**NUTRITION AND/OR TRANSPORTATION SERVICES**

**FOR OLDER NORTH CENTRAL TEXANS**

**2025 CALL FOR PROJECTS**

**CfP #2024-AG-01**

[**https://www.nctcog.org/aging-services/subrecipient-and-contractor-opportunities**](https://www.nctcog.org/aging-services/subrecipient-and-contractor-opportunities)

**North Central Texas Council of Governments**

**Area Agency on Aging**

**616 Six Flags Drive**

**Arlington, TX 76011**

**817-695-9193**

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**Introduction**

The North Central Texas Area Agency on Aging (NCTAAA) is a program of the North Central Texas Council of Governments (NCTCOG). It plans, coordinates and delivers services for persons age 60 and over and family caregivers who live in Collin, Denton, Ellis, Erath, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Somervell, and Wise.

Part of a national network created by the 1973 amendments to the Older Americans Act, the NCTAAA is one of 28 Area Agencies on Aging in the State of Texas. Its primary funding source is Texas Health and Human Services (HHSC), which monitors NCTCOG for compliance with the Older Americans Act, the Texas Administrative Code, and other governing documents.

The NCTAAA administers a number of community-based services that promote independence and capacity for independent living. These services include home-delivered meals, congregate meals, and demand-response transportation.

The NCTAAA relies on a network of subrecipients to provide these three nutrition and transportation services; and subrecipients assume full responsibility for service delivery, including developing and implementing outreach plans; assessing prospective clients for eligibility; authorizing services; delivering services in full compliance with requirements of Title 2 Code of Federal Regulations (CFR) Part 200, the Older Americans Act, State of Texas Administrative Code, HHSC, and NCTCOG; completing fiscal and program reports; and implementing quality assurance activities.

In addition, subrecipients must use competitive procurement practices consistent with Local Government Code Chapter 252 and 2 CFR Part 200.317-326 for purchases of goods and services under any agreements issued through this CfP.

All subrecipients shall undergo monitoring by NCTCOG to ensure compliance.

Through this Call for Projects, the NCTAAA seeks qualified subrecipients to provide one or more of the following services, in the geographic area noted in parentheses:

* Home-delivered meals (Ellis, Johnson, Navarro, and Wise Counties)
* Congregate meals (Ellis, Johnson, Navarro, and Wise Counties)
* Demand-response transportation (Johnson and Wise Counties)

Respondents may propose to serve one or more counties in the North Central Texas service area noted above. However, they must be willing and able to provide services anywhere in the county[ies] they designate.

At the time of issuance of this Call for Projects, the NCTAAA has not awarded funds or received planning figures from HHSC for the period of performance (i.e., Federal Fiscal Year 2025). It has developed planning figures on the basis of prior year’s budgets. These planning figures are estimates only and subject to increases or reductions in the event that the NCTAAA receives any funding increases or decreases from HHSC.

The NCTAAA has developed county-specific planning figures for nutrition and transportation services, using a funding formula that takes into consideration the number of persons age 60 and over, the number of low-income persons age 60 and over, and the number of units of service (i.e., one meal for home-delivered and congregate meal services, and one one-way trip for transportation services) provided to eligible persons during the prior three years. In addition, the funding formula for transportation services takes into account the number of square miles in the county.

Fiscal Year 2025 Planning Figures by County for Transportation and Nutrition Services

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **County** |  | **2025 Transportation** |  **2025 Congregate Meals**  | **2025 Home Delivered Meals** |  |
|  |   |  |  |  |   |
| Ellis |   |   |  $25,953  |  $254,877  |   |
| Johnson |   |  $14,445  |  $27,683  |  $303,000  |   |
| Navarro |   |  $11,275  |  $11,534  |  $143,856  |   |
| Wise |   |  $13,481  |  $41,768  |  $144,507  |   |

**Project Term**

Subrecipient agreements awarded for all programs included in this Call for Projects (CFP) will begin on October 1, 2024, and terminate on September 30, 2025, subject to four one-year extensions.

**Contact Information**

Submit any questions or comments in writing to designated NCTCOG project staff:

Doni Green

dgreen@nctcog.org

**Schedule**

|  |  |
| --- | --- |
| **Milestone** | **Estimated Timeframe** |
| Call for Projects Opens | March 29,2024 |
| Applicants Conference | April 16, 2024 |
| Call for Projects Application Deadline | July 2, 2024 |
| Applications Evaluated and Selected | June 2-July 25, 2024 |
| Awardees to Receive Notification of Intent to Enter into Agreements | August 2024 |
| Agreements Issued | September 2024 |
| Implementation Date for All Approved Projects | October 1, 2024 |

**Applicants Conference**

The NCTAAA will conduct an Applicants Conference on April 16, 2024, at 2:00 p.m. Prospective applicants are encouraged but not required to participate. Those who choose to participate may do so via computer, smartphone, tablet, or phone only.

