



REQUEST FOR PROPOSAL (RFP)
NUTRITION SERVICES-FULL BID
JULY 1, 2026 TO JUNE 30, 2027
PART 3-DOCUMENTS

YOUNG AT HEART RESOURCES RFQ SFY 2027 NUTRITION SERVICES

This is a checklist of forms and attachments needed before a new contract can be issued. Please place a checkmark in the first column if the form or attachment is included in your packet. Mark "N/A" in the first column if the item is not required and not included.

Check if included in packet			Doc. #	AAA Staff USE
SECTION 1 DOCUMENTS				
	SFY27 RFP Checklist	Complete	1	
	Submittal and Verification of Intent	Complete, Sign & Date	1.1	
	General Information	Complete & Sign	1.2	
	General Provisions	Complete & Sign	1.3	
	Business Entity Certification	Complete, Sign & Date	1.4	
	Assurances	Sign & Date	1.5	
	Contractual Provisions	Sign & Date	1.6	
	Debarment	Sign & Date	1.7	
	Lobbying	Sign & Date	1.8	
SECTION 2 DOCUMENTS				
	Staffing	Complete, Sign & Date	2.1	
	Budget Expenses	Complete, Sign & Date	2.2	
	Income	Complete, Sign & Date	2.3	
	Staffing-2 Counties	Complete, Sign & Date	2.1a	
	Budget Expenses-2 Counties	Complete, Sign & Date	2.2a	
	Income-2 Counties	Complete, Sign & Date	2.3a	
	Proposal Submission Form	Complete, Sign & Date	2.4	
SECTION3 DOCUMENTS				
	Organizational Competency	Complete, Sign & Date	3.1	
	Senior Center Listing	Complete, Sign & Date	3.2	
	Approach	Complete, Sign & Date	3.3	
	Holiday Schedule for SFY 2027	Complete, Sign & Date	3.4	
	Request for Waiver 19 CSR 15-4.150(1)	Complete, Sign & Date	3.5	
	ADA Checklist Results/Corrective Action Plan Form	Complete, Sign & Date	3.6	
SECTION 4 DOCUMENTS				
	Most Recent Audit Form 990			
	June 30th financial statements			
SECTION 5 ATTACHMENTS				
	Current Approved Board By-Laws			

YOUNG AT HEART RESOURCES RFQ SFY 2027 NUTRITION SERVICES

	Current Board Member List		5.1	
	Center Vision and Mission Statement			
	Organizational Chart			
	Current MO Certificate of Good Standing			
	Documentation of Current SAMS Registration			
	Disaster Preparedness Plan			
	Disaster Contact List (with after hours phone contacts)			
	COOP Plan			
	Life Safety Plan			
	Service Recipient Grievance Policy & Procedures			
	Termination/Denial of Service Policy & Procedures			
	Interruption of Service Policy & Procedures			
	Abuse, Neglect, Exploitation Staff and Volunteer Policy and Procedure			
	Confidentiality Policy and Procedures			
	HIPAA Policy and Procedures			
	Waiting List Policy & Procedures			
	Survey Views of service recipients about services received and blank satisfaction survey			
	Current Health Inspection	Last 6 months		
	Current Fire Inspection	Last 6 months		
	Proof of Insurance	Accord Fom		
	Liability (general and product)			
	Workman's Comp			
	Bonding (any & all)			
	Vehicle (or policy & procedures for volunteer verification)			
	Director's and Officer's liability			
	Conflict of Interest Policy (including ethics)			
	Third party agreements			

SUBMITTAL & VERIFICATION OF INTENT
Document 1.1

Organization Name: _____

Address: _____

This document constitutes the organization’s intent to provide service(s) to the service delivery areas contained in the original RFP. It also constitutes the organization’s intent to enter into a contract with Young at Heart Resources and abide by and follow all conditions, laws, regulations, and policies outlined in the original proposal, contract, and related documents.

