

**TITLE III FISCAL YEAR 2022 PROPOSAL NARRATIVE**  
**To be submitted to Community Council of Greater Dallas**

Submit a separate narrative for each proposed service. Follow the order listed, citing headings and numbers.

A. The Organization (limit of one page)

1. Legal Status (e.g. nonprofit, government entity, sole proprietorship, for-profit corporation)
2. Mission/Purpose
3. Major programs/services delivered in last year and where the proposed service fits in the organizational structure (attach organization chart)
4. Major funding sources
5. Experience and success in providing proposed service and other services to adults 60 and older or their caregivers [Organizations that have not contracted with the Community Council of Greater Dallas, (a) are required to submit at least two references from individuals who can speak to the Proposer's demonstrated ability to provide fiscal controls or who have managed contracts with your organization; and (b) are encouraged to submit your most recent audit or other similar documentation of your ability to provide fiscal controls.]
6. Provide statement of disclosure of any criminal conviction or any pending litigation that could affect the let of a contract for the proposed service.

B. The Proposed Service (limit of six pages per service)

1. Service you propose to deliver 10/1/2021 - 9/30/2022 (see HHS service definitions excerpt included in the Proposal Submission Instructions document).  
*Caregiver information Services, Congregate Meals, Home Delivered Meals, Information Referral & Assistance, Instruction & Training, Mental Health Services, Ombudsman, Participant Assessment, Physical Fitness, Senior Center Operations and Transportation.*  
Note: Meals programs must operate at least five or more days a week (Texas Administrative Code 40 Sec. 85.302). If the proposed nutrition program is not able to operate at least five or more days a week, please identify the affected area, number of days the meals would be served, and conditions that make less frequent service necessary.
2. Describe the service, including eligibility requirements, program activities, days and hours of operation, and service area within Dallas County. For Congregate Meal, also submit a statement from a registered dietitian certifying that the full menu cycle that includes the October 1, 2021, meal service complies with Dietary Reference Intake (DRI) requirements as outlined in Program Instruction 314 (AAA-PI 314) issued by the Texas Department of Aging and Disability Services. The dietitian's certification must state whether compliance was evaluated using the Computer Nutrient Analysis Software standards or the Texas Model for Menu Planning standards, and must include the dietitian's signature, Texas license or CDR registration number, and the date the menus were approved.
3. Describe why your organization is particularly qualified to provide the service.

4. Attach outreach plan form indicating how Proposer will identify and engage eligible consumers, including specific populations named in the Older Americans Act, e.g. *older persons with greatest economic need, greatest social need, severe disabilities, limited English proficiency, Alzheimer's and related disorders with neurological and organic brain dysfunction, and/or at risk of institutional placement.*
5. Attach service unit form (Projections FY 2022) indicating how many consumers Proposer expects to serve through the proposed service and the anticipated number of units for that particular service (see HHS service definitions excerpts)
6. List full-time and part-time program and administrative staff responsible for delivering the program, as well as any volunteer positions. Attach job descriptions for each position describing qualifications and training.
7. State the services' goals, objectives and outcomes, and any previous key accomplishments.
8. Attach evaluation tools you will use to assess client satisfaction and impact in FY 2022. Describe any previous evaluation results and how findings were used to improve services.
9. Does your organization propose to subcontract any aspect of the service? If so, with whom and how will you ensure the subcontractor complies with program standards? Clearly explain how this relationship coordinates efforts to eliminate duplication of service and how it will maximize the resources available for the provision of the service.
10. Provide a brief overview of your agency's plan for responding to emergencies/disasters. Discuss how you would continue to provide services to and/or on behalf of older adults at those times.

C. Use attached Budget Workbook to submit proposed service budget.

The budget should be written on the basis of actual requirements to operate the program in the service delivery area of Dallas County. The total program expense will include all Title III federal funds, program income, and minimum required 10% match. However, program income, is not included in the calculation of match.

**Congregate meal proposers:** Provide the HHS approved rate setting form. You may access the rate-setting workbook and instructions at <https://hhs.texas.gov/doing-business-hhs/provider-portals/long-term-care-providers/home-delivered-meals-hdm> **PENDING UPDATED WORKBOOK**

Match: A 10% match requires at least one local dollar (in cash or in-kind) for every nine dollars in federal funds. For example, \$50,004 in federal funds divided by 9 = \$5,556;

$$\$50,004 + \$5,556 = \$55,560$$

$$\$5,556 = 10\% \text{ required match}$$

In-kind contributions can be used to meet the non-federal share requirements. To be used as match, these contributions must meet the same requirements as cash match. The contributions must be verifiable, and the records must show how the value of the in-kind contribution was determined. Contact Sandra Luz at [sluz@ccadvance.org](mailto:sluz@ccadvance.org) or 214-954-4274. to request sample forms for documentation of in-kind contributions.

Examples of in-kind contributions include, discounted rate, volunteer services, pro bono services, donated time of employees of other organizations, donated supplies and loaned equipment, or donated space.

Program Income: Service participants should have opportunities to make voluntary contributions to the cost of services they receive, and these contributions should be reported as Program Income. However, participants may not be charged for services. Program Income may not be used to satisfy match requirements but must be used to expand the service under which it is collected.