The Applicants Conference will be held via Teams, at: [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_ZjAwMWRjYzEtZDQ2Yy00OGUyLThmY2MtNDlkOTFjNmVkMjZl%40thread.v2/0?context=%7b%22Tid%22%3a%222f5e7ebc-22b0-4fbe-934c-aabddb4e29b1%22%2c%22Oid%22%3a%2232192bd9-7862-4421-81ec-dd6ff6f34771%22%7d)

Participants who choose to participate by phone only should call 903-508-4574 and enter pass code number 258 275 008#.

**Eligible Applicants and Project Area**

This CfP is open to local governments, not-for-profit, and for-profit organizations with capacity to provide the following services in the following areas:

* Home-delivered meals in Ellis, Johnson, Navarro, and Wise Counties
* Congregate meals in Ellis, Johnson, Navarro, and Wise Counties
* Demand-response transportation in Johnson and Wise Counties

**Scope of Services**

Successful respondents will be expected to provide one or more of the following services.

Congregate Meals

Texas Health and Human Services defines congregate meals as *“hot or other appropriate meal served to an eligible older individual which meets 33⅓ percent of the dietary reference intakes established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences and complies with the most recent Dietary Guidelines for Americans, published by the Secretary of Agriculture, and which is served in a congregate setting. The objective is to reduce food insecurity and promote socialization of older individuals. There are two types of congregate meals:*

*• Standard meal - A regular meal from the standard menu that is served to the majority or all of the participants.*

*• Therapeutic meal or liquid supplement - A special meal or liquid supplement that has been prescribed by a physician and is planned specifically for the participant by a dietitian (e.g., diabetic diet, renal diet, pureed diet, tube feeding).”*

Eligible persons include those age 60 and over, their spouses, individuals providing volunteer services during the meal hours, individuals with disabilities who reside at home with older eligible individuals, and individuals with disabilities who are not older individuals but who reside in housing facilities occupied primarily by older individuals at which congregate nutrition services are provided.

For congregate meal program standards, refer to:

* Texas Administrative Code Chapter 26 §85.213,203, found at:

[Rule](https://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=26&pt=1&ch=213&rl=203)

* HHSC Office of Area Agencies on Aging Policies and Procedures Manual, found at: [Policies](https://www.hhs.texas.gov/handbooks/area-agency-aging-policies-procedures-manual)

A unit of service is one meal.

The reimbursement methodology is a fixed unit rate per meal served. Subrecipients shall be required to meet a 10% match requirement. Match may be cash, in-kind, or a combination of both.

NCTCOG will negotiate unit rates on an annual basis.

HHSC requires that congregate meal programs operate at least 250 days per year, unless the subrecipient has applied for and been granted a waiver by HHSC and NCTCOG. This requirement may be met at the county level. For example, a congregate meal program may provide meals at a location that is open fewer than five days per week if there are other locations within the county that serve congregate meals five days per week.

Subrecipients shall have responsibilities for meeting all program and fiscal requirements that include, but are not limited to the following:

* Assessing the needs of prospective congregate meal participants to ensure they meet program eligibility criteria;
* Providing at least annual nutrition education to participants, using a curriculum that has been prepared by Texas AgriLife or another curriculum approved in advance by NCTCOG;
* Gathering required data from participants, including the Participant Intake, Rights and Responsibilities form, Determination of Meal type (for home-delivered meal clients only) and Determine Your Nutritional Health (for nutrition clients only) forms;
* Entering client data into the WellSky client tracking software;
* Collecting and accounting for program income;
* Preparing monthly Requests for Reimbursement;
* Generating program match of at least 10%;
* Surveying program participants at least annually; and
* Complying with Uniform Guidance rules and regulations for non-federal entities.