NON-PROFITS AND OTHER BOARD GOVERNED ENTITIES:

At a meeting of the governing body of the organization duly held on _____ (date) at which a quorum was present and acting throughout or pursuant to the unanimous written consent of its members, the submittal of this Request for Proposal was reviewed and approved by a majority of the board. Minutes of such action shall be submitted with this RFP.

Board Chair Signature

Date

Center Administrator Signature

Date

GENERAL INFORMATION

Document 1.2

Organization Name: _____

(Exactly the way it appears in the Articles of Incorporation)

Address: 1

(to which all correspondence, payments, contracts, etc., are to be sent)

Telephone Number: _____ Fax Number: _____

Email Address: _____

STATUS: For-Profit ___

Not-For-Profit: _____

501(c)(3) TAX EXEMPT: Yes: ___

No ___

AUTHORIZED SIGNATURES

1. *Typed name: _____ Title: _____

** Signature: _____

Documents authorized to sign: _____

2. *Typed name: _____ Title: _____

** Signature: _____

Documents authorized to sign: _____

3. *Typed name: _____ Title: _____

** Signature: _____

Documents authorized to sign: _____

GENERAL PROVISIONS

Document 1.3

1. GENERAL INFORMATION

- 1.1 The contract amount shall not exceed the amounts listed on Attachment D for the period of July 1, 2026, through June 30, 2027.
- 1.2 Young at Heart Resources has determined this contract is sub-recipient in nature as defined in 2 CFR § 200.331. To the extent that this contract involves the use, in whole or in part, of Federal funds, the sub-recipient shall comply with the special conditions contained in Part One and Part Two, which is attached hereto and is incorporated by reference as if fully set forth herein.
- 1.3 Unless otherwise stated in this contract, the Contractor shall use the information below for any correspondence regarding this contract:

Program Name: Young At Heart Resources

Program Contact: Penny Crawford, Chief Executive Officer

Address: P.O Box 185, 1003 W Fourth Street, Cameron, MO 64429

Phone: 660-240-9400

Email: pcrawford@yahresources.org

- 1.4 The contractor shall be audited annually in accordance with Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Grant Guidance), Subpart F as applicable.

2. PURPOSE

- 2.1 Pursuant to the 1973 amendments to the Federal Older Americans Act (OAA), the Missouri legislature divided the state into ten (10) regional planning and service areas and established Area Agencies on Aging (AAA) tasked with establishing and overseeing networks of home and community-based services to facilitate senior to live independently within their own homes, preventing premature institutionalization. Young at Heart Resources in turn sub-contracts for services to establish and maintain a comprehensive and coordinated service delivery system for our designated service area.

3. DELIVERABLES AND OUTCOMES

- 3.1 The Contractor shall establish and maintain a comprehensive and coordinated service delivery system for providing community planning and social services to older adults, individuals with disabilities, and family caregivers within each community in its designated planning and service areas.
- 3.2 The Contractor shall comply with all terms and conditions set forth in the Contractor's state fiscal year (SFY) 2027 Request for Proposal (hereinafter SFY 2027 RFP) approved by Young at Heart Resources. The Contractor's SFY 2027 Area Plan and the Preprint are incorporated and made part of the contract by reference as if fully set forth herein.
- 3.3 The Contractor shall keep an updated, current emergency plan, for working with the Young at Heart Resources and local emergency operation centers for the affected areas regarding service delivery during time of natural disasters, such as earthquakes and floods, and man-made disasters such as bombs and bioterrorism. Updated Disaster plans shall be submitted with your 2027 RFP. Any updates there after shall be submitted to Young at Heart Resources within 10 days of the approval of such updated plan.
- 3.5 The Contractor shall report to the Elder Abuse and Neglect Hotline (1-800-392-0210) any instances it becomes aware of indicating elder abuse, neglect, or exploitation pursuant to the laws of the State of Missouri. The Contractor shall report to the Child Abuse and Neglect Hotline (1-800-392-3738) any instances of child abuse or neglect pursuant to the laws of the state of Missouri.

4. REPORTS

- 4.1 The contractor shall submit reports, documents and data following the requirements set forth in Attachment C.

