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: Rocky Tri-Cou	nty Nutrition	Project Director: Mindy Diehl					
Mailing Address: P.O. Box 17		Street Address: 200 South Cruse Avenue					
City, State, Zip: Helena, MT 5		City, State, Zip: Helena, MT 59601					
E-Mail: mdiehl@rmdc.net		E-Mail: lladas@rmdc.net					
Type of Organization: City County Geographic area to be served:	Private Non-Profi						
List services to be provided:	Estimated # of unduplic to be served during pro- each service type: 1,200	cated persons	Estimated # of unduplicated <i>units</i> of service during project period for each listed service type: 24,000				
Home Delivered Meals	800		87,000				
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.							
Lori Ladas	be complied with						
Type or print person authorized to sign	*	Fori Jadas Signature					
Executive Director		3/25/25					
Title		Date					
Mindy Diehl		dlinder 1	Sie W				
Type or print person authorized to sign		Signature					
Senior Nutrition & Transportation Pro	gram Director	3/25/25					
Title	_ *	Date					

LETTER OF INTENT TO APPLY FOR CONTRACT

Under Title III of the Older Americans Act 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: Tri-County Home Delivered Meal Program
- 2. Provide a description of how your program will spend the Title III funding.

Title III funding will be used to support key operational expenses necessary for running our home delivered meal programs in Lewis and Clark, Broadwater, and Jefferson counties efficiently.

By strategically utilizing these funds, Rocky aims to sustain and enhance our home delivered meal program, ensuring continued support for older adults who rely on this program. In fiscal year 2024, we provided 87,255 meals to 835 older adults. See Attachment A.

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

Rocky actively collaborates with various community organizations to enhance the effectiveness and reach of our home delivered meal program. Through strategic partnerships, we ensure that Title III funding is maximized to provide comprehensive support for our clients. See Attachment B.

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.)

Rocky's home delivered meal program is committed to upholding the mission of the Older Americans Act (OAA) by enhancing the health, independence, and well-being of older adults in the Tri-Counties through nutritious meals and vital community connections. Our program ensures that older adults, particularly those who are homebound, have consistent access to balanced, diet-appropriate meals that support their overall health and prevent malnutrition.

Beyond meal delivery, we foster social engagement and safety by providing regular wellness checks, connecting participants with essential services, and reducing isolation—key priorities of the OAA. By coordinating with local agencies, healthcare providers, and volunteers, Rocky's home delivered meal program maximizes resources to create a comprehensive support network that enables older adults to age with dignity in their own homes.

Through these efforts, Rocky's home delivered meal program directly aligns with the OAA's goal of empowering older adults to maintain their independence, improve their quality of life, and remain active members of their communities.

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

The increased request for funding will help in defraying the continually increasing cost and delivery of food products for the program.

Extra funding will also be needed to support the program as other community funding sources decline (County Mill, CSBG, etc.).

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: \$12.72 to \$37.33
8.	Is this project covered by liability insurance? Yes How much? See attached
8.	How many years has this project received Title III funds: 55 years
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:		Resources:				
Personnel and fringe:	\$162,370.91					
Supplies:	\$31,595	Area IV Funds:	\$200,000			
Raw food/meals:	\$405,012.29	Project income:	\$111,200			
Commodities:	\$4,000	Other Resources:	\$11,204.05			
Communications:	\$9,865.20	Cash in Lieu:	\$20,472			
Utilities:	\$0 \$5,225	Commodities:	\$3,800 \$345,089.64			
		Match:				
Repairs/maintenance:	\$6,270	Other:	\$			
Travel/training: Building space:	\$10,549.80	Other:	\$8,600			
Insurance:	\$16,982.53					
Equipment:	\$0					
Contracted services:	\$1,200	•	Y Bu-			
Audit:	\$1,500					
Other:	\$45,794.96		F. A. Maria Caratteria (N. 1977)			
TOTAL:	\$700,365.69	TOTAL:	\$5700,365.69			

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.