Home-Delivered Meals

HHSC defines home-delivered meals as *“hot, cold, frozen, dried, canned, fresh, or supplemental food (with a satisfactory storage life) which provides a minimum of 33⅓ percent of the dietary reference intakes established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences and complies with the most recent Dietary Guidelines for Americans, published by the Secretary of Agriculture, and is delivered to an eligible participant in their place of residence. The objective is to reduce food insecurity, help the recipient sustain independent living in a safe and healthful environment.*

*There are two types of home delivered meals:*

*• Standard meal - A regular meal from the standard menu that is served to the majority or all of the participants.*

*• Therapeutic meal or liquid supplement - A special meal or liquid supplement that has been prescribed by a physician and is planned specifically for the participant by a dietitian (e.g., diabetic diet, renal diet, pureed diet, tube feeding).”*

HHSC requires that subrecipients make home-delivered meals available at least 250 days per year. With the exception of weeks in which a major Federal holiday occurs, HHSC requires that subrecipients serve at least five meals per week, unless they have been granted a waiver by HHSC and NCTCOG.

Subrecipients in rural areas can request authorization to provide fewer than five meals per week. Rural areas are defined as “any area not defined as urban. Urban areas are: (1) a central place and its adjacent densely settled territories with a combined minimum population of 50,000 and (2) an incorporated place, or a census designated place, with 20,000 or more inhabitants.”

Subrecipients must deliver meals at least one time each week, regardless of the type and number of meals delivered. Home-delivered meals may be hot, chilled, frozen, fresh, or shelf-stable, and may include any supplemental foods the provider chooses to deliver.

Eligible persons include homebound persons age 60 and over and disabled individuals under age 60 who reside with an individual age 60 and older, provided the older individual is eligible for a home delivered meal.

A unit of service is one meal.

The reimbursement methodology is a fixed unit rate per meal served. Subrecipients are required to meet a 10% match requirement. Match may be cash, in-kind, or a combination of both.

For program standards, refer to:

* Texas Administrative Code Chapter 26, §85.213,203, found at: [https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p\_dir=&p\_rloc=&p\_tloc=&p\_ploc=&pg=1&p\_tac=&ti=26&pt=1&ch=213&rl=203](https://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=26&pt=1&ch=213&rl=203)
* HHSC Office of Area Agencies on Aging Policies and Procedures Manual, found at: [Area Agency on Aging Policies and Procedures Manual | Texas Health and Human Services](https://www.hhs.texas.gov/handbooks/area-agency-aging-policies-procedures-manual)

Subrecipients shall have responsibilities for meeting all program and fiscal requirements that include, but are not limited to the following:

* Assessing the needs of prospective home-delivered meal participants to ensure they meet program eligibility criteria;
* In the event that participants are not provided hot meals, ensuring that they have capacity to safely heat meals;
* Providing at least annual nutrition education to participants, using a curriculum that has been prepared by Texas AgriLife or another curriculum that has been approved in advance by NCTCOG;
* Gathering required data from participants, including the Participant Intake, Rights and Responsibilities form, Consumer Needs Evaluation, Determine Your Nutritional Health, Determination of Meal Type, and Consumer Rights forms;
* Entering client data into the WellSky client tracking software;
* Collecting and accounting for program income;
* Preparing monthly Requests for Reimbursement;
* Generating program match of at least 10%;
* Surveying program participants at least annually; and
* Complying with Uniform Guidance rules and regulations for non-federal entities.

Transportation: Demand Response

HHSC defines Transportation: Demand Response as *transportation designed to carry older individuals from specific origin to specific destination upon request. Older individuals request the transportation service in advance of their need, usually twenty-four to forty-eight hours prior to the trip.*

A unit of service is one one-way trip.

Transportation programs may transport participants to various locations. However, the NCTAAA requires that subrecipients give priority to participants who require transportation to medical appointments.

The reimbursement methodology is a fixed unit rate per one-way trip. Subrecipients shall be required to meet a 10% match requirement. Match may be cash, in-kind, or a combination of both.

NCTCOG will negotiate unit rates on an annual basis.

For program standards refer to Texas Administrative Code Chapter 26 §213.201 [Texas Administrative Code (state.tx.us)](https://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=T&app=9&p_dir=P&p_rloc=205188&p_tloc=&p_ploc=1&pg=11&p_tac=&ti=26&pt=1&ch=213&rl=151)

Subrecipients shall have responsibilities for meeting all program and fiscal requirements that include, but are not limited to the following:

* Gathering required data from participants, including the Participant Intake and Rights and Responsibilities forms;
* Entering client data into the WellSky client tracking software;
* Collecting and accounting for program income;
* Preparing monthly Requests for Reimbursement;
* Generating program match of at least 10%;
* Surveying program participants at least annually; and
* Complying with Uniform Guidance rules and regulations for non-federal entities.

