

Manhattan Senior Citizens Council, Inc
PO Box 5
Manhattan MT 59741-0005

March 27, 2026

RMDC, Inc
PO Box 1717
Helena MT 59624-1717

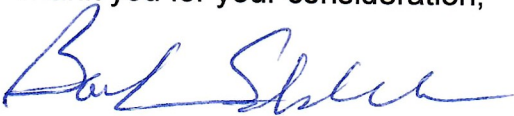
Dear Rocky Agency on Aging,

Please find attached the letter of Intent for the fiscal year of 2027 contract with Rocky Agency on Aging. The Manhattan Senior Center has been operating independently for almost four years, as we moved away from under the leadership of the Bozeman Senior Center in 2022. Through trials and errors, the Manhattan Senior Center Board of Directors have "re-formed" and are a part of the everyday dynamics of the center's activities. The Board of Directors, volunteers and with the help of our past Executive Director, and past Vice President we have worked hard to re-organize the space and join in the media world. Our new website is working well and our Facebook page is posting activities. Small updates to our building that we have been operating out of for the past 52 years, like new coat of paint, has brightened up our space. During the past 52 years the Manhattan Senior Center has always been a social gathering place for meals both congregate and home delivered, activities and educational programs to the Manhattan area.

Since we are no longer under the leadership of Bozeman Senior Center, the Board of Directors found that there is lack of leadership instructions, job descriptions, job duties, now that the Manhattan Senior Center has taken on the administrative duties that we originally passed the required information to Bozeman senior center administration. This also included the filing requirements to Rocky Agency, Internal Revenue Service, State and Gallatin County. The Board of Directors at Manhattan Senior Center hired a part-time bookkeeper and a part-time administrative assistant, under the direction of the Board, to maintain the income and required reports which needed to be filed correctly. As we have been growing independently, this is requiring our small senior center in Manhattan to employ a director. With diligent work from the Board and the community, Manhattan Senior center is learning and working on fundraising efforts to be able to come close to partially funding a part-time Director at a livable wage for the Gallatin County, which is our goal.

As a result, the Manhattan Senior Center is appealing that our contract be renewed at the requested level.

Thank you for your consideration,



Barbara Schneidenbach, Treasurer
Manhattan Board of Directors
Manhattan Senior Center

LETTER OF INTENT TO APPLY FOR CONTRACT

Under Title III of the Older Americans Act
Fiscal Year July 1, 2026 through June 30, 2027

Summary Sheet

Applicant Agency: Manhattan Senior Center Project Director: Barb Schneidenbach
Mailing Address: PO Box 5 Street Address: 102 E. Main Street
City, State, Zip: Manhattan, MT 59741-0005 City, State, Zip: Manhattan, MT 59741
E-Mail: manhattanseniorcenter@gmail.com E-Mail: manhattanseniorcenter@gmail.com

Type of Organization:

City County Private Non-Profit Other (specify): Public non-profit

Geographic area to be served: Gallatin County with focus on Manhattan, Montana

| List services to be provided: | Estimated # of unduplicated <i>persons</i> to be served during project period for each service type: | Estimated # of unduplicated <i>units</i> of service during project period for each listed service type: |
|-------------------------------|--|---|
| <u>Home Delivered Meals</u> | <u>40</u> | <u>2150</u> |
| <u>Congregate Meals</u> | <u>65</u> | <u>1750</u> |
| <u> </u> | <u> </u> | <u> </u> |
| <u> </u> | <u> </u> | <u> </u> |

Applicant agrees that the project described in this Letter of Intent will be operational July 1, 2026 through June 30, 2027 and certifies that to the best of my knowledge and belief, the information in this application is true and correct and the attached conditions will be complied with if the contract is awarded.

Larry Vanover

Type or print person authorized to sign

President

Title

Barbara Schneidenbach

Type or print person authorized to sign

Treasurer

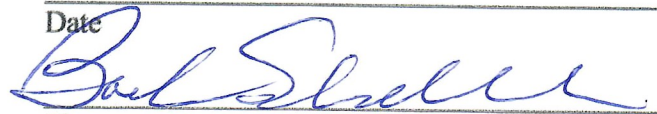
Title



Signature

March 26, 2026

Date



Signature

March 26, 2026

Date

LETTER OF INTENT TO APPLY FOR CONTRACT
Under Title III of the Older Americans Act
Fiscal Year July 1, 2026 through June 30, 2027

Project Description Sheet

(Please fill out a *Project Description Sheet* for each service provided.
Attach additional pages if necessary to complete the following questions.)

