



OLDER AMERICANS ACT
TITLE III

2023 Title III Request for Proposals

For Title III-C Senior Nutrition Services Begin in 2024

Applications due
June 23, 2023



TRELLIS[™]

Area Agency on Aging

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Updates to the 2023 Title III-C Request for Proposals

Update	Date Update Published
<p>Scope of Work</p> <ol style="list-style-type: none"> 1. Standardized Recipes (p. 18): Added language regarding communication with caterers. 2. Safety and Sanitation Requirements (p. 19): Added language around food temperatures to match the MBA III-C RFP Template. 3. Food and Equipment Procurement (p. 20): Added language to match MBA III-C RFP Template 	<p>May 23, 2023</p>

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FOR ORGANIZATIONS

2023 Title III-C Older Americans Act Funding for Senior Nutrition Services

Application period opens May 8; proposals are due June 23

Introduction

Trellis is the Area Agency on Aging for the seven-county Twin Cities metro area. In this role, Trellis administers federal Older Americans Act (OAA) funding for services that help older adults and caregivers live safely and independently in their communities.

The Minnesota Board on Aging (MBA), the State Unit on Aging, allocates OAA funding to Area Agencies on Aging (AAAs), including Trellis, to implement OAA services in their designated areas. In addition, the MBA develops statewide policies for OAA funded programs.

Trellis is inviting proposals for both OAA Title III-C services: Title III-C1 Congregate and III-C2 Home Delivered for service delivery to begin on January 1, 2024:

1. Congregate Meals (Title III-C1)

A meal provided by a qualified nutrition provider to an eligible individual in a congregate or group setting. The meal is served in a program that is administered by SUAs and/or AAAs, meeting all the requirements of the Older Americans Act and State/Local laws, and complies with the most recent Dietary Guidelines for Americans (published by the Secretaries of the Department of Health and Human Services and the United States Department of Agriculture).

Any meal that leaves a Congregate meal dining site is considered a III-C2 Home Delivered meal. This includes any leftover meals provided to an eligible participant at the end of the Congregate meal.

2. Home Delivered Meals (Title III-C2)

A meal provided to an eligible individual in his/her place of residence. The meal is served in a program that is administered by SUAs and/or AAAs and meets all the requirements of the Older Americans Act and State/Local laws and complies with the most recent Dietary Guidelines for Americans (published by the Secretaries of the Department of Health and Human Services and the United States Department of Agriculture).

Additionally, a congregate or home delivered meal must provide each meal recipient a minimum of one-third of the Dietary Reference Intakes (values for nutrients) if one meal is

served, two-thirds if two meals are served, and 100 percent if three (3) meals are served; and meets all of the requirements above in the service definitions.

We're Taking Action on Our Commitment to Equity

Trellis is committed to making the Title III application process accessible to organizations serving people facing disparities, including those serving communities of color and older adults with low incomes.

*Trellis' mission is to **assist individuals** to age well and **build the capacity of communities** to care for an aging population.* Our management of federal Older Americans Act funding, known as Title III, is one of our most important strategies for fulfilling this mission. Title III services help older adults age in their communities by providing funding for the services individuals need to age in place at home and the information communities need to support older adults.

*We're **taking action on our commitment to equity.***

- Trellis is committed to reducing disparities in access to funding and services and to ensuring equity and inclusivity.
- The 2023 Request for Proposals is an open invitation to all nonprofits, for-profit, and government entities serving older adults in the seven-county metro area, and we've updated our processes to make funding more accessible and inclusive.

*We're **making funding for all OAA services available at one time.***

- This will make it possible for organizations to apply for funding to support a comprehensive set of services to older adults that provide for their overall well-being.

Get Assistance

We are available to assist you in applying for these funds. If you have a question or need help, we are available to provide technical assistance to prospective applicants and would like to hear from you! We encourage you to attend one of two applicant conferences, visit with our staff at a weekly virtual open house, or email your question to title3@trellisconnects.org.

- **Applicant Conferences** –
 - May 17, 2023, from 2:00 to 3:00 PM – [Click here to join the meeting.](#)
 - May 23, 2023, from 8:30 to 10:00 AM – [Click here to join the meeting.](#)
- **Weekly technical assistance Open Houses** – Visit our [website](#) for virtual meeting links.

- **Submit questions in writing** to title3@trellisconnects.org through June 16, 2023. All questions received in written form will be answered and posted to the website for all to review. In fairness to all applicants, questions, and responses from applicant conferences and technical assistance sessions will also be posted online. Trellis will not identify the source of the question in our posting.

About the Funding

Trellis seeks innovative proposals for congregate dining and home delivered meal options that meet consumer choice and increase social and community connections for the Older Americans Act target population. With the end of the COVID-19 public health emergency, we anticipate congregate dining funds to return to pre-pandemic levels in 2024. For example, in 2019, Trellis funded Congregate Dining meals at \$2.9 million (52% of available funds) and Home Delivered meals at \$2.5 million.

The proposal budget minimum for OAA Title III-C1 and III-C2 funding is set at \$275,000

Older Americans Act (OAA) funding makes services available to older adults age 60 or over (or spousal caregivers over the age of 18). Services are available to all older adults and caregivers regardless of their income or ability to contribute to the service.

In 2023, Trellis awarded \$10.7 million in OAA [funding to community organizations](#) for services such as home delivered meals, transportation, caregiver support, respite and more.

Service Area

Trellis will award OAA Title III-C Nutrition Services funding to selected applicants who provide senior nutrition services to eligible participants in the seven-county metropolitan area which includes Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington counties. Applicants based outside of the seven-county metro may apply for funds to provide services in a manner that is reasonably convenient to the service recipient.

No minimum service area is required, and applicants may serve more than one county. Awarded applicants may serve the same county, though Trellis does not allow duplication of meals from multiple providers to the same service recipient unless Trellis gives prior written approval.

