects)
	+ Nutrition Education Procedures (nutrition projects, nutrition education materials to be provided by ASCOG AAA)
	+ Employee Handbook (All projects)
	+ Employee Safety Manual (All projects)
	+ Meal substitution procedures (Nutrition Projects)

**Addendum to RFP Part II, Section D: Characteristics of Project Area**

 Include the following charts to help in completing this section. Copy and paste charts for each county you expect to serve.

**APPENDIX 13. DEMOGRAPHICS OF OLDER PERSONS IN THE PSA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of population by county:****\_\_Caddo\_\_** | **#****County** | **Estimated****Population Served in SFY 2014** | **Estimated Population To Be Served in****SFY 2016** |
|  |  |  |  |
| Total County pop. | 29,405 |  |
| Total County pop. 60+ | 5,835 | 348 | 331\* |
| Female 60+ | 3,185 | 211 | 200\* |
| Male 60+ | 2,650 | 137 | 130\* |
| African-American 60+ | 165 | 8 | 8 |
| American Indian 60+ | 1,020 | 14 | 14 |
| Asian 60+ | 10 | 2 | 2 |
| Hispanic/ Latino 60+ | 199 | 3 | 3 |
| Poverty (low income) 60+ | 835 | 122 | 116\* |
| Poverty (low income) minority 60+ | 349 | 17 | 17 |
| Limited English proficiency 60+ | 29 | 0 | 0 |
| Individuals residing in rural isolated 60+ | 7,282 | 227 | 216\* |
| GGRC 60+ | 105 | 1 | 1 |
| Individuals living alone 60+ | 1,485 | 161 | 153\* |
| Veterans 60+ | 1,590 | 15 | 36 |
|  |
| \*Individuals with disabilities 60+ (self- identified)  | 2,460 | \*\*No data found | 8 |
| \*Individuals at risk for institutional placement 60+(3 or more ADLS) | \*\*No data found | \*\*No data found | 13 |
| \*Individuals with Alzheimer’s Disease and related disorders 60+ (self- identified) | \*\*No data found  | \*\*No data found | 1 |

**\*Due to the expected budget cut, the expected population served is a 5% decrease from FY 2014.**

This data can be found at the Administration on Community Living Aging Integrated Database.

**APPENDIX 13. DEMOGRAPHICS OF OLDER PERSONS IN THE PSA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of population by county:****\_\_Comanche\_\_** | **#****County****(from AGiD per instructions)** | **Estimated****Population Served in SFY 2014** | **Estimated Population To Be Served in****SFY 2016** |
|  |  |  |  |
| Total County pop. | 123,100 |  |
| Total County pop. 60+ | 16,955 | 776 | 737\* |
| Female 60+ | 9,385 | 531 | 504\* |
| Male 60+ | 7,570 | 245 | 212\* |
| African-American 60+ | 2,275 | 128 | 122\* |
| American Indian 60+ | 990 | 21 | 21 |
| Asian 60+ | 625 | 2 | 2 |
| Hispanic/ Latino 60+ | 645 | 17 | 17 |
| Poverty (low income) 60+ | 1,340 | 210 | 200\* |
| Poverty (low income) minority 60+ | 499 | 58 | 26\* |
| Limited English proficiency 60+ | 370 | 1 | 1 |
| Individuals residing in rural isolated 60+ | 2,119 | 89 | 85\* |
| GGRC 60+ | 430 | 3 | 3 |
| Individuals living alone 60+ | 4,750 | 266 | 253\* |
| Veterans 60+ | 5,505 | 25 | 60 |
|  |
| \*Individuals with disabilities 60+ (self- identified)  | 7,050 | \*\*No data found | 23 |
| \*Individuals at risk for institutional placement 60+(3 or more ADLS) | \*\*No data found | \*\*No data found | 13 |
| \*Individuals with Alzheimer’s Disease and related disorders 60+ (self- identified) | \*\*No data found | \*\*No data found | 5 |

**\*Due to the expected budget cut, the expected population served is a 5% decrease from FY 2014.**

This data can be found at the Administration on Community Living Aging Integrated Database.