1. Service or Project name: **Home Delivered Meals**

2. Provide a description of how your program will spend the Title III funding.

A little history: Our Home Delivered Meal Program is thriving and providing meals, social contact, and various educational and mentally stimulating activities to homebound individuals over the age of 60 who are no longer able to prepare meals on their own or unable to leave their homes due to health issues or concerns. We have been operating under Bozeman Senior Center administration for over 40 years and for the past 4 years we have been operating independently. The Manhattan Senior Center has had many challenges, some rocky situations and our learning curve has been a crazy adventure, to say the least!

Manhattan Senior Center Home Delivered Meals are delivered by dedicated volunteer drivers, three days a week, Tuesday – Thursday, at no expense to the Senior Center. Volunteers provide their own vehicles and gas to make Meals on Wheels successful with our two delivery routes.

Currently, our Executive Director resigned in April 2025 and this open position is, at present, being advertised as part-time position and is partially funded. Our goal is to set up the Manhattan Senior Center to maintain services for the long term. If extra funding was available, we would be able to increase the compensation to the Senior Center's Executive Director and increase our Home Delivered Meals for 5 days a week. The current funding level is not sufficient to maintain administrative employees in our Gallatin County.

The Manhattan Senior Center has operated for 52 years in its current location. During that time Manhattan has faithfully prepared and delivered meals for area seniors who wouldn't receive a meal otherwise. ⊕

3. Statement of how your project will coordinate services with other community programs. (Include a description of referral systems.)

The following list reflect resources and sources of referrals for the Manhattan Senior Center demonstrating the collaborative and reciprocal working relationships established in the local community. Many of these agencies work with older adults and refer clients to us for health and wellness, educational programs or home delivered meals. In turn we rely on these organizations as resources to refer our seniors to when their expertise is required.

Town of Manhattan
Manhattan Chamber of Commerce
Manhattan Bank
Manhattan Public Schools
Manhattan Community Library
Bozeman Deaconess Hospital
Area IV Agency on Aging
HRDC
Gallatin Valley Food Bank
Churchill Retirement Home
Ladies Auxiliary Post 87
Parkhaven Retirement & Assisted Living Community

Gallatin Conservation District
L & F Market
Bozeman Daily Chronicle
Belgrade News
FCCLA Club
Local 4H Clubs
Montana Red Cross
Headwaters Food Bank
Qualicare
Gallatin County Health Department
American Legion Post 87

4. Statement of how your project will fulfill the mission of the Older Americans Act. (Include a description of criteria for selection of clients, outreach and targeting activities and how the project fulfills the objectives of the Older Americans Act.)

The mission of the Home Delivered Meal Program under the Older Americans Act is to provide nutritious meals to homebound individuals over the age of 60. We target individuals 60 and over living on limited incomes, living alone with limited family support and coping with multiple health issues.

Eligibility: The Home Delivered Meal Program is open to homebound individuals living throughout the greater Manhattan area. Individuals may call the Senior Center, fill out the necessary paperwork, and have meals delivered to them as needed while they recuperate from surgery or recover from an extended illness.

The Home Delivered Meal Program has been expanded to include 2 routes for the Manhattan area.

Goals/Objectives of the Home Delivered Meal Program:

To provide nutritious meals to older adults who are homebound because of health issues and lack of transportation.

To have someone check on homebound seniors each day to be sure they are okay.

To provide a small amount of socialization each day.

To make these homebound seniors aware of other community services that may benefit them.

To keep vulnerable older adults out of the adjusted living and nursing homes as long as safely possible.

To reduce the incidence of malnutrition in older adults.

To especially target the vulnerable elderly: those on low-income, with little family support, living alone, and with multiple health concerns.

To provide meals to individuals in more rural areas who have no access to transportation or resources.

To keep the suggested donation as affordable as possible.

+

5. If extra funding was available, what would you do to increase services and how would you plan to spend the money?

If extra funding was available, we would be able to increase the compensation to the Senior Center's Executive Director. Currently, the open position of director is being advertised part-time and is partially funded. Our goal is to set up the Manhattan Senior Center to maintain services for the long term and with a future goal of opening our service of providing to our seniors for five days a week. The Senior Center's many upgrades have allowed it to be ready for future programs and activities. Towards that goal the Senior Center is in need to fully compensate a director. The director will be overseeing meal prep, ordering raw food, overseeing stocked food, organizing volunteers for both congregate and home delivered meals, grant and contract writing, fundraising, and overall problem solving. The director will keep the Center running smoothly, be the face of the Manhattan Senior Center and, so critical, building our relationship with Manhattan community.