Trellis expects that current program participants will not experience a disruption in meal service should there be a change in nutrition service providers. In circumstances where there is a change in funded organizations as a result of this request for proposal, Trellis will coordinate with outgoing and new nutrition service provider partners to implement a transition and communication plan.

Current nutrition services site information is available in the [2023 OAA Title III-C Meal Sites List](#).

Trellis staff, with the Trellis Board of Directors' approval, will negotiate service boundaries with awarded applicants during negotiations (see [Application Timeline](#)).

Target Population

Proposed services must be targeted to people age 60 and older in greatest need of services with particular attention to the following groups: low-income older adults, minority older individuals, older individuals with limited English proficiency, and older adults at risk for institutional placement. Services must be person-centered, sensitive to cultural differences and responsive to the changing needs of communities.

Applicant Eligibility

Eligible Applicants

Nonprofit and for-profit organizations and units of government who have experience in providing congregate and/or home delivered meal services outlined in this RFP are eligible to apply. Trellis is required to obtain a waiver from the [Minnesota Board on Aging](#) (MBA) prior to funding for-profit organizations. Waivers for funding for-profit organizations are generally reviewed and voted on by MBA members in October.

Applicants may, and are encouraged, to partner with other nutrition service providers to meet the needs of a broader target population in the applicant's proposed service area.

Preference will be given to applicants that can serve at least 25,000 meals per year (either congregate, home delivered, or a combination). Applicants must be able to manage this level of federal funding and Title III regulations.

Applicants are encouraged to apply for any and all services available through Trellis' OAA Title III Request for Proposals. One application and budget are required for each proposed service under Title III-B, Title III-C, Title III-D, and Title III-E (see [Title III Service Definitions on our website](#)). There is no minimum or maximum number of services for which applicants must apply.

Organization Capacity

Services proposed in the application must reflect services the applicant organization has the capacity to provide. Reviewers and Trellis staff will determine capacity, for purposes of the award, based on the applicant's submitted proposal. Modification of the proposal will only be accepted if requested by Trellis.

Applicants must complete and submit all [required documents](#) with their proposal. Upon receiving a Title III award, successful applicants must ensure all sub recipients meet the requirements of [2 CFR 200.332](#).

Any misrepresentation within the proposal is grounds for disqualification from the review process.

Staff Capacity

Applicants must propose a program that utilizes an adequate number of qualified paid and volunteer staff to ensure the satisfactory operation of the program.

Applicants should refer to the recommended staffing standards prescribed by the MBA and outlined in [Recommended Staffing Pattern](#).

Applicants should give preference to persons age 60 years or older in hiring for all positions, assuming all other qualifications are equal.

A licensed dietitian or nutritionist, either on staff or engaged through contract, must review all menus, review recipes, modify menus for special diet requirements, periodically observe food preparation and service and offer nutrition counseling to participants, as requested.

Funding Period

Awarded applicants will be eligible to receive OAA funds for calendar years 2024 through 2026. Funds will be awarded to selected applicants annually. The initial period of the funding agreement is January 1, 2024 – December 31, 2024. Renewal for calendar years 2025 and 2026 is contingent upon acceptable performance, availability of OAA funds, and agreement of terms between Trellis and the awarded applicant.

Award Information

Available Funds

The total available funding below includes federal Older Americans Act Title III-C funds, federal [Nutrition Services Incentive Program](#) (NSIP) funds and [State Nutrition Funds](#). Because the American Rescue Plan Act funds end on September 30, 2024, Trellis is projected to have \$1,344,139 less in OAA Title III-C Senior Nutrition Services funding available to award our community partners in 2025 and 2026. The available funds listed below do not reflect any new state or federal funds that are not in law as of the publication of this RFP.

OAA Policy Note

The federal Older Americans Act cap transfers between Title III-C1 and Title III-C2 at 40%. A request to transfer funds over 40% is dependent on MBA's approval. The available funds listed below are approximate, as allocations are subject to change. Additionally, the available funds reflect Trellis' ability to transfer 40% of Title III-C1 Congregate Dining funds into Title III-C2 Home Delivered meals. Funding amounts may vary dependent upon MBA approval and proposals for services.

2024

1. Title III-C1 Congregate Meals - \$1,766,068
2. Title III-C2 Home Delivered Meals - \$6,141,416

2025

1. Title III-C1 Congregate Meals - \$1,766,068
2. Title III-C2 Home Delivered Meals - \$4,797,277.

2026

1. Title III-C1 Congregate Meals - \$1,766,068
2. Title III-C2 Home Delivered Meals - \$4,797,277.

Match Requirements

Awarded applicants that receive federal Title III-C funding for Senior Nutrition Services must contribute 15% in non-federal resources as match. Allowable match sources can include cash, the value of in-kind contributions such as volunteer time, or both. See the Title III-C 2023 RFP Budget for the definition of Non-Federal Match. The Title III Federal share earned under a Title III award may not exceed 85% of the total net ([CFR 200.306](#))

Client Contributions

[Older Americans Act regulations](#) require that every older adult be offered the opportunity to financially contribute to a service. Typically, older adults make voluntary contributions through methods such as a donation box or by mail. Revenue generated from voluntary contributions is intended to supplement the cost-of-service delivery and expand the service. Awarded applicants will be asked to agree to follow our [Cost Share and Voluntary Contribution Policy](#).

Regardless of the contribution method, awarded applicants must deliver services despite an older adult's ability to contribute to the service.

How Trellis Reimburses for Delivery of Title III Services

Awarded applicants can be reimbursed monthly for expenditures related to meals provided in the previous month. Payment is based on monthly reports submitted from January through December. Reports include the following required information:

1. Eligible expenses (verified as eligible through the budget negotiation process)
2. Revenue generated from client contributions
3. Other cash from non-federal sources used in the program (e.g., foundation funding)
4. Persons served data (registered services require the entry of person served data in the state mandated system, [PeerPlace](#))
5. Units of service provided (see [service definitions for unit definitions](#))
6. Number of people on a waitlist (if applicable)

Awarded applicants will have an opportunity to negotiate final budgets that reflect costs needed to support program delivery, with a goal for service rates to fall within the rate range (included in the [service definition document](#)). Payment for III-C services is based on unit rate for each meal provided.