FY26 Budget Narrative for Area IV Grant Request (Attachment A)

Tri-County Nutrition Program

Home Delivered Meals

Expenditures – Please note all expenditures are projected based upon actual expenditures in prior years and the estimated expenses for FY26.

Personnel and fringe benefits for employees working at six different locations include:

- 1) Wages based on projected FY26 include six employees working full and part-time for a total of 5,304 hours or an equivalent of 2.75 FTEs.
- 2) Fringe benefits: FICA at 7.65%; workers' compensation of 1.53% for kitchen and delivery personnel; and unemployment insurance at 1.60%;
- 3) Health and life insurance benefits equal to \$1075.00 per month for a full-time employee;
- 4) Employee Assistance Program at \$45.84 for all employees; and,
- 5) A pension plan contribution of 3% calculated on gross wages paid.

Supplies include projected expenses for minor equipment, office, meal service supplies and other supplies.

Raw food and meals include the projected expenses for groceries. Rocky Mountain Development Council, Inc. (Rocky) bases grocery charges by comparing the amount of home delivered meals in a month to that month's grocery expenses.

Commodities include expenses for groceries received through the Commodities Program (NSIP).

Communications include projected expense for phone service (lines, long distance phone calls = \$4,163.40), postage (\$975), and internet and computer network fees (\$4,726.80).

Repairs and maintenance expenses consist of maintenance to equipment, vehicles, and tools.

Travel and trainings costs include mileage for staff when using personal vehicles and some travel related to training.

Building Space costs consist of rent and/or utility charges for the programs residing in Helena and Capital Transfer and Storage (for Home Delivered Meals trays).

Insurance costs are related to general commercial liability, automobile liability and excess umbrella liability policies.

Audit fees are prorated among all Rocky programs based upon program expenses and the auditor's time allotted to the programs. Rocky is subject to an annual audit because many of the programs, including the Tri-County Nutrition Program, receive federal and state funding.

Other costs include such items as indirect costs, advertising, photo copies, membership dues and volunteer expenses such as insurance, recruitment, background checks and recognition.

It is significant to note that Rocky has a provisional indirect cost rate of 13.9% that is negotiated with our cognizant agency, the Department of Public Health and Human Services, which we currently charge. The rate is applicable to all Rocky programs and is calculated based upon total program expenses (less any exclusions). Indirect cost allocations pay for the program support provided by the administrative, human resources, and fiscal departments.

Resources

Area IV Funds include all federal and state funds requested to support the home delivered meal program in the Counties of Lewis & Clark, Jefferson, and Broadwater.

Project Income includes revenues from the suggested meal donations.

Other funding resources include designated donations through United Way of Lewis and Clark County, incentives from Sysco, and unrestricted Rocky funds. A minor amount of funding comes from fundraising from private sources.

Medicaid is also included in the "Other" category. We invoice Medicaid monthly for Medicaid waiver eligible home delivered meal recipients.

Cash in Lieu and Commodities represent federal funding received from the Department of Public Health and Human Services in groceries and in cash.

Match County Mill funding for the home delivered meal program from Lewis and Clark, Broadwater and Jefferson Counties.

FY26 Narrative for Area IV Grant Request (Attachment B)

Tri-County Nutrition Program

Home Delivered Meals

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

With a strong commitment to community well-being, Rocky has operated its home delivered meal program for 55 years, currently serving Broadwater, Jefferson, and Lewis & Clark counties. Rocky's home delivered meal program serve older adults who are homebound, have limited mobility, or encounter challenges that hinder their access to food and ability to live independently. Rocky's home delivered meal program deliver nutritious weekday meals, warm conversation and regular safety checks to participants in Augusta, Helena (includes E. Helena and Helena Valley), Lincoln, Townsend, Whitehall and Boulder. Meals meet one-third of daily dietary requirements, as outlined by the U.S. Department of Agriculture.

Rocky's Senior Nutrition staff ensures that no individual aged 60 or older is denied a meal due to an inability or decision not to contribute toward the cost. The program is available to those 60 and older, with a suggested contribution of \$5.00 per meal.