**APPENDIX 13. DEMOGRAPHICS OF OLDER PERSONS IN THE PSA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of population by county:****\_\_Cotton\_\_\_** | **#****County****(from AGiD per instructions)** | **Estimated****Population Served in SFY 2014** | **Estimated Population To Be Served in****SFY 2016** |
|  |  |  |  |
| Total County pop. | 6,170 |  |
| Total County pop. 60+ | 1,335 | 124 | 118\* |
| Female 60+ | 745 | 72 | 69\* |
| Male 60+ | 590 | 52 | 49\* |
| African-American 60+ | 39 | 3 | 3 |
| American Indian 60+ | 94 | 9 | 9 |
| Asian 60+ | 8 | 0 | 0 |
| Hispanic/ Latino 60+ | 54 | 2 | 2 |
| Poverty (low income) 60+ | 115 | 49 | 46\* |
| Poverty (low income) minority 60+ | 88 | 11 | 11 |
| Limited English proficiency 60+ | 15 | 0 | 0 |
| Individuals residing in rural isolated 60+ | 1,748 | 93 | 88\* |
| GGRC 60+ | 20 | 0 | 0 |
| Individuals living alone 60+ | 305 | 59 | 56\* |
| Veterans 60+ | 314 | 2 | 15 |
|  |
| \*Individuals with disabilities 60+ (self- identified)  | 470 | \*\*No data found | 14 |
| \*Individuals at risk for institutional placement 60+(3 or more ADLS) | \*\*No data found | \*\*No data found | 0 |
| \*Individuals with Alzheimer’s Disease and related disorders 60+ (self- identified) | \*\*No data found | \*\*No data found | 1 |

**\*Due to the expected budget cut, the expected population served is a 5% decrease from FY 2014.**

This data can be found at the Administration on Community Living Aging Integrated Database.

**APPENDIX 13. DEMOGRAPHICS OF OLDER PERSONS IN THE PSA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of population by county:****\_\_\_Grady\_\_\_** | **#****County****(from AGiD per instructions)** | **Estimated****Population Served in SFY 2014** | **Estimated Population To Be Served in****SFY 2016** |
|  |  |  |  |
| Total County pop. | 52,450 |  |
| Total County pop. 60+ | 9,900 | 304 | 289\* |
| Female 60+ | 5,195 | 207 | 197\* |
| Male 60+ | 4,705 | 97 | 92\* |
| African-American 60+ | 210 | 5 | 5 |
| American Indian 60+ | 325 | 8 | 8 |
| Asian 60+ | 22 | 1 | 1 |
| Hispanic/ Latino 60+ | 145 | 3 | 3 |
| Poverty (low income) 60+ | 945 | 99 | 94\* |
| Poverty (low income) minority 60+ | 71 | 5 | 5 |
| Limited English proficiency 60+ | 50 | 0 | 0 |
| Individuals residing in rural isolated 60+ | 2,341 | 191 | 181\* |
| GGRC 60+ | 255 | 1 | 1 |
| Individuals living alone 60+ | 2,345 | 112 | 106\* |
| Veterans 60+ | 2,580 | 5 | 20 |
|  |
| \*Individuals with disabilities 60+ (self- identified)  | 3,840 | \*\*No data found | 6 |
| \*Individuals at risk for institutional placement 60+(3 or more ADLS) | \*\*No data found | \*\*No data found | 3 |
| \*Individuals with Alzheimer’s Disease and related disorders 60+ (self- identified) | \*\*No data found | \*\*No data found | 1 |

**\*Due to the expected budget cut, the expected population served is a 5% decrease from FY 2014.**

This data can be found at the Administration on Community Living Aging Integrated Database.

**APPENDIX 13. DEMOGRAPHICS OF OLDER PERSONS IN THE PSA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of population by county:****\_\_\_Jefferson\_\_\_\_** | **#****County****(from AGiD per instructions)** | **Estimated****Population Served in SFY 2014** | **Estimated Population To Be Served in****SFY 2016** |
|  |  |  |  |
| Total County pop. | 6,445 |  |
| Total County pop. 60+ | 1,560 | 198 | 188\* |
| Female 60+ | 810 | 119 | 113\* |
| Male 60+ | 750 | 79 | 75\* |
| African-American 60+ | 4 | 1 | 1 |
| American Indian 60+ | 119 | 12 | 12 |
| Asian 60+ | 0 | 0 | 0 |
| Hispanic/ Latino 60+ | 68 | 7 | 7 |
| Poverty (low income) 60+ | 195 | 77 | 73\* |
| Poverty (low income) minority 60+ | 22 | 10 | 10 |
| Limited English proficiency 60+ | 20 | 0 | 0 |
| Individuals residing in rural isolated 60+ | 435 | 129 | 123\* |
| GGRC 60+ | 15 | 0 | 0 |
| Individuals living alone 60+ | 400 | 85 | 81\* |
| Veterans 60+ | 315 | 9 | 26 |
|  |
| \*Individuals with disabilities 60+ (self- identified)  | 565 | \*\*No data found | 11 |
| \*Individuals at risk for institutional placement 60+(3 or more ADLS) | \*\*No data found | \*\*No data found | 5 |
| \*Individuals with Alzheimer’s Disease and related disorders 60+ (self- identified) | \*\*No data found | \*\*No data found | 8 |