**Application Format**

Applications must include the following:

* Cover sheet
* Applicant’s Notice of Certification
* Narrative responses to the service-specific questions noted in the following section (i.e., Narrative Questions)
* Uniform Rate Negotiation Workbook
* Signed copy of the completed Pre-Award Risk Assessment Questionnaire

If submitting via email, scan and submit all forms with the exception of the Budget Workbook as a pdf file. Submit the budget workbook as a separate Excel file. Email submissions should be sent to dgreen@nctcog.org.

If submitting via mail or hand delivery, include one hard copy of the application and one electronic copy (saved on flash drive). Applications that are mailed or hand-delivered should be sent to:

Doni Green

NCTAAA

616 Six Flags Drive

Arlington, TX 76011

**NUTRITION AND/OR TRANSPORTATION SERVICES**

**CALL FOR PROJECTS**

**PROPOSAL COVER SHEET**

**Fiscal Year 2025**

COUNTY(IES) TO BE SERVED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SERVICES PROPOSED:

\_\_\_\_ Demand Response Transportation

\_\_\_\_ Congregate Meals

\_\_\_\_ Home-Delivered Meals

AGENCY NAME:

EXECUTIVE DIRECTOR’S NAME:

MAILING ADDRESS:

PHONE: FAX:

APPLICATION CONTACT PERSON:

Authorized Official Signature

Authorized Official Name (Typed or Printed)

Official's Title

Date

**North Central Texas Council of Governments’ Area Agency on Aging**

**P.O. Box 5888**

**Arlington, TX 76005-5888**

**(817) 695-9193**

**APPLICANT'S NOTICE OF CERTIFICATION**

It is hereby certified that the information contained in this application is current, complete, true and accurate. Further, it is certified that the individual submitting this document and the documents as part of the application is authorized to sign such documents on behalf of the applicant and to bind the applicant under any agreement that may result from the submission of the application.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Legal Name of Applicant Agency

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City State Zip Code

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Area Code) Telephone Number

 (Please Check)

 Unit of Government

 Profit Corporation

 Non-Profit Corporation

Authorized Official Signature

Authorized Official Name (Typed or Printed)

Official's Title

Date

**Narrative Questions**

Number the responses to correspond with each question, and include the title of each section (i.e., General Organizational Narrative, Congregate Meals Narrative, Home-Delivered Meals Narrative, and/or Transportation Narrative).

General Organizational Narrative

The applicant must submit one general organizational narrative, consisting of responses to the following nine questions:

1. What is your agency’s mission?

2. In what year did your agency start providing services?

3. What major programs are provided by your agency?

4. What are your agency’s major funding sources?

5. Identify any conflicts of interest that may exist. If potential conflicts of interest exist, identify the person and nature for each such potential conflict. Include in your response the relationship to any current or former board member, current or former Regional Aging Advisory Committee member, or current or former employee of the North Central Texas Council of Governments.

6. Does your agency propose delegating any aspect of service delivery (e.g., meal preparation, if bidding on nutrition services) to another entity? If so, what responsibilities will be delegated and to what entity? Was the entity selected through a competitive procurement process? If so, describe when and how the entity was selected.

7. How will your agency target older persons who have greatest economic need, greatest social need, speak primary languages other than English, have Alzheimer’s or related dementias, and/or are at risk of premature institutionalization?

8. What are your agency’s strategies for notifying older adults of services? Specify organizations with which you will partner.

 9. What is your agency’s performance record, in terms of years of experience and success in administering Title III programs? Organizations that have not contracted with NCTCOG may submit their most recent audit. In addition, they must provide at least five professional references.

Service-Specific Narratives

In addition, the applicant must submit a narrative specific to each service it proposes to provide.

*Congregate Meals Narrative*

1. From October 1, 2022 through September 30, 2023, how many eligible congregate meal clients did your agency serve? How many meals did these persons receive?
2. From October 1, 2023 through the present, how many eligible congregate meal clients has your agency served? How many congregate meals have these persons received?
3. During Fiscal Year 2025 (October 1, 2024 through September 30, 2024), how many eligible congregate meal clients do you expect to serve? How many congregate meals do you expect these persons to receive?
4. What non-Title III resources will you use to support the congregate meal program? Non-Title III resources may include local cash (i.e., non-federal or state funds) and in-kind contributions.
5. At what sites do you propose to serve congregate meals during Fiscal Year 2025?
6. What positions will support the congregate meal program? What is the number of Full Time Equivalents that will be assigned to the NCTCOG congregate meal program? What are the qualifications of key staff? Attach a resume for each key staff person.
7. How does your agency intend to assess the quality of the congregate meal program? How did your organization assess the quality of the congregate meal program during Federal Fiscal Year 2023 (i.e., October 1, 2022 – September 30, 2023)? What were the major findings of these quality assurance activities? How has your agency responded to these findings?