What We Will Fund in This Funding Cycle

Trellis is inviting proposals for all Title III funding areas (Title III-B, Title III-C, III-D, and III-E funding categories), for services to begin on January 1, 2024. See a [detailed description of each](#)

[service](#), unit definition, and service rates for more information. Trellis will publish four (4) separate RFPs, one for each service area. This Request for Proposals is only for Congregate Dining and Home Delivered Meal services (OAA Title III-C funding).

There is no maximum number of services for which applicants can apply, though awarded applicants may not be funded for all proposed services (see [“Selection Process”](#) below).

Example: ABC Organization applies for Special Access, Homemaker, Nutrition Services, and Caregiver Support Groups. The review committee awards ABC Organization funding for Special Access and Homemaker, but not for the other services.

[Congregate](#) and [Home Delivered](#) meals are considered registered services that require that an older adult complete a National Aging Program Information System (NAPIS) form. Awarded applicants are required to enter client information (at minimum, name and date of birth) into the State’s NAPIS system, called PeerPlace, for reimbursement of Title III services.

Older adults that complete a NAPIS form must agree on the usage of NAPIS data. The information from the NAPIS form will be used by the U.S. Health and Human Services Administration for Community Living (ACL), the MBA and Trellis, to create statistical reports. ACL and the MBA may use the information to conduct a study and/or survey of the services for which NAPIS forms are used.

Description of services

1. Congregate Meals (Title III-C1)

A meal provided by a qualified nutrition project provider to an eligible individual in a congregate or group setting. The meal is served in a program that is administered by SUAs and/or AAAs, meets all the requirements of the Older Americans Act and State/Local laws. Meals must comply with the most recent Dietary Guidelines for Americans (published by the Secretaries of the Department of Health and Human Services and the United States Department of Agriculture).

Additionally, the meal must provide to each participant a minimum of one-third of the Dietary Reference Intakes if one meal is served, two-thirds if two meals are served, and 100 percent if three meals are served; and meets all of the requirements as listed above. Meals provided to individuals through means-tested programs may be included in the total meal count. These meals are to be identified by the funding source.

Any meal that leaves a Congregate meal dining site is considered a III-C2 Home Delivered meal. This includes any leftover meals provided to an eligible participant at the end of the Congregate meal.

2. Home Delivered Meals (Title III-C2)

A meal provided to an eligible individual in his/her place of residence. The meal is served in a program that is administered by SUAs and/or AAAs and meets all the requirements of the Older Americans Act and State/Local laws and comply with the most recent Dietary

Guidelines for Americans (published by the Secretaries of the Department of Health and Human Services and the United States Department of Agriculture).

Additionally, the meal must provide to each participant, a minimum of one-third of the Dietary Reference Intakes if one meal is served, two-thirds if two meals are served, and 100 percent if three meals are served; and meets all of the requirements as listed above. Meals provided to an individual through means-tested programs may be included in the total meal count. These meals are to be identified by the funding source.

Overview

Background

Congregate Nutrition Services and Home Delivered Nutrition Services are the two most prominent services provided under OAA funding nationwide. The OAA authorizes both nutrition services programs under Title III-C Subparts one (1) and two (2) respectively.

Policies incorporated into this RFP are dictated by the federal OAA through the Administration for Community Living (ACL), the Office of Management and Budget (OMB), the MBA, and Trellis.

Purpose

The purpose of the [Older Americans Act Nutrition Services program](#) is to promote the general health and well-being of older individuals and is intended to:

- Reduce hunger, food insecurity, and malnutrition of older adults
- Promote socialization of older individuals
- Promote the health and well-being of older adults by assisting them in gaining access to nutrition and other disease prevention and health promotion services. It is also intended to delay the onset of adverse health conditions resulting from poor nutritional health or sedentary behavior.

Programs target adults age 60 and older who are in greatest social and economic need, with particular attention to the following groups:

- Low-income older adults
- Minority older individuals
- Older adults in rural communities
- Older individuals with limited English proficiency
- Older adults at risk of institutional care

Trellis seeks applicants that are willing and able to partner with Trellis in meeting the nutritional needs of a highly targeted population of older adults in a manner that is responsive to the needs and preferences of eligible participants.

Trellis is not seeking proposals to serve a high volume of meals to the general population of older adults age 60 years or older in the designated service area.

Trellis emphasizes consumer choice which includes service delivery options such as a daily hot meal, frozen meals delivered once-a-week, a combination of hot and frozen meals, and the ability to choose from a selection of meal options, including culturally-specific and medically-tailored meals.

Targeting will give preference to applicants that ensure the target population has access to healthy food through Title III meals. The OAA requires targeting nutrition services to older adults with the greatest economic and social need and who are at risk for institutional placement.

Further, the OAA, the MBA, and Trellis have implemented targeting policies for provision of both congregate and home delivered meals. Providers must give priority to eligible individuals with incomes at or below 200% of the [federal poverty guideline](#) and who meet at least one of the following criteria:

- Is a member of a diverse population
- Has limited English proficiency
- Is at risk of institutional placement

See [Participant Eligibility and Target Population](#) for more information.

Trellis also gives preference to proposals that demonstrate consumer input and innovation in services, service delivery models and technology that supports efficient and quality services.

Funding Guidelines

Successful applicants will enter into an award agreement with Trellis for the provision of OAA Title III-C Senior Nutrition Program Services proposed in the application. Trellis will reimburse awarded applicants at a negotiated rate per unit where one unit is equivalent to one eligible meal per eligible participant (congregate or home delivered). Awarded funding amounts will be allocated annually based on performance, ability to serve targeted populations, and availability of funds.

Applicant proposal budget minimum for Title III-C1 and III-C2 funding is set at \$275,000.

