

LETTER OF INTENT TO APPLY FOR CONTRACT

Under Title III of the Older Americans Act  
Fiscal Year July 1, 2025 through June 30, 2026

Summary Sheet

Applicant Agency: Livingston Meals on Wheels Project Director: Tabatha Streuly  
Mailing Address: 817 W Park St Street Address: 206 S Main St  
City, State, Zip: Livingston, MT 59047 City, State, Zip: Livingston, MT 59047  
E-Mail: Livingstonmow22@gmail.com E-Mail: livingstonmow22@gmail.com

Type of Organization:

☐ City ☐ County ☒ Private Non-Profit ☐ Other (specify): \_\_\_\_\_

Geographic area to be served: Park County

List services to be provided:

Congregate

Home Delivery

Estimated # of unduplicated *persons*  
to be served during project period for  
each service type:  
140

120

Estimated # of unduplicated *units* of  
service during project period for each  
listed service type:  
4500

8500

Applicant agrees that the project described in this Letter of Intent will be operational July 1, 2025 through June 30, 2026 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.

Tabatha Streuly

Type or print person authorized to sign

Executive Director

Title

Jackie Alderman

Type or print person authorized to sign

Board Member

Title

Tabatha Streuly  
Signature

Date

3/17/2025  
Jackie Alderman  
Signature

Date

Livingston Meals on Wheels works closely with Angel Line and RSVP to ensure our seniors are able to come to the center to eat and socialize with other seniors.

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.)

All congregate seniors 60 years and older in age will receive one meal a day regardless of race, sexual orientation, income level, or religious beliefs.

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

We work on marketing our program more to reach more seniors and hopefully bring in the younger seniors to eat and socialize. If more funding was available we would be able to provide salad bar more than one day a week.

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: \$ 26 to \$ 15.
8. Is this project covered by liability insurance? yes How much? 1,000,000 per occurrence
8. How many years has this project received Title III funds: 49
10. Please provide a **detailed** estimated budget for this Title III service for the fiscal year 2025-2026 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>\$60,000</u>
Supplies:	<u>\$7,200</u>
Raw food/meals:	<u>\$20,000</u>
Commodities:	<u>\$2,000</u>
Communications:	<u>\$200</u>
Utilities:	<u>\$2,000</u>
Repairs/maintenance:	<u>\$4,000</u>
Travel/training:	<u>\$1,200</u>
Building space:	<u>\$7,200</u>
Insurance:	<u>\$2,400</u>
Equipment:	<u>\$740</u>
Contracted services:	<u>\$3,850</u>
Audit:	<u></u>
Other:	<u></u>
<b>TOTAL:</b>	<b>\$ <u>110,790</u></b>

**Resources:**

Area IV Funds:	<u>\$73,000</u>
Project income:	<u>\$12,680</u>
Other Resources:	<u>\$7,110</u>
Cash in Lieu:	<u></u>
Commodities:	<u>\$3,000</u>
Match:	<u>\$15,000</u>
Other:	<u></u>
Other:	<u></u>
<b>TOTAL:</b>	<b>\$ <u>110,790</u></b>

**Application deadline - The electronic application and 2 copies must be received by Rocky before 4 p.m. Friday, March 28, 2025. 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 15, 2025 at 9:00am.**

# LETTER OF INTENT TO APPLY FOR CONTRACT

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Fiscal Year July 1, 2025 through June 30, 2026

## 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: **Livingston Meals on Wheels Home Delivery**
2. Provide a description of how your program will spend the Title III funding.  

The monthly payment from Area IV Agency will provide funding for wages, food costs, rent, business expenses, and packaging for home delivered meals.
3. Statement of how your project will coordinate services with other community programs. (Include a description of referral systems.)  