*Home-Delivered Meals Narrative*

1. From October 1, 2022 through September 30, 2023, how many eligible home-delivered meal clients did your agency serve? How many meals did these persons receive?
2. From October 1, 2023 through the present, how many eligible home-delivered meal clients has your agency served? How many home-delivered meals meals have these persons received?
3. During Fiscal Year 2025 (October 1, 2023 through September 30, 2024), how many eligible home-delivered meal clients do you expect to serve? How many home-delivered meals do you expect these persons to receive?
4. What non-Title III resources will you use to support the home-delivered meal program? Non-Title III resources include local cash (i.e., non-federal or state funds) or in-kind contributions.
5. What positions will support the home-delivered meal program? What is the number of Full Time Equivalents that will be assigned to the NCTCOG home-delivered meal program? What are the qualifications of key staff? Attach a resume for each key staff person.
6. How does your organization intend to assess the quality of the home-delivered meal program? How did your organization assess the quality of the home-delivered meal program during Federal Fiscal Year 2023 (i.e., October 1, 2023 – September 30, 2023)? What were the major findings of these quality assurance activities? How has your organization responded to these findings?

*Transportation Narrative*

1. From October 1, 2022 through September 30, 2023, how many riders age 60 and over did your organization transport? How many one-way trips did your agency provide to these riders?
2. From October 1, 2023 through the present, how many riders age 60 and over has your agency served? How many one-way trips have these persons received?
3. During Fiscal Year 2025 (October 1, 2024 through September 30, 2025), how many eligible transportation clients do you expect to serve? How many home-delivered meals do you expect these persons to receive?
4. What non-Title III resources will you use to support the transportation program? Non-Title III resources include local cash (i.e., non-federal or state funds) or in-kind contributions.
5. What positions will support the Title III transportation program? What is the number of Full Time Equivalents that will be assigned to the transportation program? What are the qualifications of key staff? Attach a resume for each key staff person.
6. How does your agency intend to assess the quality of the transportation program? How did your agency assess the quality of the transportation program during Fiscal Year 2023 (October 1, 2022 – September 30, 2023) ? What were the major findings of these quality assurance activities? How has your agency responded to these findings?

Budget

Use the Health and Human Services Uniform Rate Negotiation Workbook to prepare a budget and refer to the “Uniform Rate Negotiation Workbook Instructions” and “Cost Areas and Cost Categories” for guidance. Prepare operating plans and budgets for the period of October 1, 2024 through September 30, 2025. NCTCOG will renegotiate reimbursement rates with its subrecipients on an annual basis, prior to the beginning of the new fiscal year.

**Application Submittal**

Applications must be received at the North Central Texas Council of Governments no later than Tuesday, July 2, 2024 at 10:00 a.m. Applications may be mailed or hand-delivered to the following address:

North Central Texas Area Agency on Aging

616 Six Flags Drive

Arlington, TX 76011

Attention: Doni Green

Alternatively, applications may be emailed to Doni Green at dgreen@nctcog.org

**Selection Criteria**

The NCTAAA will evaluate submitted applications based on a competitive process that takes into consideration potential program effectiveness (weighted at 40%), cost effectiveness (weighted at 25%), performance history (weighted at 20%), quality assurance activities (weighted at 10%), and staff capability (5%). Program-specific selection criteria are as follows:

1. Potential Program Effectiveness (40%)
* Potential program effectiveness will be assessed on the basis of number of unduplicated participants age 60 and over to be served and number of meals projected to be served during Fiscal Year 2025.
1. Cost Effectiveness (25%)
* Cost effectiveness will be assessed on the basis of proposed cost per unit of service and cost per client.
1. Performance History (20%)
* Performance history will be assessed on the basis of the respondent’s history of providing Older Americans Act services. Specific attention will be given to the number of findings, severity of findings, and timeliness and accuracy in submitting program and fiscal reports.
1. Quality Assurance Activities (10%)
* Quality assurance activities will be assessed on the basis of the plan for ensuring client satisfaction and ability to use satisfaction data to improve program services.
1. Staff Capability (5%)
* Staff capability will be assessed on the basis of depth and breadth of staffing, clarity of job descriptions, and job qualifications reflected in the application for the professional and technical staff persons who would work on the project.