In order to assist more older adults to remain in their home, the home delivered meal program works closely with:

- Rocky's Agency on Aging
- Rocky's Foster Grandparent Program, Retired & Senior Volunteer Program, and Senior Companion Program
- AARP
- Home Health Care and Hospice services
- Hospital Health Discharge Planning Units
- Medicaid Case Management Programs
- Adult Protective Services
- Area housing facilities
- Human Service Office in Broadwater, Jefferson, and Lewis & Clark Counties
- Local food pantries
- Physicians, nursing homes and assisted living facilities
- Veteran's Administration

In addition to receiving referrals for the home delivered meal program, referrals are made to the above listed agencies on behalf of the program participants if they need these services. By integrating these efforts, Rocky's home delivered meal program ensures that older adults receive nutritious meals while also benefiting from a network of supportive community services.

FY26 Area IV Grant Request Tri-County Nutrition Program Statistics Congregate Meals & Home Delivered Meals

Location: Augusta

Days of Operation: Monday-Friday

Programs: Congregate and Home Delivered Meals

Total # of Congregate Meals in FY24: 1,243 Total # of Home Delivered Meals in FY24: 5,163

Location: Boulder

Days of Operation: Tuesday-Thursday

Programs: Congregate and Home Delivered Meals

Total # of Congregate Meals in FY24: 654

Total # of Home Delivered Meals in FY24: 1,450

Location: Helena

Days of Operation: Monday-Friday

Programs: Congregate, Home Delivered Meals, and Head Start

Total # of Congregate Meals in FY24: 9,646

Total # of Home Delivered Meals in FY24: 66,757

Location: Helena Indian Alliance
Days of Operation: Monday-Friday

Programs: Congregate

Total # of Congregate Meals in FY24: 1,401

Location: Lincoln

Days of Operation: Monday-Friday

Programs: Congregate and Home Delivered Meals

Total # of Congregate Meals in FY24: 2,179

Total # of Home Delivered Meals in FY24: 1,394

Location: Townsend

Days of Operation: Monday-Friday

Programs: Congregate, Home Delivered Meals, and Head Start

Total # of Congregate Meals in FY24: 3,222

Total # of Home Delivered Meals in FY24: 7,935

Location: Whitehall

Days of Operation: Monday-Friday

Programs: Congregate, Home Delivered Meals, and Head Start

Total # of Congregate Meals in FY24: 1,756

Total # of Home Delivered Meals in FY24: 4,556

SOLIVER



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 11/20/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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PRODUCER				CONTACT Kathy Burt					
	lena Office rsh McLennan Agency LLC			PHONE (A/C, No, Ext): (406) 457-2103 FAX (A/C, No):					
P.O). Box 6127			E-MAIL ADDRESS: Kathy.B	urt@Marsh	MMA.com			
Hel	ena, MT 59604			INS	SURER(S) AFFO	RDING COVERAGE		NAIC#	
				INSURER A : Cincinnati Insurance Company			10677		
INSURED			INSURER B : Montana State Fund				15819		
	Rocky Mountain Developme	nt Counc	eil Inc	INSURER C:					
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	Helena, MT 59624			INSURER E :					
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	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		033995291	10/1/2024	10/1/2025	E.L. EACH ACCIDENT	s	500,000	
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DES	CRIPTION OF OPERATIONS / LOCATIONS / VEHICL	ES (ACORI) 101, Additional Remarks Schedu	lle, may be attached if mor	e space is requi	red)			
CEI	RTIFICATE HOLDER			CANCELLATION					
					P. L.				
Rocky Mountain Development Council, Inc P.O. Box 1717 Helena, MT 59624			il, Inc	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.					
				AUTHORIZED REPRESENTATIVE Michelle Muin					

Rocky Mountain Development Council, Inc. (Rocky) Board of Directors

Public Sector Representatives

These terms expire at the discretion of the organization appointing them.