Our Funding Priorities

The table below lists our funding priorities with a description and score for how applications will be considered. Reviewers will provide scores for every Title III service proposed in the OAA Title III-C Funding Application.

Priority	Description	Score
Feasibility	Proposal clearly articulates how funding will be used to deliver services. Applicant demonstrates ability to manage federal funds.	35%
Community Connection	Proposal clearly describes how the community served provided input on the services proposed, or how the community will be engaged in finalizing the service and delivery approach. Applicant should also show how they have engaged or plan to engage older adults in defining their needs to give an understanding of older adults in your community.	30%
Impact	Proposal clearly articulates how services will impact the lives of older adults and any strategies the applicant will employ to leverage Title III funds for added impact.	15%
Equity	Proposal clearly expresses how services or activities address inequities and disparities for Black, Indigenous, and Other Persons of Color (BIPOC).	15%
Leadership	Proposal describes how program staff and organizational leadership reflect communities served.	5%

Application Timeline

The following timeline includes key dates for the Trellis OAA Title III-C RFP application process:

<p>May 8 Publish Request for Proposals</p>
<p>May 17 and May 23 Applicant Conferences</p> <p>Webinars will provide an overview of Trellis, clarification on the funding and services and instructions for completing the application and budget. Pre-registration is not required.</p> <p>May 17 Applicant Conference: 2:00 to 3:00 PM Join the May 17 Applicant Webinar Meeting ID: 854 7844 3591 Passcode: 360926 Call-In Option: (651) 372-8299</p>

<p>May 23 Applicant Conference: 8:30 to 10:00 AM Join the May 23 Applicant Webinar Meeting ID: 854 7844 3591 Passcode: 360926 Call-In Option: (651) 372-8299</p>
<p>May 17 through June 14 - 1:00 to 2:00 Virtual Applicant Technical Assistance Open Houses Meeting ID: 848 4156 8837 Passcode: 614878 Call-in Option: 651-372-8299 Click Here</p> <p>May 22 May 30 June 5 June 12 June 14</p>
<p>June 8 Deadline to submit Applicant Interest Form (optional) Trellis would like to hear from organizations that are interested in applying for Title III funding. We will use this information to support interested applicants and connect with service organizations outside of Title III funding for future collaboration opportunities. As Trellis works to be an equitable funder of services, we may reach out to organizations for feedback on our updated process to continue to improve on our goal for equitable access to Title III services and funding. Submit an Applicant Interest Form.</p>
<p>June 16 Last day to submit questions</p>
<p>June 23 Proposals due</p>
<p>October 30 (approximate) Applicants informed of funding decisions</p>
<p>October 31 – December 20 2024 Award negotiations</p>
<p>January 1, 2024 Funding and services begin</p>

Scope of Work

General Provisions

The proposed program(s) must demonstrate the applicant's ability to provide high-quality, nutritious meals to eligible participants in a congregate or home setting.

The proposed program must meet all federal, state and local requirements for meals and nutrition services as outlined in the [Minnesota Food Code, Minnesota Rules Chapter 4626](#), including licensure and approval requirements for food preparation, food labeling and service sites.

Services outlined in the OAA Title III-C Application must reflect the needs of older persons to be served, be person-centered, responsive to cultural and dietary needs, demonstrate service to the target population, and be responsive to the dynamic needs of communities in the service area.

Applicants must design service delivery systems that are cost-effective, responsive to the needs of older people and provide equitable services, assuring fair and non-discriminatory practices.

Applicants must implement services in accordance with the standards outlined in this RFP unless Trellis grants an applicant a temporary or permanent waiver. Applicants seeking an exemption must include this request in their proposal.

At a minimum, meals should be provided 260 days per year (5 days per week), although a lesser number is acceptable to account for holidays as specified by the applicant.

Holidays may include but are not limited to New Year's Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, and religious or cultural holidays.

Nutritional Guidelines and Quality

All meals must meet the current [Dietary Guidelines for Americans, 2020-2025](#) and the [Dietary Reference Intake](#) (DRI) issued by the Food and Nutrition Board of the Institute of Medicine. The DRIs include the Recommended Daily Allowance (RDA) and Adequate Intake (AI) guidelines. Meals must meet the RDA and IA for adults age 70 years and older.

At a minimum, the meal must provide 33 and 1/3 percent of the current DRIs if one meal is served and 66 and 2/3 percent of the DRIs if two meals are served.

Meals should provide 700 to 800 calories or more as this may be the primary meal for eligible participants.

The MBA further requires that meals:

- a. Target the nutrients Vitamin A (vegetable-derived sources), Vitamin C, fiber, calcium and

protein since they are deficient in diets of older adults or are markers for other essential nutrients. Targeting specific nutrients should not be interpreted as permission to ignore others.

- b. Contain a fat content of approximately 30% of total calories per meal and a weekly average not to exceed 35%. Up to two meals per menu cycle are exempt.
- c. Contain less than 1,200 milligrams of sodium per meal, averaged over a week. Up to two meals per menu cycle are exempt.
- d. Incorporate a fiber content per meal of 7 to 10 grams, as feasible, according to recommendations based on the current Dietary Guidelines.

Applicants should offer participants the option to hold gravy, sauces or salad dressings, or serve such items on the side when they are not incorporated into the recipe and the subsequent nutritional analysis.

Menus, Planning and Labeling

All meals will be planned to use a minimum five (5) week-cycle and submitted to Trellis monthly.

Applicants will incorporate the current Dietary Guidelines into menus through food procurement methods and menu modifications.

The applicant will provide appropriate instructions to food preparation sites and caterers regarding all menus and recipes.