The Older Americans Act requirements state that aging providers are supposed to "target resources from all appropriate sources to meet the needs of older persons with the greatest economic or social need, with particular attention to low income, low income minority, those residing in rural areas, and elders who are disabled and frail. Providers are also required to ensure access to service based on certain economic, demographic and geographic factors."

6. Please provide letters of support from other local community-based and/or institutional programs, agencies or organizations involved with older adults.
7. List wage range of all employees funded in full or in part by this contract: \$ 20.00 to \$ 23.00.
8. Is this project covered by liability insurance? Yes How much? \$4 million aggregate
8. How many years has this project received Title III funds: 43yrs Bozeman, 4 Manhattan
10. Please provide a **detailed** estimated budget for this Title III service for the fiscal year 2026-2027 as follows (list appropriate estimated resources):

PLEASE FILL IN THE FORM BELOW, YOU MAY SUBMIT ADDITIONAL SUPPORTING DOCUMENTATION IF NECESSARY.
(Your expenses should equal your resources)

Expenses:

| | |
|-----------------------|-------------------------|
| Personnel and fringe: | <u>38,822</u> |
| Supplies: | <u>3,640</u> |
| Raw food/meals: | <u>11,960</u> |
| Commodities: | <u>416</u> |
| Communications: | <u>0</u> |
| Utilities: | <u>1,196</u> |
| Repairs/maintenance: | <u>510</u> |
| Travel/training: | <u>260</u> |
| Building space: | <u>1,560</u> |
| Insurance: | <u>988</u> |
| Equipment: | <u>520</u> |
| Contracted services: | <u>0</u> |
| Audit: | <u> </u> |
| Other: | <u>1,300</u> |
| TOTAL: | \$ <u>61,172</u> |

Resources:

| | |
|------------------|-------------------------|
| Area IV Funds: | <u>22,783</u> |
| Project income: | <u>10,920</u> |
| Other Resources: | <u>14,608</u> |
| Cash in Lieu: | <u> </u> |
| Commodities: | <u>884</u> |
| Match: | <u>4,177</u> |
| Other: | <u>7,800</u> |
| Other: | <u> </u> |
| TOTAL: | \$ <u>61,172</u> |

Application deadline - The electronic application and 2 copies must be received by Rocky before 4 p.m. Friday, March 27, 2026. Applications received after this deadline date will not be considered for funding.

The contractor presentations will be on Zoom again this year.

The date of the Area IV Board Meeting is May 21, 2026 at 9:00am.

LETTER OF INTENT TO APPLY FOR CONTRACT

Under Title III of the Older Americans Act
Fiscal Year July 1, 2026 through June 30, 2027

Project Description Sheet

(Please fill out a *Project Description Sheet* for each service provided.
Attach additional pages if necessary to complete the following questions.)

1. Service or Project name: **Congregate Meals**

2. Provide a description of how your program will spend the Title III funding.

So, a little history for the Congregate meal program: The Congregate Meal Program has been rocky for a short term this fiscal year. In April of 2025 we closed congregare meals for 2 months. This was due to losing two board members, the Executive Director resigning in April, and the loss of 2 volunteers who helped with meal prep. The surviving Board members worked diligently in recruiting new Board members along with volunteers and with training, the Senior center opened again for congregare meals and as of January of 2026 the center is back serving 3 meals a week. With a new Board of Directors taking on roles to supplement the Senior Center they then focused on the challenges of administration regulations and reporting requirements.

The Congregate Meal Program is the foundation for all our Senior Center programs, activities and services. Congregate meals are prepared and served 3 days a week at the Manhattan Senior Center, thus making a nutrition and healthy living an integral part of the foundation for programs and service assessments. Activities are scheduled with the idea that seniors will include a nutritious meals before their participation in programs.

If extra funding is available, we would be able to hire an Executive Director with compensation that current is only partially funded. Unfortunately, the current funding level is not sufficient to maintain administrative employees in the Gallatin County. The workload is too high for a part-time Director position, this is why we are requesting an increase in funding in hopes of hiring a new Executive Director.