Livingston Meals on Wheels works closely with Livingston Health and Rehab as well as Livingston Healthcare to provide home bound clients with one nutritious meal a day when discharged from nursing home or hospital settings. To make the transitions home easier and keeping seniors living independently longer. We work with RSVP to ensure our clients receive meals to their homes three days a week but providing food for 5 days a week.

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.)

All homebound seniors 60 years and older in age will receive one nutritious meal a day regardless of race, sexual orientation, income level, or religious beliefs.

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

If we extra funding was available we would work on expanding our delivery area in the county. We are willing to serve clients in Shields Valley and Paradise Valley.

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.”

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(Your expenses should equal your resources)

**Expenses:**

Personnel and fringe:	<u>\$90,000</u>
Supplies:	<u>\$10,800</u>
Raw food/meals:	<u>\$30,000</u>
Commodities:	<u>\$3,000</u>
Communications:	<u>\$300</u>
Utilities:	<u>\$3,000</u>
Repairs/maintenance:	<u>\$6,000</u>
Travel/training:	<u>\$1,800</u>
Building space:	<u>\$10,800</u>
Insurance:	<u>\$3,600</u>
Equipment:	<u>\$1,110</u>
Contracted services:	<u>\$5,775</u>
Audit:	<u></u>
Other:	<u></u>
<b>TOTAL:</b>	<b>\$ <u>166,185</u></b>

**Resources:**

Area IV Funds:	<u>\$105,000</u>
Project income:	<u>\$17,600</u>
Other Resources:	<u>\$20,085</u>
Cash in Lieu:	<u></u>
Commodities:	<u>\$3,500</u>
Match:	<u>\$20,000</u>
Other:	<u></u>
Other:	<u></u>
<b>TOTAL:</b>	<b>\$ <u>166,185</u></b>

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Angel Line Senior and Disabled  
Transportation Program  
414 East Callender Street  
Livingston, MT 59047

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Heather Nicholson, Program Director  
RMDC, Area IV Agency on Aging  
P.O. Box 1717  
Helena, MT 59624-1717

February 28, 2025

Dear Heather,

I am writing in support of the Meals on Wheels program in Park County. Funding through the Area IV Agency on Aging is an important part of the program's viability. Many of Park County's seniors depend on Meals on Wheels for their nutritional needs and with so many seniors living at poverty level affordable meals are extremely important.

Meals on Wheels continues to be such an important program for seniors. Meals on Wheels in addition to being a primary source of nutritious meals for many seniors also provides social interaction in a congregate meal setting. The social aspect is an important element of the program.

Isolation becomes a problem for many seniors and Meals on Wheels really helps fill that void through the home delivery program. Home delivery of nutritious meals is extremely important for the seniors who need the service.

Please continue funding this vital program for senior citizens. Thank you so much for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Kendra Fox", written over a horizontal line.

Kendra Fox  
Angel Line Site Manager



BUILDING A  
BETTER  
COMMUNITY

thehrdc.org



e: hello@

March 4, 2025

Heather Nicholson  
RMDC Area IV Agency on Aging  
PO Box 1717  
Helena, MT 59624-1717

Dear Ms Nicholson,

I am writing this letter of support on behalf of Meals On Wheels in Livingston MT.( Park County) MOW is such a vital service to many of our elderly citizens of Park County. As the Senior Programs service navigator for HRDC, I see firsthand how crucial this program is for our ever growing aging population. Not only does MOW provide a hot nutritious meal but provides much needed personal interaction which is often absent from a seniors life.

Please continue your support and funding for this most important and essential service in Park County. If you have any questions, please do not hesitate to contact me.

Sincerely

Lisa Wesley  
Senior Program Service Navigator  
SHIP Counselor  
RSVP Coordinator  
406 333-2537  
lwesley@the hrdc.org

RSVP

Program of HRDC

p: (406) 333-2537  
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Livingston, MT 59047

p: 406.587.4486  
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a: 32 South Tracy  
Bozeman, Montana 59715

**HRDC**  
BUILDING A BETTER COMMUNITY