5. PAYMENTS CONDITIONS AND RELATED ITEMS

- 5.1 The Young at Heart Resources will reimburse the Contractor for an amount not to exceed the total contract amount for the services identified in this contract upon proper entry into the required database system(S), which is currently AGING IS, and the receipt of all required reporting.

- 5.1.1 The Contractor shall understand and agree that the amounts set forth in Attachment D include an estimate of the Sub-Recipients Medicaid reimbursement for the provision of eligible home delivered meals to

participant's authorized by the Department of Health and Senior Services (herein after "Department"). Reimbursement shall be for actual home delivered meals served to participants authorized by the Department and assigned by Young at Heart Resources.

5.2 The Contractor shall meet the non-Federal matching fund requirements on actual payments received Sub-Recipient from Young at Heart Resources. Estimates of such match are set forth in Attachment D. The match shall be met in a manner consistent with and permitted by applicable Federal Law and/or regulations for the following sources at the rates specified below:

5.2.1 The minimum match rate for all funds received from Young at Heart Resources shall be 15%. This is calculated as follows: Young at Heart Resources program funds received divided by 0.85 multiplied by 0.15.

5.3 From any Federal fiscal year, Nutrition Contractor shall expend an amount equal to or greater than their Nutrition Service Incentive Program funding for food produced in the United States, for use in the Sub-Recipient OAA Title III nutrition programs.

5.4 The Contractor understands and agrees that program income received by Young at Heart Resources or its Contractor must be fully reported and expended in accordance with Federal and State of Missouri and Young at Heart Resources requirements prior to expending other Federal or State of Missouri funds provided within this contract for such program(s). Further, program income must be used to expand the programs for which it was donated. These funds shall not be used to supplant contracted funds.

5.5 Young at Heart Resources reserves the right to reallocate or reduce contract funds at any time during the contract period due to underutilization of contract funds or changes in the availability of program funds. Young at Heart Resources will provide the Contractor with thirty (30) days prior written notification of any reallocation

6. INDIRECT COST

6.1 Indirect cost are those associated with the management and oversight of any organization's activities and are a result of all activities of the Contractor. Indirect costs may include such things as utilities, rent, administrative salaries, financial staff salaries, and building maintenance.

- 6.2 The Contractor shall not bill Young at Heart Resources for indirect cost that exceed the Contractor federally negotiated rate or in the event the Contractor does not have a federally negotiated rate, a rate not to exceed 10%.
- 6.3 It is the Contractors responsibility to correctly apply the indirect rate to the applicable direct cost when submitting a bid to Young at Heart Resources in the RFP.
- 6.4 In the event the Contractor's approved federally negotiated rate changes, the Contractor shall submit the new negotiated agreement to Young at Heart Resources prior to submitting an invoice using the new rate.
- 6.5 The Contractor shall follow competitive procurement practices in all purchases related to this contract.

7. INVOICING AND PAYMENT

- 7.1 The Contractor shall invoice and submit reports to Young at Heart Resources according to the requirements set forth in Exhibit C.
- 7.2 The Contractor shall perform the services prior to invoicing Young at Heart Resources.
- 7.3 Young at Heart Resources will reimburse the Contractor monthly upon the receipt and approval of an invoice and report(s) prepared according to the terms of this contract. Reimbursement shall be remitted to the Contractor via Automated Clearing House (ACH) deposit. The Contractor shall complete and submit the ACH Transmittal Form referenced in **Attachment C** to authorize electronic funds transfer.
- 7.4 The Contractor must submit all invoices using the online process established by Young at Heart Resources and notify the following email addresses kswinderman@yahresources.org; dmccallon@yahresources.org and pcrawford@yahresources.org
- 7.5 The Contractor shall submit the final invoice within ten (10) calendar days after the contract ending date. Young at Heart Resources shall have no obligation to pay any invoice submitted after the due date as set forth in Attachment C.