A licensed dietitian or nutritionist must review and approve all menus and recipes and use an approved software to analyze all menus for nutrients and compliance unless Trellis provides an exception. Awarded applicants must meet all food labeling requirements in [Minnesota Food Code, Minnesota Rules Chapter 4626](#):

Label information must include:

- (1) the common name of the food, or absent a common name, an adequately descriptive identity statement;
- (2) if made from two or more ingredients, a list of ingredients and sub ingredients in descending order of predominance by weight, including a declaration of artificial color or flavor and chemical preservatives, if contained in the food;
- (3) an accurate declaration of the quantity of contents;
- (4) the name and place of business of the manufacturer, packer, or distributor;
- (5) the name of the food source for each major food allergen contained in the food unless the food source is already part of the common or usual name of the respective ingredient;
- (6) except as exempted under United States Code, title 21, section 343(q)(3) to (5), nutrition labeling that includes information specified in Code of Federal Regulations, title 21, part 101, and Code of Federal Regulations, title 9, part 317, subpart B; and

(7) for any salmonid fish containing canthaxanthin or astaxanthin as a color additive, the labeling of the bulk fish container, including a list of ingredients, displayed on the retail container or by other written means, such as a counter card, and must disclose the use of canthaxanthin or astaxanthin.

Special or Modified Meals

Applicants must make an effort to meet participants' needs arising from health requirements, religious requirements or those specific to the participants' ethnic and cultural backgrounds.

Applicants must provide substitutes for high sugar and high sodium items on regular menus and at a minimum, offer meals that are appropriate for diabetics and no added salt diets (800 – 1,000 milligrams sodium per meal).

Applicants must provide information about modified diets that are accessible to organizations who refer participants. Applicants will provide appropriate instructions to food preparation sites and caterers.

Food Grades and Standards

Where feasible, the OAA encourages the use of locally grown foods in meal programs and applicants will be asked to identify potential partnerships and service agreements with local producers and providers of locally grown foods.

Applicants must meet the following minimum food grades and standards:

- a. Canned fruits or vegetables: U.S. Department of Agriculture (USDA) Grade A, packed in juice or light syrup.
- b. Fresh fruits or vegetables: USDA #1 quality or better.
- c. Frozen fruits or vegetables: USDA Grade A or better.
- d. Poultry: USDA Grade A or better.
- e. Beef: USDA Choice or better.
- f. Pork: USDA #1 or better (pork chops, loin or rib cut end-to-end; Center cut ham).
- g. Beef, poultry and meat byproducts: USDA Choice grade meat, USDA stamped, from federally approved inspection plant.
- h. Ground meats (beef, pork, poultry) not to exceed 15% fat.
- i. Fish: All fish and seafood products shall be of comparable quality to USDA guidelines for beef and poultry.
- j. Eggs (pasteurized eggs): Grade AA.
- k. Milk, fresh pasteurized fluid: USDA Grade A, Vitamin A & D fortified.
- l. Cheese (natural): USDA Grade A, pasteurized or processed pasteurized cheese²¹; American or Swiss. Cheese food is not allowed. Cottage cheese: USDA Grade A.

- m. Butter or margarine: USDA Grade A, margarine fortified with Vitamin A.
- n. Mixed meat entrees: Pre-made items, such as lasagna and chop suey, must meet all USDA standards and program requirements for amounts of protein and sodium. Entrees will be evaluated according to texture, the percentage of extenders and service definitions and nutrition guidelines.
- o. Salt, iodized.
- p. Textured Vegetable Protein (TVP), a soy protein extender used in ground meals or meat products in an 80:20 ratio, or in accordance with USDA standards.
- q. Restructured meat patties:
 - i. No more than four (4) times per menu cycle.
 - ii. Restructured meat patties are meat or poultry that is removed from the bone, ground, sometimes tenderized and reshaped formed into the shape of the meat (e.g., pork chops, beef or pork ribs, veal or beef patties, "No Name Steak.")
 - iii. If these items are used, they may not be called patties or riblets or other, so they are not mistaken for real cuts of meat.

Standardized Recipes

Applicants should use tested recipes to strive for consistent and quality meals and adjust recipes to yield the number of required servings.

Applicants should utilize food preparation methods designed to conserve the nutritive value of foods including short cooking periods and minimum water usage in preparing vegetables.

When delivered, the food should be appetizing, attractive in color and texture, not greasy, and lightly seasoned. Whenever possible the use of herbs and spices should be used to enhance the flavor of foods.

Safety and Sanitation Requirements

Meals must meet all federal, state and local health and ordinances related to food preparation, handling and serving as defined under the Minnesota Food Code, [Minn R. 4626.0010 to 4626.2025](#). Statutes include rules governing employee practices, food safety, labeling, equipment, cleanliness (facilities, equipment, personnel), building and site maintenance and licensure.

All service providers and nutrition service preparation sites must adhere to state or local Board of Health Requirements for Food and Beverage Establishments and be subject to review by the Health Department. Exceptions to these regulations must be approved by the State Board of Health in writing.

Food temperatures at the time of service and at the time of delivery must be at 150 degrees Fahrenheit (F) or above for hot foods and 40 degrees F or below for perishable cold foods. 140

degrees F is acceptable for home delivered meal routes of 45 minutes or less. Service providers must utilize temperature probes for checking and documenting food temperatures. In addition, refrigerators and freezers located at food preparation and service sites must have thermometers.

Equipment must meet all state and local health codes, or be approved by the local health department. Equipment should meet NSF (National Sanitation Foundation) standards or be approved by the state or local health departments.

Insulated containers or other appropriate materials that are easily cleaned and sanitized each day must be used to maintain acceptable temperatures during the transport of bulk foods to serving sites, and for home-delivered meals on delivery routes.

The kitchen design and layout plans for new sites and any food service preparation facilities (e.g. region-wide central kitchens) must receive prior approval by all of the local health departments where service will be provided.

Facilities must meet all fire and safety codes, with regular inspections.

Food and Equipment Procurement

All food and equipment procurement will be transacted in accordance with federal and state requirements for goods and services (MBA D-14).

All goods privately contributed to the project must meet those standards of quality, sanitation, and safety that apply to foods that are purchased commercially by the Project.