3. Statement of how your project will coordinate services with other community programs. (Include a description of referral systems.)

The following lists reflect resources and sources of referrals for the Manhattan Senior Center demonstrating the collaborative and reciprocal working relationships established in the local community. Many of these agencies work with older adults and refer clients to us for health and wellness, educational, programs or home delivered meals. In turn we rely on these organizations as resources to refer our seniors to when their expertise is required.

Town of Manhattan
Manhattan Chamber of Commerce
Manhattan Bank
Manhattan Public Schools
Manhattan Community Library
Bozeman Deaconess Hospital
Area IV Agency on Aging
HRDC
Gallatin Valley Food Bank
Churchill Retirement Home
Ladies Auxilliary Post 87
American Legion Post 87
Parkhaven Retirement & Assisted Living Community

Gallatin Conservation District
L & F Market
Bozeman Daily Chronicle
Belgrade News
FCCLA Club
Local 4H Clubs
Montana Red Cross
Headwaters Food Bank
Qualicare
Gallatin County Health Department

4. Statement of how your project will fulfill the mission of the Older Americans Act. (Include a description of criteria for selection of clients, outreach and targeting activities and how the project fulfills the objectives of the Older Americans Act.)

The goal of the Manhattan Senior Center is to keep older citizens independent and in their homes, as long as safely possible, provide nutritious meals and offer opportunities for social interaction, The work that the board and our volunteers have been doing to update the Center's space and business practices will allow the Manhattan Senior Center to reach those goals, In the greater Manhattan area, 26% of the population is aged 60 and above. These updates position the Senior Center to better reach these individuals and provide needed services.

Eligibility: Our nutrition program is available to all seniors 60 and over with a focus targeting those over 75, the low income, the veteran, the frail and lonely and depressed individual trying to remain independent in their home. Seniors are invited to come to the Center for a nutritious meal and social interaction with other seniors. Meals are served at the Center in addition to human contact and social activity go a long way in improving a senior's quality of life. Our goal is to keep all our programs and services affordable as possible since many of our clients are living at or below poverty level. No one is turned away for an inability to pay.

With the use of brochures, newsletters, radio, social media, and focused networking with other organizations with a similar goal, we work to keep the community informed about the Nutritional Programs for the Manhattan senior community, surrounding rural areas and Gallatin County. Monthly menus are published in the local newspapers along with current activities offered at the Center.

5. If extra funding was available, what would you do to increase services and how would you plan to spend the money?

If extra funding was available, we would be able to increase the compensation to the Senior Center's Executive Director. Currently, the open position of director is being advertised part-time and is partially funded. Our goal is to set up the Manhattan Senior Center to maintain services for the long term and with a future goal of opening our service of providing to our seniors for five days a week. The Senior Center's many upgrades have allowed it to be ready for future programs and activities. Towards that goal the Senior Center is in need to fully compensate a director. The director will be overseeing meal prep, ordering raw food, overseeing stocked food, organizing volunteers for both congregate and home delivered meals, grant and contract writing, fundraising, and overall problem solving. The director will keep the Center running smoothly, building our relationship with Manhattan community, and be the face of the Manhattan Senior Center.

The Older Americans Act requirements state that aging providers are supposed to "target resources from all appropriate sources to meet the needs of older persons with the greatest economic or social need, with particular attention to low income, low income minority, those residing in rural areas, and elders who are disabled and frail. Providers are also required to ensure access to service based on certain economic, demographic and geographic factors."

6. Please provide letters of support from other local community-based and/or institutional programs, agencies or organizations involved with older adults.
7. List wage range of all employees funded in full or in part by this contract: \$ 20.00 to \$ 23.00.
8. Is this project covered by liability insurance? Yes How much? \$4mil aggregate
8. How many years has this project received Title III funds: 43yr Bozeman/4yrs Manhattan
10. Please provide a **detailed** estimated budget for this Title III service for the fiscal year 2026-2027 as follows (list appropriate estimated resources):

PLEASE FILL IN THE FORM BELOW, YOU MAY SUBMIT ADDITIONAL SUPPORTING DOCUMENTATION IF NECESSARY.
(Your expenses should equal your resources)