- 7.6 If Young at Heart denies a request by the Contractor for payment or reimbursement, Young at Heart Resources will provide the contractor with written notice of the reason(s) for denial.
- 7.7 The Contractor agrees that any audit exception noted by governmental auditors shall not be paid by Young at Heart Resources and shall be the sole responsibility of the Contractor. However, the Contractor shall have the right to contest any such exception by any legal procedure the Contractor deems appropriate. Young at Heart Resources will pay the Contractor all amounts which the Contractor may ultimately be held entitled to receive as a result of any such legal action.
- 7.8 Notwithstanding any other payment provision of this contract, if the Contractor fails to perform required work or services, fails to submit reports when due, or is indebted to the United States government, the Agency may withhold reimbursement or reject invoices under this contract.
- 7.9 If the Contractor receives an overpayment by Young at Heart Resources, the Contractor shall issue a check made payable to “Young at Heart Resources” and mail the check to:
- Young At Heart Resources
P.O. Box 185
Cameron MO, 64429
- 7.10 If Young at Heart Resources used a federal grant to pay the Contractor, the Catalog of Federal Domestic Assistance (CFDA) number assigned to the grant and the dollar amount paid from the grant will be provided by the Agency after the close of the fiscal year. The CFDA name is available at <https://sam.gov/assistance-listings>

8. AMENDMENTS

- 8.1 Any changes to this contract shall be made only through execution of a written amendment, numbered, signed and approved by an authorized signatory of each party.

9. MONITORING

- 9.1 Young at Heart Resources reserves the right to monitor the Contractor during the contract period to ensure financial and contractual compliance.
- 9.2 If Young at Heart Resources deems the Contractor to be high-risk, Young at Heart Resources may impose special conditions or restrictions on the Contractor, including but not limited to the following: withholding authority to proceed to the next phase of the project until Young at Heart Resources receives evidence of acceptable performance within a given contract period; requiring additional, more detailed financial reports or other documentation; additional project monitoring; requiring the Contractor to obtain technical or management assistance; or establishing additional prior approvals from Young at Heart Resources. Young at Heart Resources may impose special conditions or restrictions at the time of the contract award or at any time after the contract award. Young at Heart Resources will provide written notification to the Contractor prior to the effective date of the high-risk status.

10. DOCUMENT RETENTION

- 10.1 The Contractor shall retain all books, records, and other documents relevant to this contract for a period of four (4) years after final payment or the completion of an audit, whichever is later, or as otherwise designated by the Federal funding agency and stated in the contract.
- 10.2 The Contractor shall allow authorized representatives of Young at Heart Resources, State, and Federal Government to inspect these redacted records that removed all client-identifying information, upon request.
- 10.3 If the Contractor is subject to any litigation, claim, negotiation, audit or other action involving the records before the expiration of the four to five (4-5) year period, the Contractor shall retain the records until completion of the action and resolution of all issues which arise from it, or until the end of the regular four to five (4-5) year period, whichever is later.

- 10.4 If Young at Heart Resources is subject to any litigation, claim, negotiation, audit or other action involving the records, Young at Heart Resources will notify the Contractor in writing to extend the Contractors retention period.
- 10.5 Young at Heart Resources may recover any payment it has made to the Contractor if the Sub-Recipient fails to retain adequate documentation.

11. CONFIDENTIALITY

- 11.1 The Contractor shall safeguard Protected Personally Identifiable Information (PII) and Electronically Protected Personally Identifiable Information (EPII) as defined in 2 CFR § 200.82. The Contractor agrees it will assume liability for all disclosures of Protected PII and breaches by the Contractor and/or the Contractors subcontractors and employees.
- 11.2 The Business Associates Provisions in the contract apply to this contract generally, but do not apply where Young at Heart Resources and the Contractor do not perform covered functions.

12. LIABILITY

- 12.1 The relationship of the Contractor to Young at Heart Resources shall be that of an independent contractor. The Contractor shall have no authority to represent itself as an agent of the Agency. Nothing in this contract is intended to, nor shall be construed in any manner as creating or establishing an agency relationship or the relationship of employer/employee between the parties. Therefore, the Contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, or any other applicable employee related obligation or expense, and shall assume all costs, attorney fees, losses, judgments, and legal or equitable imposed remedies associated with the matters outlined in this paragraph in regards to the Contractor's subcontractors, employees and agents. The Contractor shall have no authority to bind Young at Heart Resources for any obligation or expense not specifically stated in this contract. This provision is not intended to waive any claim of sovereign immunity to which a public entity would otherwise be entitled to under Missouri law.