**\*Due to the expected budget cut, the expected population served is a 5% decrease from FY 2014.**

This data can be found at the Administration on Community Living Aging Integrated Database.

**APPENDIX 13. DEMOGRAPHICS OF OLDER PERSONS IN THE PSA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of population by county:****\_\_McClain\_\_** | **#****County****(from AGiD per instructions)** | **Estimated****Population Served in SFY 2014** | **Estimated Population To Be Served in****SFY 2016** |
|  |  |  |  |
| Total County pop. | 34,470 |  |
| Total County pop. 60+ | 6,420 | 351 | 333\* |
| Female 60+ | 3,485 | 221 | 210\* |
| Male 60+ | 2,935 | 130 | 124\* |
| African-American 60+ | 45 | 4 | 4 |
| American Indian 60+ | 205 | 8 | 8 |
| Asian 60+ | 0 | 0 | 0 |
| Hispanic/ Latino 60+ | 75 | 5 | 5 |
| Poverty (low income) 60+ | 545 | 84 | 80\* |
| Poverty (low income) minority 60+ | 16 | 6 | 6 |
| Limited English proficiency 60+ | 0 | 0 | 0 |
| Individuals residing in rural isolated 60+ | 802 | 76 | 72\* |
| GGRC 60+ | 145 | 0 | 0 |
| Individuals living alone 60+ | 1,400 | 129 | 123\* |
| Veterans 60+ | 1,575 | 13 | 40 |
|  |
| \*Individuals with disabilities 60+ (self- identified)  | 2,600 | \*\*No data found | 5 |
| \*Individuals at risk for institutional placement 60+(3 or more ADLS) | \*\*No data found | \*\*No data found | 4 |
| \*Individuals with Alzheimer’s Disease and related disorders 60+ (self- identified) | \*\*No data found | \*\*No data found | 3 |

**\*Due to the expected budget cut, the expected population served is a 5% decrease from FY 2014.**

This data can be found at the Administration on Community Living Aging Integrated Database.

**APPENDIX 13. DEMOGRAPHICS OF OLDER PERSONS IN THE PSA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of population by county:****\_\_Stephens\_\_** | **#****County****(from AGiD per instructions)** | **Estimated****Population Served in SFY 2014** | **Estimated Population To Be Served in****SFY 2016** |
|  |  |  |  |
| Total County pop. | 44,850 |  |
| Total County pop. 60+ | 10,085 | 717 | 681\* |
| Female 60+ | 5,510 | 429 | 408\* |
| Male 60+ | 4,575 | 288 | 274\* |
| African-American 60+ | 170 | 34 | 34 |
| American Indian 60+ | 249 | 16 | 16 |
| Asian 60+ | 50 | 0 | 0 |
| Hispanic/ Latino 60+ | 180 | 3 | 3 |
| Poverty (low income) 60+ | 890 | 234 | 222\* |
| Poverty (low income) minority 60+ | 62 | 27 | 27 |
| Limited English proficiency 60+ | 85 | 0 | 0 |
| Individuals residing in rural isolated 60+ | 12,894 | 474 | 450\* |
| GGRC 60+ | 155 | 2 | 2 |
| Individuals living alone 60+ | 2,360 | 253 | 240\* |
| Veterans 60+ | 2,655 | 21 | 62 |
|  |
| \*Individuals with disabilities 60+ (self- identified)  | 4,030 | \*\*No data found | 123 |
| \*Individuals at risk for institutional placement 60+(3 or more ADLS) | \*\*No data found | \*\*No data found | 10 |
| \*Individuals with Alzheimer’s Disease and related disorders 60+ (self- identified) | \*\*No data found | \*\*No data found | 15 |

**\*Due to the expected budget cut, the expected population served is a 5% decrease from FY 2014.**

This data can be found at the Administration on Community Living Aging Integrated Database.