Foods prepared or canned in the home may not be used in meals provided by the Project. Foods that are uncooked and donated by participants may be used and may also be prepared for freezing at the sites for future use.

Annual equipment inventories are to be conducted.

Quality and Service Monitoring

Applicants will implement processes to monitor and maintain the quality and appropriateness of all services provided under this RFP.

Applicants must establish the means to obtain advice at least annually, from persons competent in this field of service, program participants and other persons knowledgeable of older adults' needs relative to senior nutrition services.

Possible methods for soliciting feedback include establishing advisory councils, telephone interviews, in-home visits, program surveys, or another appropriate method.

MBA OAA Title III-C Senior Nutrition Recommended Staffing Pattern

1. Nutrition or Program Director

The Nutrition or Program Director is empowered with the necessary authority to conduct the day-to-day management and administrative functions of the program.

The Director must be employed by and be responsible to the recipient agency of this contract. The Director must account separately for time spent administering each Title III program.

The Director should have management and supervisory experience. A background in foods, nutrition or food service management is desirable, but if the Director does not have such a background, a person so qualified shall assist in the planning and decision making which affects the scope and quality of food service.

2. Program Coordinator or Assistant Director

The Program Coordinator(s) or Assistant Director(s) monitor program implementation, supervises site operations, recruits, trains and supervises site staff, maintains site records and performs quality improvement and compliance activities as directed by the Program Director. This position develops and maintains local consumer advisory groups, networks and collaborates with area senior service providers.

The Program Coordinator(s) or Assistant Director(s) staff should have management and supervisory experience. A background in food, nutrition or food service management is desirable, but if the Program Coordinator(s) or Assistant Director(s) does not have such a background, a person so qualified shall assist in the planning and in making decisions that affect the scope and quality of food service.

3. Licensed Dietician or Nutritionist

A Licensed Dietician or Nutritionist must be on staff or hired under contract to provide nutrition, dietary, or food service consultation to the awarded applicant. If the Program Director is a Licensed Dietician or Nutritionist, the requirement for an additional Licensed Dietician or Nutritionist may be waived.

4. Other Personnel

The method used to provide meals will determine the number and type of permanent, consultant or volunteer personnel required to manage each nutrition site and provide fiscal, administrative and clerical support.

Nutrition Services Definitions and Standards

Congregate Nutrition Services

Congregate dining provides at least one hot or other appropriate meal five (5) days per week, unless fewer days are approved by the MBA and additional meals as appropriate to an eligible participant at a congregate site which is further defined in [Congregate Site Location Standards](#). Trellis allows the provision of cold entrees during the summer months.

Where the MBA has authority to decrease the number of service days, the MBA has approved the following policy to allow applicants flexibility when it is determined a site should have fewer operating days.

The number of Title III-meal service days per week should be determined on a site-by-site basis and informed by a cost-benefit analysis. For example, it may be necessary for a congregate site to be open two (2) days per week to provide a hot meal and provide participants with one (1) or more frozen, fresh or ready-to-heat meals for the days the site is closed. Trellis must approve all proposed arrangements.

Applicants may provide seven (7) meals per week or second daily meals to eligible participants with a documented high nutrition risk. Trellis may review with providers the volume of clients that receive more than one meal per day to ensure funds are being used for the broadest target population. The second daily meal or weekend meals may be frozen. Applicants may provide weekend, holiday meals, and shelf stable meals for weather or other emergencies depending on participants' needs and Trellis' approval.

A Title III-eligible meal must meet the standards outlined in [Nutritional Guidelines and Quality](#).

One congregate meal is equal to one service unit.

Congregate Site Location Standards

- a. Congregate settings include but are not limited to, affordable housing buildings, with a preference towards multigenerational and community locations such as multipurpose centers, or other community facilities.
- b. Congregate dining sites should be located near the majority of eligible older individuals' residences, as feasible.
- c. Congregate dining sites should be within walking distance of participants' residences and, when appropriate, provide transportation to the dining site.
- d. Facilities must be free of architectural barriers, pursuant to Section 504 of the Rehabilitation Act of 1973 and any amendments thereto.
- e. Nutrition preparation and serving sites must be licensed and approved by the state and local Boards of Health.
- f. OAA Title III-C subrecipients must notify Trellis of any proposed site changes or closures before any action is taken. Awarded applicants must cooperate with Trellis to formulate a

transition and communication plan.

Home Delivered Nutrition Services

A Title III-eligible meal must meet the standards outlined in [Nutritional Guidelines and Quality](#).

One Home Delivered meal is one service unit.

Home Delivered meals provide an eligible meal which is received by an eligible participant at the participant's residence. Applicants must provide a minimum of five (5) meals per week which can be hot, frozen, fresh, canned, and as appropriate, supplemental foods.

The frequency of meal delivery (e.g., weekly or daily) and type of meal (e.g., frozen or hot) depends on the participant's preference and a cost-benefit analysis of delivery options.

One meal per seven (7) days per week or second daily meals can be made available to eligible persons assessed at high nutrition risk and with Trellis' approval.

Applicants must provide a minimum of five (5) meals per week which can be hot, frozen, fresh, canned, and as appropriate, supplemental foods.

The frequency of meal delivery (e.g., weekly or daily) and type of meal (e.g., frozen or hot) depends on the participant's preference and a cost-benefit analysis of delivery options.

One meal per seven (7) days per week or second daily meals can be made available to eligible persons assessed at high nutrition risk and with approval from Trellis.

Participant Eligibility and Target Population

General

Applicants must agree to follow the guidelines regarding participant registration forms known as NAPIS (National Aging Program Information System). These forms are to be used in the PeerPlace database.

A means test may not be used to determine eligibility for programs funded under Title III of the OAA.

Applicants must provide all participants the [option to contribute to the cost of their meal](#). Applicants are not permitted to implement a cost-share policy (i.e., sliding fee scale) for congregate or home delivered nutrition services.

Services may not be denied to an eligible participant based on their willingness or ability to contribute towards the cost of the meal.