Expenses:

| | |
|-----------------------|-------------------------|
| Personnel and fringe: | <u>35,836</u> |
| Supplies: | <u>3,360</u> |
| Raw food/meals: | <u>11,040</u> |
| Commodities: | <u>384</u> |
| Communications: | <u>0</u> |
| Utilities: | <u>1,104</u> |
| Repairs/maintenance: | <u>470</u> |
| Travel/training: | <u>240</u> |
| Building space: | <u>1,440</u> |
| Insurance: | <u>912</u> |
| Equipment: | <u>480</u> |
| Contracted services: | <u>0</u> |
| Audit: | <u>0</u> |
| Other: | <u>1,200</u> |
| TOTAL: | \$ <u>56,466</u> |

Resources:

| | |
|------------------|-------------------------|
| Area IV Funds: | <u>21,031</u> |
| Project income: | <u>10,080</u> |
| Other Resources: | <u>13,484</u> |
| Cash in Lieu: | <u> </u> |
| Commodities: | <u>816</u> |
| Match: | <u>3,855</u> |
| Other: | <u>7,200</u> |
| Other: | <u> </u> |
| TOTAL: | \$ <u>56,466</u> |

Application deadline - The electronic application and 2 copies must be received by Rocky before 4 p.m. Friday, March 27, 2026. Applications received after this deadline date will not be considered for funding.

The contractor presentations will be on Zoom again this year.

The date of the Area IV Board Meeting is May 21, 2026 at 9:00am.

March 21, 2026

Heather Nicholson
Program Manager
Rocky's Agency on Aging

RE: Manhattan Senior Center
Manhattan, MT 59741

Dear Heather Nicholson:

I am writing this letter to express my support for the Senior Center and meal program in Manhattan, MT. This is a community-based resource program for both our aging population in town as well as our youth to foster a close-knit community. This a great venue for our elderly population to get out and see their friends and also provides them with some excellent and well-priced meals. Our senior center program also invites our community to enjoy lunch with their friends and relatives at the senior center. This service is carried out by dedicated community volunteers and is immensely popular. Those that are unable to travel out on their own to receive a healthy meal due to weather, physical condition or other situations on a consistent basis are taken meals by volunteers.

The Senior Center and meals program benefits our community in innumerable ways and serves as a valuable resource for us all. I believe that being surrounded by great people over a delicious nutritious meal is invaluable to our residents. The Senior Center is a source of camaraderie and fellowship for members and all who attend their functions. Most of the members are long-time residents that over the years have shaped, influenced, and built this wonderful community of Manhattan. I feel it would be a great disservice to not return the favor to serve them now.

Sincerely,

A handwritten signature in black ink, appearing to read 'Traig Howells', with a long horizontal line extending to the right from the end of the signature.

Traig Howells, Mayor

Town of Manhattan

Manhattan, MT 59741



March 23, 2026

Hi Heather,

You and I have communicated a few times in the last year and a half, so we are slightly familiar with each other. I appreciate what you do to help us stay on track. I have been asked again to write a letter of support for our Manhattan Senior Center.

What a difference a year makes! We were struggling a great deal, and we have come so far! I would love to list all that's happened, but I'll just say that things are good, things are looking up, we are growing, we are excited! People tell me they feel a family spirit growing here in our little Senior Center.

When our Seniors receive acceptance, appreciation, and approval, when they feel they belong to our family, they flourish. The trouble is we are only scratching the surface of the potential here in Manhattan. Too many Manhattan Seniors can go for days without speaking to someone. I see them in the grocery store and the Post Office and walking by my house.

The words of a song my college choir sang back in the early '70's come to mind:

Lonely eyes, I see them in the subway,
Burdened by the worries of the day:
Men at leisure,
but they're so unhappy,
Tired of foolish roles they try to play.
Lonely people do I see,
Lonely people haunt my memory.

Lonely people live in every city,
Men who face a dark and lonely grace.
Lonely faces do I see,
Lonely faces calling out to me.

Manhattan Senior Center's first annual fundraising month was last October. It was more of a success than we thought possible! We discovered our community was behind us, and we will take advantage of that every way we can. But we really need the funding that is supplied through the Rocky Mountain Development Council. That is what has kept us going for years. We are grateful and request your continued support.

"Lonely people do I see..." they are my neighbors! "Lonely faces are calling out to me!" They walk with the burden of loneliness and isolation on their back! I hope you will assist us as we put our shoulder under their burden and help them along their way.

With you as part of our team we will make a difference!

Thank you,

Larry W Vanover