

## APPENDIX 3

### Service Category IIIC-2 Home Delivered Meals

This RFP seeks proposals in the classification as defined by the California Department of Aging (CDA): **Nutrition Services**.

Many older adults hope to remain in their homes and their communities as they age. The Home-Delivered Meal Program can help individuals to live independently with dignity for as long as they wish to do. The Home-Delivered Meal Program provides eligible persons with at least one per day up to seven days per week.

This RFP seeks proposals that will provide services to older adults throughout Marin County, including the rural areas of West Marin and the San Geronimo Valley. Collaborative proposals that bring together a lead agency and other organizations to serve all geographic areas of the county and maximize service delivery are highly encouraged.

This RFP also seeks the services of ordering meals and conducting client assessment/reassessment in the rural communities of West Marin and San Geronimo Valley.

**Program Overview:** A meal provided to an eligible individual in their place of residence via home delivery or pick-up and consumed at their place of residence or otherwise outside of in-person or virtual congregating, that meets all of the requirements of the Older Americans Act (OAA) and State/Local laws, assures a minimum one-third of the current Dietary Reference Intake, and shall comply with Dietary Guidelines for Americans.

**Service Areas:** For the purposes of this RFP, central Marin is differentiated from rural Marin communities. central Marin is defined as the towns, cities, and municipalities along the Highway 101 corridor from Sausalito in the south to Novato in the north, San Pablo Bay to the east, and Fairfax to the west. Rural Marin includes the towns and communities of West Marin and the San Geronimo Valley.

**Definitions:** The Older Americans Act prioritizes Home-Delivered Meal services for the following individuals and defines eligibility to the program as follows (45 CFR § 1321.69):

- Persons age 60 and over who are frail, homebound by reason of illness or incapacitating disability, or otherwise isolated.
- The spouse of the older person, regardless of age or condition, may receive a home-delivered meal if, according to criteria determined by the AAA, receipt of the meal is in the best interest of the homebound older persons.

The AAA Home-Delivered Meal Program defines “homebound” in central Marin as an individual who is not able to drive due to frailty and is therefore impeded from accessing food. These individuals may be isolated or at-risk of isolation. “Frail” means that an older individual is

determined to be functionally impaired because the individual has either of the following characteristics (California Code of Regulations Title 22 Division 1.8 Section 7119):

- Is unable to perform at least two activities of daily living, including bathing, toileting, dressing, feeding, breathing, transferring and mobility and associated tasks, without substantial human assistance, including verbal reminding, physical cueing, or supervision;
- Due to a cognitive or other mental impairment, requires substantial supervision because the older individual behaves in a manner that poses a serious health or safety hazard to the individual or to others.

The AAA Home-Delivered Meal Program in Rural Marin may determine appropriate criteria for “homebound,” with guidance and approval from the AAA.

Eligibility for the Home-Delivered Meal Program will be determined through an intake and assessment process of the client.

**Data Collection and Reporting:**

The AAA contract requires reporting the number of unduplicated participants and the number of service units provided each month.

The County will be responsible for ordering meals and prescreening central Marin clients for eligibility through its Information and Assistance Unit. Unit staff complete the intake for central Marin’s Home-Delivered Meal clients and will conduct the assessment/reassessment of all clients in central Marin.

**Funding:**

Funding available is not intended to cover the full costs of the services being sought. By applying for funding, the Applicant expresses interest, willingness, and capability in delivering the service proposed. As such, the Applicant assumes the responsibility of seeking other financial and in-kind support to fund the full cost of the service proposed, which includes the required agency match. Funding sources include the federal Older Americans Act Title IIIC-2 Home-Delivered Meal Program, Modernization funding for the Older Californians Act (MOCA), and County General Funds.

**The following service classifications are the singular services or service combinations sought:**

- Page 5.1 Meal Delivery – Central Marin
- Page 5.2 Meal Delivery – Rural Marin (including West Marin and San Geronimo Valley area)
- Page 5.3 Rural Client Assessment, Record Management, and Meal Ordering (including West Marin and San Geronimo Valley area)

The selected Applicant must comply with all applicable federal, state, and local laws, including non-discrimination and conflict of interest requirements. Applicants are required to review these regulations and program standards prior to submitting a proposal in order to have a full understanding of the provisions of the program.