Applicants may provide Congregate and Home Delivered meals to individuals not eligible for Title III meal services at a private pay rate to increase meal volume and reduce the overall cost of services. Trellis will not reimburse awarded applicants for meals provided to participants ineligible for an OAA-funded meal.

Target Populations

The OAA requires targeting nutrition services to older adults with the greatest economic and social need and who are at risk for institutional placement.

The OAA, the MBA, and Trellis have implemented targeting policies for both congregate and home delivered meals. These policies state that providers must give priority to eligible individuals with incomes at or below 200% of the federal poverty guideline and who meet at least one of the following criteria:

- Is a member of a diverse population
- Has limited English proficiency
- Is at risk of institutional placement

Additionally, both Congregate and Home Delivered nutrition service providers must give priority to eligible individuals who meet at least one of the following criteria:

III-C1 Congregate meals

- Participants who have a moderate to high nutrition risk.

III-C2 Home delivered meals

- Participants who have a high nutrition risk,
- Participants with two or more limitations in Activities of Daily Living (ADLs).

Eligibility Criteria

Eligibility criteria specific to Congregate nutrition services and Home Delivered nutrition services are included below.

Eligibility for Congregate Nutrition Services

- a. Persons age 60 years or older and their spouse, regardless of age.
- b. Individuals with disabilities under the age of 60 years old who reside with an eligible person age 60 years or older.
- c. Individuals with disabilities under the age of 60 years old who live in housing facilities primarily occupied by older adults aged 60 years or older and at which a Congregate meal is provided. (Housing facility occupancy 50.1% or more adults over the age of 60 years.)
- d. Providers may offer meals to volunteers providing service during meal hours on the same basis that meals are provided to eligible participants, regardless of the volunteer's age.
- e. Applicants should target services to individuals who have a high to moderate nutrition risk as documented on the NAPIS registration form.
- f. NAPIS forms must be completed prior to the start of service or within ten (10) business days of the start of service.

- g. Awarded applicants must reassess participants (e.g., update NAPIS form) as needed and at least annually.

Home Delivered Nutrition Services

- a. Persons aged 60 years or older who are frail, homebound because of illness or incapacitating disability or otherwise isolated, and their spouse, regardless of age.
- b. Individuals with disabilities under the age of 60 years old who reside with an eligible person age 60 years or older.
- c. Priority must be given to individuals who are assessed at high nutrition risk and have two (2) or more limitations in Activities of Daily Living (ADLs) as documented on the NAPIS registration form.
- d. All home delivered meal participants must receive an in-home assessment using the NAPIS registration form prior to, or within ten (10) business days of the beginning of meal delivery. Reassessment must occur as needed and at least annually.

Information for Applicants

Trade Secrets

Pursuant to [Minnesota Statute § 13.599](#), responses to Requests for Proposals (RFP) are public information “after a granting agency has completed the evaluation process” with the exception of “trade secret data” as defined and classified in [Minn. Stat. § 13.37\(b\)](#), which reads:

“(b) "Trade secret information" means government data, including a formula, pattern, compilation, program, device, method, technique or process (1) that was supplied by the affected individual or organization, (2) that is the subject of efforts by the individual or organization that are reasonable under the circumstances to maintain its secrecy, and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.”

Applicants submitting proposals under this RFP may mark submitted information as “trade secret information” under this statute. Such information will be kept secret pursuant to the law. Please indicate location and content of trade secret information in a cover page to the proposal narrative.

OAA Assurances and Certifications

Awarded applicants must accept the terms and conditions in the [Older Americans Act Assurances and Certifications](#) as a condition of the award.

Selection Process

Trellis will convene a review committee comprised of community members and members of Trellis’ Board of Directors. Board members that participate in the review will carry the funding and service recommendations of the review committee to the full Board of Directors.

Trellis' Board of Directors, at its sole discretion, will select the proposals and services within the proposal that best meet the needs of the population served, Trellis' funding priorities, target population and service area. Trellis will notify all applicants of the funding decision and services in writing. Unsuccessful applicants have the right to appeal in accordance with Trellis' appeal process.

Trellis has the discretion to not fund all proposed services within an application or award proposals at the requested amount. The review committee will review proposals and make recommendations for funding services that align with Trellis priorities.

Example: ABC Organization applies to provide Congregate and Home Delivered meals. The review committee awards ABC Organization for Congregate Dining, and not for Home Delivered meals.

An OAA Grant Manager will reach out to awarded applicants to negotiate a final budget and service outcomes.

Award Process and Reporting Requirements

If your organization is awarded funding, Trellis will create an award agreement that includes a description of the services, state and federal funding regulations, and administrative and financial terms and conditions. The proposal will become a binding component of the agreement.

Awarded applicants must maintain financial systems and procedures in accordance with federal regulation [45 CFR Part 75.302](#) and must submit reports to Trellis on a monthly basis using PeerPlace and other reporting mechanisms as required by the MBA and Trellis.

Awarded applicants will be required to cover the cost of PeerPlace. PeerPlace costs are an allowable expense under Title III and can be included in the budget. The costs are as follows:

- \$750 per licensed user (annual cost per license)
- \$1,500 for a new organization (plus one program, e.g., Chore); \$800 for each added program (one time cost)
- \$1,000 to add a new service for an existing organization in PeerPlace; \$800 for each added program (one time cost)

For Awarded Applicants

Awarded applicants must agree to obtain the information and documents below as part of the final Title III award with Trellis:

1. [Insurance Certification Limits for Awarded Applicants](#)
2. [Cost Share and Contribution Policy](#) (Sample Policy and sliding fee scales available in Trellis' Cost Share and Voluntary Contribution Policy)
3. Client Complaint Policy and Procedure

4. Targeting Policy
5. [OAA Assurances and Certifications](#)
6. Full Title III Budget
7. Board of Directors with Terms
8. PeerPlace Memorandum of Understanding (Title III Persons Served Database for registered services)

Title III-C Senior Nutrition Funding Application

[OAA Title III-C Senior Nutrition Funding Proposal](#)

[OAA Title III-C Senior Nutrition Proposal Budget](#)

Complete Application Checklist (what needs to be included)

Please reach out to Trellis staff at title3@trellisconnects.org if you have questions about how to obtain or complete these required documents.