**APPENDIX 13. DEMOGRAPHICS OF OLDER PERSONS IN THE PSA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of population by county:****\_Tillman\_\_** | **#****County****(from AGiD per instructions)** | **Estimated****Population Served in SFY 2014** | **Estimated Population To Be Served in****SFY 2016** |
|  |  |  |  |
| Total County pop. | 7,980 |  |
| Total County pop. 60+ | 1,895 | 165 | 157\* |
| Female 60+ | 1,070 | 108 | 103\* |
| Male 60+ | 825 | 57 | 54\* |
| African-American 60+ | 130 | 9 | 9 |
| American Indian 60+ | 18 | 4 | 4 |
| Asian 60+ | 0 | 0 | 0 |
| Hispanic/ Latino 60+ | 205 | 15 | 15 |
| Poverty (low income) 60+ | 225 | 38 | 38 |
| Poverty (low income) minority 60+ | 129 | 12 | 12 |
| Limited English proficiency 60+ | 69 | 2 | 2 |
| Individuals residing in rural isolated 60+ | 536 | 108 | 103\* |
| GGRC 60+ | 30 | 0 | 0 |
| Individuals living alone 60+ | 565 | 68 | 65\* |
| Veterans 60+ | 469 | 1 | 12 |
|  |
| \*Individuals with disabilities 60+ (self- identified)  | 805 | \*\*No data found | 7 |
| \*Individuals at risk for institutional placement 60+(3 or more ADLS) | \*\*No data found | \*\*No data found | 3 |
| \*Individuals with Alzheimer’s Disease and related disorders 60+ (self- identified) | \*\*No data found | \*\*No data found | 1 |

**\*Due to the expected budget cut, the expected population served is a 5% decrease from FY 2014.**

This data can be found at the Administration on Community Living Aging Integrated Database.

**Addendum to RFP Part II Section E: Project Advisory Council**

 Include name, address and phone number for each advisory council member.

 List all meeting dates, times and locations for all advisory council meetings.

 Include a copy of the bylaws of your advisory council.

**Addendum to RFP Part II Section F: Project Board of Directors**

 Include name, address and phone number for each board members.

 List all meeting dates, times and locations for all board meetings.

 Include a copy of the bylaws of you board.

**Addendum to RFP Part II Section G: Targeting**

 Provide copy of project brochures and other marketing tools.

**Addendum to RFP Part II Section I: Capacity of Project Sponsor**

Provide documentation showing project has ability to fund project for 45 days without reimbursement. (60 days is recommended). Documentation can include letters from a bank, copy of bank statement, copy of most recent audit, and so on. Documentation must be independently verifiable.

**Addendum to RFP Part II Section J: Quality Assurance**

Include a narrative of how quality assurance will be achieved. Narrative should include who is assigned responsibility for quality assurance, list of quality assurance activities, frequency of quality assurance activities, where quality assurance activities will take place, and actions to be taken in response to quality assurance.

Provide copies of quality assurance checklists, such as food safety checklists for kitchen inspections, cleaning schedules, vehicle safety checklists, vehicle maintenance checklists, etc.

**Addendum to RFP Part II Section K: Budget**

 Be sure to include all applicable “long forms” found in Part IV.

**General Notes**

 Incomplete proposals will not be accepted. Proposals will be reviewed by staff to ensure completion prior to review by the scoring committee. Incomplete proposals will not be provided to the scoring committee. The scoring committee will be made up of ASCOG AAA Advisory Council Executive Committee members who have no conflict of interest. All requirements listed in this addendum must also be provided in order for a proposal to be considered complete.

Advisory council members will only be able to consider what is provided in the proposal in writing when scoring the application. While scoring takes place in an open meeting, applicants will not be allowed to speak during the scoring process.

ASCOG AAA staff must be allowed to attend all project advisory council and board meetings, and report on any findings, resolved or unresolved.

This announcement is subject to change based on expected budget cuts. Some sites may no longer be funded.

If a nutrition site is defunded, transportation funding may be redirected to ensure the participants of the defunded site will be transported to the nearest active nutrition site.