12.2 The Contractor shall be responsible for all claims, actions, liability, and loss (including court costs and attorney fees) for any and all injury or damage (including death) occurring as a result of the Contractor's performance or the performance of any subcontractor, involving any equipment used or service provided, under the terms and conditions of this contract or any subcontract, or any condition created thereby, or based upon any violation of any state or Federal statute, ordinance, building code, or regulation by Contractor. However, the Contractor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by Young at Heart Resources, including its officers, employees, and assigns. This provision is not intended to waive any claim of sovereign immunity to which a public entity would otherwise be entitled to under Missouri law.

13. PUBLICATIONS, COPYRIGHTS, AND RIGHTS IN DATA AND REPORTS

13.1 If the Contractor issues any press releases mentioning contract activities, the Contractor shall reference in the release both the contract number and Young at Heart Resources and the Department of Health and Senior Service (hereinafter DHSS). If the Contractor creates any publications, including audiovisual items, produced with contract funds, the Contractor shall give credit to both the contract and Young at Heart Resources and DHSS in the publication. The Contractor shall obtain approval from Young at Heart Resources prior to the release of such press releases or publications.

13.2 In accordance with the "Stevens Amendment" in the Department of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act, the Contractor shall not issue any statements, press release, request for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money unless it clearly states the following:

13.2.1 The percentage of the total costs of the program or project which will be financed with Federal money; and

13.2.2 The percentage of the total costs of the program or project which will be financed by non-governmental sources.

13.3 If the Contractor develops any copyrighted material as a result of this contract, Young at Heart Resources and DHSS shall have a royalty-free, nonexclusive and

irrevocable right to publish or use, and to authorize others to use, the work for Young at Heart Resources or DHSS purposes or the purpose of the State of Missouri.

14. AUTHORIZED PERSONNEL

- 14.1 The Contractor shall be responsible for assuring that all personnel are appropriately qualified and licensed or certified, as required by state, Federal or local law, statute or regulation, respective to the services to be provided through this contract; and documentation of such licensure or certification shall be made available upon request.
- 14.2 The Contractor shall only utilize personnel authorized to work in the United States in accordance with applicable Federal and state laws. This includes but is not limited to the Immigration Reform and Control Act of 1986 as codified at 8 U.S.C. § 1324a, the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and Section 274A of the Immigration and Nationality Act. If the Contractor is found to be in violation of these requirements or the applicable laws of the state, Federal and local laws and regulations, and if the State of Missouri has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States, the state shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the contractor from doing business with the state. The state may also withhold up to twenty-five (25) percent of the total amount due to the Contractor. The Contractor agrees to fully cooperate with any audit or investigation from Federal, state or local law enforcement agencies.
- 14.3 Affidavit of Work Authorization and Documentation: Pursuant to section 285.530, RSMo, if the Contractor meets the section 285.525, RSMo definition of a “business entity” (https://revisor.mo.gov/main/OneSection.aspx?section=285.525&utm_source=chatgpt.com), the Contractor must affirm the Contractor’s enrollment and participation in the E-Verify Federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services requested herein. The Contractor should complete applicable portions of Exhibit 1, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization as attached hereto and incorporated by reference as if fully set forth herein. The applicable portions of Exhibit 1 must be submitted prior to an award of a contract.

14.4 If the Contractor meets the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo the Contractor shall maintain enrollment and participation in the E-Verify Federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the contracted services included herein. If the Contractor's business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo, the Contractor shall, prior to the performance of any services as a business entity under the contract.

