APPENDIX A-1

NARRATIVE RESPONSES

Responses must be entered into this form unless otherwise indicated. Font style/size must be 12 point Arial and must not exceed the space limitations indicated.

1. MEAL SERVICE SYSTEM

Complete the Meal Service Data by Site Chart in Appendix A-3 with CY 2012 meal service data by site for congregate and home delivered meals.

Describe changes in service delivery, i.e. openings, closures, service type, that have occurred in 2013. Include impact on clients related to the changes.

↓Enter response here.

**II. TARGETING – *Reference 2012 contract proposal narrative responses***

Part A: Accommodations

1. a. Describe any changes that have been made related to ensuring service to eligible persons who are visually impaired, deaf/hard of hearing and/or who have functional limitations.

↓Enter response here.

b. Describe changes/activities proposed for 2014.

↓Enter response here.

Part B: Targeting Congregate Meals

1. a. Describe activities that have been undertaken to ensure the accuracy and comprehensiveness of the participant data in the NAPIS database.

↓Enter response here.

b. Describe changes/activities proposed for 2014.

↓Enter response here.

1. a. Describe activities that have been undertaken to target congregate meals to persons who meet one or more of the targeting criteria. (See RFP pages 3 & 4 for information on targeting criteria.)

↓Enter response here.

b. Describe changes/activities proposed for 2014.

↓Enter response here.

Part C: Targeting Home Delivered Meals

1. a. Describe activities that have been undertaken to ensure the accuracy and comprehensiveness of the participant data in the NAPIS database.

↓Enter response here.

b. Describe changes/activities proposed for 2014.

↓Enter response here.

2.  a. Describe activities that have been undertaken to target home delivered meals to persons who meet one or more of the targeting criteria. (See RFP pages 3 & 4 for information on targeting criteria.)

↓Enter response here.

b. Describe changes/activities proposed for 2014.

↓Enter response here.

Part D: Estimated Persons to be Served

Complete the following chart to indicate the number and types of persons you propose to serve in the Congregate and Home Delivered Meals Programs in 2014.

**ESTIMATED PERSONS TO BE SERVED - Congregate and Home Delivered Meals**

(Unduplicated counts)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Congregate  Meals | | Home Delivered  Meals | |
| 1. Total Number of Persons to Be  Served |  | |  | |
| 2. Frail/Disabled |  | |  | |
| a. Moderate - High Nutritional Risk |  | |  | |
| b. High Nutritional Risk |  | |  | |
| c. 2+ ADL Limitations |  | |  | |
| 3. Residents of Rural Area |  | |  | |
| **Characteristics of Persons**  **to Be Served** | Number | Below  Poverty | Number | Below  Poverty |
| 4. White, Not Hispanic |  |  |  |  |
| 5. Total Minority (Total lines 6-9) |  |  |  |  |
| 6. Hispanic/Latino |  |  |  |  |
| 7. American Indian/Alaskan Native |  |  |  |  |
| 8. Asian |  |  |  |  |
| 9. Black/African American |  |  |  |  |
| 10. Other |  |  |  |  |
| 11. **Counties** |  | | | |
| a. EDA 6E |  | | | |
| Kandiyohi |  |  |  |  |
| McLeod |  |  |  |  |
| Meeker |  |  |  |  |
| Renville |  |  |  |  |
| b. EDA 6W |  | | | |
| Big Stone |  |  |  |  |
| Chippewa |  |  |  |  |
| Lac qui Parle |  |  |  |  |
| Swift |  |  |  |  |
| Yellow Medicine |  |  |  |  |
| c. EDA 8 |  | | | |
| Cottonwood |  |  |  |  |
| Jackson |  |  |  |  |
| Lincoln |  |  |  |  |
| Lyon |  |  |  |  |
| Murray |  |  |  |  |
| Nobles |  |  |  |  |
| Pipestone |  |  |  |  |
| Redwood |  |  |  |  |
| Rock |  |  |  |  |
| d. EDA 9 |  | | | |
| Blue Earth |  |  |  |  |
| Brown |  |  |  |  |
| Faribault |  |  |  |  |
| Le Sueur |  |  |  |  |
| Martin |  |  |  |  |
| Nicollet |  |  |  |  |
| Sibley |  |  |  |  |
| Waseca |  |  |  |  |
| Watonwan |  |  |  |  |
| 12. **Volunteers** |  | | | |
| a. Total Number of Volunteers |  | |  | |
| b. Number Age 60 and Over |  | |  | |
| c. Total Volunteer Hours |  | |  | |

Part E: Proposed Service Changes for Congregate and Home Delivered Meals

1. a. Use the Proposed Services Changes Chart in Appendix A-3 to propose changes to one or more sites. For each site included in the Proposed Services Changes Chart changes may be proposed to the following components:

* Closure
* Delivery day(s) and time
* Number of meals per year
* Type of meal that will be served
* Method of meal preparation
* Method and frequency of meal delivery to individual homes
* Name of meal provider
* Availability of holiday, weekend and/or evening (second) meals
* Types of special, religious, ethnic and/or culturally specific meals provided
* Availability of shelf stable meals or blizzard packs

b. Provide rational for each proposed service change included in the Proposed Services Changes Chart. Include supporting documentation from analysis of utilization, targeting, efficiencies (reference Appendix J, MBA IM #04-13), and other influencing factors. Attach tables, etc. as needed. Also address the impact proposed changes will have on clients and how they were involved in the decision-making process.

↓Enter response here.

c. In support of proposed service changes, complete and attach the Utilization and Targeting by Site Chart in Appendix A-4, based on October, 2012 data in PeerPlace and Pivot Table analysis.

**III. ORGANIZATION PROFILE**

Part A: Personnel

1. a. Use the Cost and Revenue Proposal, Part A Personnel Costs Chart in Appendix A-2 to list all personnel that will be involved in the provision of Meals under this proposal.

b. Describe anticipated changes in personnel involved in providing Meals from the approved 2013 budget.

↓Enter response here.

2. a. Use the Cost and Revenue Proposal, Part A Personnel Costs Chart to list all personnel that will be involved in the provision of Project Management under this proposal.

b. Describe personnel involved in providing Project Management activities. Indicate the percent of overall personnel costs designated for Project Management activities.

↓Enter response here.

c. Describe anticipated changes in personnel involved in providing Project Management from the approved 2013 budget.

↓Enter response here.

Part B: Administration

1. Describe other costs related to agency administration/overhead. Indicate the percent of the overall budget designated for these costs.

↓Enter response here.

**IV. PROGRAM OPERATIONS – *Reference the 2012 contract proposal narrative responses. Indicate significant changes that have occurred and/or are proposed for 2014.***

Part A: Financial Management

↓Enter response here.

Part B: Participant Contributions

↓Enter response here.

Part C: Menus and Food Purchasing Specifications

↓Enter response here.

Part D: Quality Improvement

↓Enter response here.

Part E: Food Safety and Quality

↓Enter response here.

Part F: Data Collection and Analysis

↓Enter response here.

**V. COST AND REVENUE PROPOSAL**

Complete the Cover Sheet and Parts A – C in Appendix A-2: Cost and Revenue Proposal. (See RFP pages 12 – 15 for Instructions.) **Only forms in Appendix A-2 will be accepted.** **No additional cost and revenue forms will be accepted.**

**VI. SUBCONTRACTING** **– *Reference the 2012 contract proposal narrative responses. Indicate significant changes that have occurred and/or are proposed for 2014.***

↓Enter response here.