Cory Kirsch

Jefferson County Commission

PO Box H

Boulder, MT 59632

406-225-4028

ckirsch@jeffersoncounty-mt.gov

Jesse Swenson

<u>Broadwater County Commission</u>
515 Broadway St.

Townsend, MT 59644
406-980-1213
jswenson@broadwatercountymt.gov

Dannai Clayborn
City of Helena
316 N. Park Avenue Room 322
Helena, MT 59623
406-447-8409
dmclayborn@helenamt.gov

Andy Hunthausen
Vice President, Rocky, Inc.
Lewis & Clark County Commission
City County Building
316 N. Park Ave, Rm 345
Helena, MT 59623
406-447-8304
ahunthausen@lccountymt.gov

Dan Rispens
East Helena Public Schools
11 Cloverview Drive
Helena, MT 59601
406-439-0630
drispens@ehps.k12.mt.us

Low-Income Sector Representatives

Kate Anderson*
Prickly Pear Cooperative
3960A St. Mary's Road
East Helena, MT 59635
406-417-1042
kathrineannanderson@gmail.com
Term expires: 2027

Susan Geise
Secretary/Treasurer, Rocky, Inc.
Habitat for Humanity
PO Box 12; 209 Fleming
Augusta, MT 59410
406-396-4645
msusangood@montana.com
Term expires: 2025

Teri Lilletvedt

Pureview Health Center

1930 9th Ave.

Helena, MT 59601

406-500-2043 (work)

406-459-3946 (cell)

Teri.lilletvedt@pureviewhealthcenter.org

Term expires: 2026

Erin Lyndes**

Jackson, Murdo & Grant, P.C.

1033 Butte Avenue

Helena, MT 59601

406-461-4903

elyndes@imgattorneys.com

Term expires: 2026

Lana Larson
Head Start Policy Council
2970 Spokane Creek Rd
East Helena, MT 59635
708-305-1650
lanabjornson@gmail.com
Term expires annually

Private Sector Representatives

Trever Kirkland
President, Rocky, Inc.
First Interstate Bank
P.O. Box 6013
Helena, MT 59604-6013
406-422-1633 - Work
406-439-3769 - Cell
trever.kirkland@fib.com
Term expires: 2026

Debbie Havens
1325 Clover Rd
Helena, MT 59601
406-431-4016
debdhavens@yahoo.com
Term expires: 2027

Paula Jacques+ PO Box 141 Clancy, MT 59634 406-431-7485 pjpcmm@gmail.com Term expires: 2027

Bruce Day 1747 Karmen Road Helena, MT 59602 406-439-7850 day406@gmail.com Term expires: 2026

Charlie Lane 522 Tamarack St. Helena, MT 59601 406-431-1241 charleslanemt@gmail.com Term expires: 2027

Revised February 2025

^{*}Member who has a background and expertise in early childhood education and development.

^{**} Member who is a licensed attorney familiar with issues that come before the governing body.

⁺ Member who has a background and expertise in fiscal management or accounting.



1930 9th Ave, Helena, MT 59601 | 406.457.0000 | PureViewHealthCenter.org

Mindy Diehl Senior Nutrition & Transportation Program Director 200 South Cruse Ave. Helena, MT 59601

To Whom It May Concern:

As a case manager for PureView Health Center, I have the privilege of working with patients in the Helena community, and I deeply appreciate the programs offered by the Rocky Mountain Development Council for our senior population.

The value of a hot meal delivered to homebound patients due to illness or disability is truly immeasurable. One patient in particular stands out, a woman with little family or social support who received a terminal diagnosis. As her health declined rapidly, she was no longer able to cook, prepare food, or even leave her home to buy groceries. I referred her to the Meals on Wheels program, and I was incredibly grateful to learn that she would receive a hot meal the very next day and every day thereafter. I will never forget the relief in her voice when I called to tell her help was on the way.

In addition to the Meals on Wheels Program, the Senior Center Congregate Dining Program has a tremendous impact on the lives of older adults in our community. This program goes far beyond providing nutritious meals—it fosters vital social connections and offers meaningful educational opportunities that enrich the lives of those it serves.