14.4.1 Enroll and participate in the E-Verify Federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND

14.4.2 Provide to Young at Heart Resources the documentation required in the exhibit titled Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization affirming said company's/individual's enrollment and participation in the E-Verify Federal work authorization program; AND

14.4.3 Submit to the Agency a completed, notarized Affidavit of Work Authorization provided in the exhibit titled Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization. (Attachment G)

14.5 In accordance with subsection 2 of section 285.530 RSMo, the contractor shall renew their Affidavit of Work Authorization annually. A valid Affidavit of Work Authorization is necessary to receive any new contracts.

15. TERMINATION

15.1 Young at Heart Resources, at its sole discretion, may terminate the obligations of each party under this contract, in whole or in part, effectively immediately upon providing written notification to the Contractor if:

15.1.1 State and/or Federal funds are not appropriated, continued, or available at a sufficient level to fund this contract; or

15.1.2 A change in Federal or state law relevant to this contract occurs; or

15.1.3 A material change of the parties to the contract occurs; or

15.1.4 By request of the Contractor.

15.2 Each party under this contract may terminate the contract, in whole or in part, at any time, for its convenience without penalty or recourse by providing the following written notice:

15.2.1 Young at Heart Resources will provide written notice to the Contractor at least thirty (30) calendar days prior to the effective date of such termination.

15.2.2 The Contractor shall provide written notice to the Agency at least sixty (60) calendar days prior to the effective date of such termination.

15.3 In the event of termination, all documents, data redacted to remove all client-identifying information, reports, supplies, equipment, and accomplishments prepared, furnished or completed by the Contractor pursuant to the terms of the contract shall, at the option of Young at Heart Resources, become the property of Young at Heart Resources. The Contractor shall be entitled to receive compensation for supplies and/or services performed in accordance with the contract prior to the effective date of the termination and for all non-cancellable obligations incurred pursuant to the contract prior to the effective date of the termination.

16. SUBCONTRACTING

16.1 Any subcontract shall include appropriate provisions and contractual obligations to ensure the successful fulfillment of all contractual obligations agreed to by the Contractor and the Agency, including the civil rights requirements set forth in 19 CSR 10-2.010 (5) (A)-(L), if applicable, and provided that the Agency approves the subcontracting arrangement prior to finalization. The Contractor shall ensure that Young at Heart Resources is indemnified, saved and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind related to a subcontract in those matters described herein. The Contractor shall expressly understand and agree that the responsibility for all legal and financial obligations related to the execution of a subcontract rests solely with the Contractor; and the Contractor shall ensure and maintain documentation that any and all subcontractors comply with all requirements of this contract. The Contractor agrees and understands that utilization of a subcontractor to provide any of the equipment or services in this contract shall in no way relieve the Contractor of the

responsibility for providing the equipment or services as described and set forth herein.

16.2 Pursuant to subsection 1 of section 285.530, RSMo, no Contractor or subcontractor shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. In accordance with sections 285.525 to 285.550, RSMo, a general Contractor or subcontractor of any tier shall not be liable when such Contractor or subcontractor contracts with its direct subcontractor who violates subsection 1 of section 285.530, RSMo, if the contract binding the Contractor and subcontractor affirmatively states that:

16.2.1 The direct subcontractor is not knowingly in violation of subsection 1 of section 285.530, RSMo, and shall not henceforth be in such violation.

16.3.2 The Contractor or subcontractor receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct subcontractor’s employees are lawfully present in the United States.

16.3 The Contractor shall be responsible for ensuring that any subcontractor(s) are appropriately qualified and licensed or certified, as required by state, Federal or local law, statute, or regulation, respective to the services to be provided through this contract. The Contractor shall make documentation of such licensure or certification available to the Agency upon request.

16.4 The Contractor shall notify all subcontractor(s) of applicable Office of Management and Budget (OMB) administrative requirements, cost principles, other applicable Federal rules and regulations, and funding source information as included herein.

Board Chair Signature

Date

Center Administrator Signature

Date

BUSINESS ENTITY CERTIFICATION
Document 1.4

The contractor must certify their current business status by completing either Box A, Box B, or Box C on this exhibit.

BOX A: To be completed by a non-business entity as defined below.