- Application (includes organization information and narrative)
- Budget and persons served
- Organization chart
- IRS Tax Exempt Letter
- Indirect cost rate (if a federally approved rate)
- 501(c)(3) incorporation, if a non-profit
- Insurance certification (allowable if not at required limits)
- Latest financial audit, or financial statements
- Menu Sample(s)
- Disaster/Continuation of Operation Plan (Home Delivered Meals only)
- Food Procurement Policy
- Nutritional Guideline Policies

Submit your completed application and supporting documents to title3@trellisconnects.org

2023 OAA Title III-C Senior Nutrition Meal Sites

Site Name	Address	City	County
Cameo Place Apts	3101 Lower 147th St W,	Rosemount	Dakota
Cardinal Ridge Apartments	200 W State St,	Belle Plaine	Scott
Carmen Court Apartments	5825 Carmen Ave S,	Inver Grove Heights	Dakota
Chanhassen City Hall	7700 Market Blvd,	Chanhassen	Carver
City Hall New Prague	118 Central Ave N	New Prague	Scott
Farmington Lutheran Church	20600 Akin Rd,	Farmington	Dakota
Hy-Vee - Shakopee	1451 Adams St S	Shakopee	Scott
Oakwoods of Eagan	2065 Park Center Dr,	Eagan	Dakota
Orchard Square Apartments	7375 157th St W,	Apple Valley	Dakota
Parkview Plaza Apartments	730 S Park Plaza Dr,	Mendota Heights	Dakota
Prior Manor Apartments	16049 Franklin Trail SE	Prior Lake	Scott
Talheim Apartments	407 Oak St N	Chaska	Carver
Waconia American Legion Post 150	233 Olive St.	Waconia	Carver
Winsor Plaza Apts	20827 Howland Ave W	Lakeville	Dakota
Al-Maa'uun	1729 N Lyndale Ave	Minneapolis	Hennepin
Bloomington/Eden Prairie MOW	8400 France Ave S,	Bloomington	Hennepin
CEAP (Traditional)	7051 Brooklyn Blvd	Brooklyn Center	Hennepin
CEAP Silver Selects (Special)	7051 Brooklyn Blvd	Brooklyn Center	Hennepin
Community Emergency Services	1900 11th Ave S	Minneapolis	Hennepin
Eastside Meals on Wheels	1510 - 33rd Ave NE	Minneapolis	Hennepin
Jewish Family & Children Services	13100 Wayzata Blvd	Minnetonaka	Hennepin
SEWA AIFW	3702 E Lake Street, Ste 300	Minneapolis	Hennepin
TRUST Meals on Wheels	4101 Harriet Ave S	Minneapolis	Hennepin
WeCan	5213 Shoreline Dr	Mound	Hennepin
Open Arms of MN	2500 Bloomington Ave	Minneapolis	Hennepin
Como by the Lake	901 Como Ave East	St. Paul	Ramsey
Concordia Arms	32030 Lydia Ave E	Maplewood	Ramsey

Creekside Community Center	9801 Penn Ave	Bloomington	Hennepin
Dunedin High Rise	469 Ada Ave	St. Paul	Ramsey
Echo Ridge	1033 Gershwin Ave N	Oakdale	Washington
Edgerton High Rise	1000 Edgerton St	St. Paul	Ramsey
Elders Lodge	1500 Magnolia Ave	St. Paul	Ramsey
Episcopal Homes	1830 University Ave W	St. Paul	Ramsey
Exchange High Rise	10 W Exchange St	St. Paul	Ramsey
Hamline High Rise	777 N Hamline Ave	St. Paul	Ramsey
Iowa High Rise	1743 East Iowa	St. Paul	Ramsey
Minneapolis American Indian Center	1530 Franklin Ave	Minneapolis	Hennepin
Montreal High Rise	1085 Montreal	St. Paul	Ramsey
Presbyterian Homes Kitchen	1375 Terrace Dr.	Roseville	Anoka
Presbyterian Homes Kitchen	1375 Terrace Dr.	Roseville	Ramsey
Ravoux High Rise	280 Ravoux	St. Paul	Ramsey
Raymie Johnson	14830 58th St.	Oak Park Heights	Washington
South Washington County Senior Center	8400 E. Pt. Douglas Rd	Cottage Grove	Washington
Presbyterian Homes Kitchen	1375 Terrace Dr.	Roseville	Washington
Mary Ann Young Senior Center	9150 Central Ave NE	Blaine	Anoka
Cedar Riverside Somali	630 Cedar Ave S	Minneapolis	Hennepin
Charles Horn Terrace	3110 Blaisdell Ave	Minneapolis	Hennepin
Charles Horn Terrace - Somali	3110 Blaisdell Ave	Minneapolis	Hennepin
East Side Neighborhood Services	1700 NE 2nd St	Minneapolis	Hennepin
Franklin High Rise - Ethiopian	2728 Franklin Ave E	Minneapolis	Hennepin
Franklin High Rise Traditional	2728 Franklin Ave E	Minneapolis	Hennepin
Hiawatha Somali Meals	2019 16th Ave S	Minneapolis	Hennepin
Nicollet Towers	1350 Nicollet Ave	Minneapolis	Hennepin
Park Elder Center	1505 Park Ave S	Minneapolis	Hennepin
Parkview Villa	965 40th Ave NE	Columbia Heights	Anoka
Senior's Place	1801 Central Ave NE	Minneapolis	Hennepin
Trinity Apartments	2800 E 31st St	Minneapolis	Hennepin
Yorktown Continental Apartments	7151 York Ave S	Edina	Hennepin