For many seniors, the congregate dining program is more than just a place to eat; it is a place to belong. The opportunity to share a meal with others helps combat loneliness and isolation, promoting emotional well-being alongside physical health. Additionally, the educational programs offered empower seniors with valuable knowledge, resources, and skills that enhance their quality of life.

I have seen firsthand the positive effects of this program on the seniors I work with. One patient who was previously isolated and lonely in her apartment reluctantly agreed to attend lunch at the center after much encouragement. Now, she spends every day at the center volunteering and participating in several social groups. The sense of community she has found there has been truly life changing.

Programs like Meals on Wheels and Congregate Dining make a profound difference in the lives of those who need them most, and I am truly thankful for the support they provide to our community.

Sincerely,

Teri Lilletvedt Lead Case Manager PureView Health Center March 5, 2025

Mindy Diehl Senior Nutrition & Transportation Program Director 200 So. Cruse Ave P.O. Box 1717 Helena, Montana 59601

To Whom it May Concern:

I am honored to write a letter of support for Rocky's nutrition programs and the proposal for continued and future funding of these programs.

My support and my experience comes from three different perspectives.

- 1. Professional Role: I was a program manager for nutrition programs at the Montana State Office On Aging from 2013 to 2022. I was able to visit senior centers across the state but also knew at the statewide and federal level how the nutrition programs and support services were so crucial to seniors. I also became keenly aware of the level of importance and support these programs provided to keep our seniors within their home and if not at home, within their community. I also provided oversight for the Senior Farmers Market nutrition Program (statewide) of which Helena participated. I saw firsthand the struggle that many of our seniors, who depend solely on social security. They talked about the challenge of purchasing and preparing nutritious foods or the ability to put together a nutritious or well-balanced meal independently. Rocky provides the alternative via congregate meals and home delivered meals. It also provides through the senior center, a social outlet, educational opportunities and wellness as added enticements to keep us all engaged.
- 2. Watching out for our elderly: After I retired from the state, I was involved with an elderly neighbor who lost his home due to a fire (next door to me) and suffered some physical impairment as a result. I reached out to Meals on Wheels to provide meals for him in his temporary home. The biggest benefit I saw was that not only did he get meals but there came a time when he had fallen in his house and couldn't get back up. He could not reach the phone to call the ambulance. If it had not been for the Meals On Wheels Volunteer coming to the door and hearing him call out, he could have passed away...alone. This scenario ended well for him and I am forever thankful for that volunteer. We have all heard these stories and that is one of my biggest fears for many of our seniors that live alone and may not have close family, neighbors or friends that look in on them. Prior to this mishap, I was approached by other neighbors and families about your services, especially the meals on wheels and we were able to get assistance for other elderly folks that lived in my neighborhood. It's funny how sometimes we can live in these neighborhoods and not notice the needs of others until an event happens. I am thankful that Rocky is there.
- 3. **Personal Recipient** Due to a recent accident limiting my mobility and the "threat" of not being able to return home due to this, I became a recipient of your meals on wheels. I am fairly independent and have a problem with asking for help but felt I needed to practice

what I had been preaching to other families and signed up. I appreciated the meals that I had delivered 3X a week but mostly appreciated the smile and the greeting at the door by the delivery person. I am one of the lucky seniors who have a great network of friends and a family member in town, but I still felt some isolation and frustration with the mobility issue. As I said, I'm stubborn, independent and have a hard time reaching out. I am sure you know quite a few seniors like this.

I have returned to the world of Aging through this intervention and visited with Mindy recently and relayed this info to her. At that time, I signed up as a member and hope to (when things calm down) be of service to the senior center and their nutrition programs. Without these services and the funding to do so, this would limit the lifeline for many of the seniors that do take full advantage of your programs within the Helena and outlying areas.

For these reasons, I hope you consider continuing the funding that these programs.

Sincerely,

Jacqueline Stoeckel
Retired and a member of the Helena Community