BOX B: To be completed by a business entity who has not yet completed and submitted documentation pertaining to the federal work authorization program as described at http://www.dhs.gov/files/programs/gc_1185221678150.shtm.

BOX C: To be completed by a business entity who has current work authorization documentation on

file with a Missouri state agency, including Division of Purchasing and Materials Management.

Business entity, as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term “**business entity**” shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term “**business entity**” shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term “**business entity**” shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

Note: Regarding governmental entities, business entities include Missouri schools, Missouri universities (other than stated in Box C), out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.

BOX A – CURRENTLY NOT A BUSINESS ENTITY

I certify that _____ (company/individual name) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above, because: (check the applicable business status that applies below)

- I am a self-employed individual with no employees; **OR**
- The company that I represent employs the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

I certify that I am not an alien unlawfully present in the United States and if _____ (company/individual name) is awarded a contract for the services requested herein under Young at Heart Resources and if the business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, then, prior to the performance of any services as a business entity, _____ (company/individual name) agrees to complete Box B, comply with the requirements stated in Box B and provide the Young at Heart Resources with all documentation required in Box B of this exhibit.

 Authorized Representative's Name
 (Please Print)

 Authorized Representative's
 Signature

 Company Name (if applicable)

 Date

(Complete the following if you DO NOT have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box B, do not complete Box C.)

BOX B – CURRENT BUSINESS ENTITY STATUS

I certify that _____ (business entity name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530.

Authorized Business Entity
Representative's Name (Please Print)

Authorized Business Entity
Representative's Signature

Business Entity Name

Date

E-Mail Address

As a business entity, the contractor must perform/provide each of the following. The contractor should check each to verify completion/submission of all the following:

- Enroll and participate in the E-Verify federal work authorization program (website: http://www.dhs.gov/files/programs/gc_1185221678150.shtm; phone: 888-464-4218; email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND

- Provide documentation affirming said company/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the contractor's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the contractor's name and the MOU signature page completed and signed, at minimum, by the contractor and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the contractor's name and company ID, then no additional pages of the MOU must be submitted; AND

- Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this exhibit.

AFFIDAVIT OF WORK AUTHORIZATION:

The contractor who meets the section 285.525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (name of business entity authorized representative) as _____ (position/title) first being duly sworn on my oath, affirm _____ (business entity name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that _____ (business entity name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

In affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

_____	_____
Authorized Representative's Signature	Printed Name
_____	_____
Title	Date
_____	_____
E-Mail Address	E-Verify Company ID Number

Subscribed and sworn to before me this _____ of _____. I am
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)

_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

_____	_____
Signature of Notary	Date

(Complete the following if you have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box C, do not complete Box B.)

BOX C – AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS

I certify that _____ (business entity name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri. We have previously provided documentation to a Missouri state agency or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- ✓ The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the contractor’s name and the MOU signature page completed and signed by the contractor and the Department of Homeland Security – Verification Division
- ✓ A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months).

Date of Previous E-Verify Documentation Submission: _____

Previous **Bid/Contract Number** for Which Previous E-Verify Documentation

Submitted: _____

(if known)

YOUNG AT HEART RESOURCES RFQ SFY 2027 NUTRITION SERVICES

Authorized Business Entity
Representative's Name (Please Print)

Authorized Business Entity
Representative's Signature

E-Verify MOU Company ID Number

E-Mail Address

Business Entity Name

Date

FOR STATE USE ONLY

Documentation Verification Completed By:

Buyer

Date

ASSURANCES

Document 1.5

The organization submits the proposal as required and agrees to carry out the contract in accordance with the regulations, policies, and procedures prescribed by Young at Heart Resources and the Department of Health & Senior Services (DHSS).

Authority and Capacity

The organization assures that it has the authority and capacity to administer any resulting contract, and carry out a program pursuant to the Request for Proposal within the planning and service area either directly or through contractual or other arrangements. The organization has on file articles of incorporation, where applicable, and these shall be made available upon request by Young at Heart Resources.