Specific requirements for the Title III C Elderly Nutrition Program are found in the Older Americans Act (OAA 42 USC Section 3001-3058); Code of Federal Regulations (45 CFR Ch. XIII, Part 1321); Title 22, California Code of Regulations (CCR) Section 7000 et seq.; California Retail Food Code (CRFC) Health and Safety Code Div. 104 Part 7; and [California Department of Aging Program Memoranda](#). Applicants are also required to comply with the stipulations of the [Marin County AAA Elderly Nutrition Provider Manual](#) which posted on the AAA's website: Applicants are required to review these regulations prior to submitting a proposal to have a full understanding of the provisions of the program.

## **Meal Delivery – Central Marin**

**Service Category:** Meal Delivery

**Program Overview:** This service component may be operated primarily through volunteer drivers. Service provider is responsible for all logistical aspects of delivering meals to client. Service provider will also work closely with the County to coordinate meal orders, cancellations, and changes to enrollment.

Suggested voluntary contributions from service recipients may be solicited by the provider of this component. The selected Applicant is expected to budget proposed contributions from program participants and to use these funds to cover the costs of the program or to expand the program. The Applicant's budget must reflect the total amount of contributions it expects to receive from clients, how the funds will be used, as well as the costs dedicated to meal delivery and volunteer coordination.

**Units of Service:** 1 meal

**Minimum number of units to be proposed:** 100,212 meals 9 months; 125,265 meals 12 months

**Funding:** \$295,425 (\$2.95/ meal) for the nine-months October 1, 2024 – June 30, 2025

\$369,281 annually each year from July 1, 2025-June 30, 2030

## Meal Delivery – Rural

**Service Category:** Meal Delivery

**Program Overview:** This service component may be operated primarily through volunteer drivers. Service provider is responsible for all logistical aspects of delivering meals to client. Service provider will also work closely with the County to coordinate meal orders, cancellations, and changes to enrollment.

Suggested voluntary contributions from service recipients may be solicited by the provider of this component. The selected Applicant is expected to budget proposed contributions from program participants and to use these funds to cover the costs of the program or to expand the program. The Applicant's budget must reflect the total amount of contributions it expects to receive from clients, how the funds will be used, as well as the costs dedicated to meal delivery and volunteer coordination.

**Units of Service:** 1 meal

**Minimum number of units to be proposed:** 9,000 meals 9 months; XX meals 12 months

**Funding:** \$33,759 (\$3.75/ meal) for the nine-months October 1, 2024 – June 30, 2025

\$42,198 annually each year from July 1, 2025-June 30, 2030

## **Rural Client Assessment, Record Management, and Meal Ordering**

**Service Category:** Rural Client Assessment, Record Management, and Meal Ordering (including West Marin and San Geronimo Valley area)

**Program Overview:** Applicants for this service component must demonstrate the capacity to conduct an assessment at the client's home and to reassess the client quarterly. New enrollees for home delivered meals must be assessed face-to-face within two weeks of enrollment in the program and be reassessed quarterly during the rest of the client's enrollment year. Two of the reassessments must be done face-to-face in the client's home and two may be done by phone. Applicant is to use the AAA Nutrition Assessment, which covers demographic, nutritional health risk, and functional ability that may contribute to an individual's need for meals and other related services.

The County will be responsible for screening and enrolling clients in the program. The agency contracted for this service will work closely with the County to develop a process for coordinating client's assessment and reassessment and reporting the outcomes to the County.

Voluntary contributions may be collected from clients.

### **Data Collection and Reporting**

Contractor is responsible for maintaining client records in GetCare/ CARS database and ordering meals and maintaining records. The AAA contract requires reporting the number of unduplicated participants and the number of service units provided each month.

**Units of Service:** 1 client

**Minimum number of units to be proposed:** 64 clients 9 months; XX clients 12 months

**Funding:** \$9,163 (\$143.73/ client)for the nine-months October 1, 2024 – June 30, 2025

\$11,453 annually each year from July 1, 2025-June 30, 2030