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:

- o Cache
- o Geronimo
- o Pleasant Valley
- o Walters
- o 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:

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