Staffing (19 CSR 15-4.130)

The contract will be directed by a full-time individual qualified through education or experience to carry out the services. Adequate numbers of qualified staff, including members of minority groups, will be assigned to ensure the effective conduct of responsibilities under this Request for Proposal. Subject to the requirements of merit employment systems of the local government, preference will be given to persons aged 60 or over for any staff positions (full or part-time) for which such persons qualify. Job descriptions will be on file at the organization's central office and shall be made available upon request by Young at Heart Resources. The proposed staffing plan for the organization, which sets forth the number and type of personnel employed will also be on file at the organization's central office and be made available upon request. The organization understands and agrees that any changes in key personnel require immediate notification to Young at Heart Resources and submittal of a revised 1.2 General Information form. In the event of a change of Administrator, the Board of the organization will submit the resumes of the final two candidates to YAHR CEO for input before the position is offered to a candidate.

Standards of Personnel Administration

(19 CSR 15-4.120 Affirmative Action/Equal Employment Opportunity/Preference in Hiring)

In cases where the organization is a public agency, it will establish and maintain methods of personnel administration, which conform to the Standards for a Merit System of Personnel Administration and any standards prescribed by the US Civil Service Commission pursuant to section 208 of the Intergovernmental Personnel Act of 1970 modifying or superseding such standards. Such methods shall be maintained in the files of the organization and shall be made available to Young at Heart Resources upon request.

Functions

In addition to the development and administration of the Request for Proposal, the organization for congregate services will also carry out directly, to the maximum extent feasible, the following guidelines:

- (a) Provide leadership and advocacy on behalf of all older people within the planning and service area for which the organization is responsible.
- (b) Ensure that each activity undertaken by the organization, including planning, advocacy and systems development, will include a focus on the needs of low-income, minority older individuals; older individuals residing in rural areas; and individuals at risk for institutional placement.
- (c) Serve as an advocate for older persons within the planning and service area by monitoring, evaluating and commenting upon all policies, programs, hearings, levies, and community actions which will affect older individuals.
- (d) Identify, in coordination with Young at Heart Resources, the public and private non-profit entities involved in the prevention, identification, and treatment of the abuse, neglect, and exploitation of older individuals, and based on such identification, determine the extent to which the need for appropriate services for such individuals is unmet.
- (e) Establish measurable program objectives consistent with Young at Heart Resources guidance, for providing services to individuals 60 years of age or older with the greatest economic need, the greatest social need, and those at risk for institutional placement. There should also be specific objectives for providing services to low-income minority older adults, older adults with limited English proficiency, and older adults residing in rural areas.
- (f) Periodically evaluate the services carried out under the Request for Proposal; evaluations will include the views of older adults participating in such services.
- (g) Receive public comments concerning the needs of individuals 60 years of age and older on an ongoing basis;
- (h) Evaluate the effectiveness of service provision to low-income minority older adults residing in rural areas and take corrective action where needed;
- (i) Additionally, the organization has the responsibility to inform the older adults and the caretakers of such individuals of the availability of assistance and refer them to Young at Heart Resources for further assistance.
- (j) Provide a grievance procedure for older adults who are dissatisfied with or denied services.

Contributions for Services (OAA Section 315)

The organization will assure that each recipient has the opportunity to voluntarily contribute for all or part of the costs of the services provided. Each recipient shall determine for himself what he/she is able to contribute toward the cost of the service, and providers shall clearly inform each recipient that no service shall be denied because of his or her inability or failure to contribute to the cost of such service.

The organization shall provide that the methods of receiving contributions from individuals shall be handled in such a manner as to:

- (a) Protect the privacy and confidentiality of each recipient;
- (b) Establish an appropriate procedure to safeguard and account for all contributions;
and
- (c) Use all collected contributions to expand the service for which it was given.
- (d) No vouchers, tokens, or any other method can be used so that the client can put something in the contribution box.
- (e) Clients or their families should not be expected or asked to prepay for contributions/ services.

All contributions must be deposited if over \$50.00 on the day they were received. Every effort should be made to make sure that the deposit time stamp matches the day the contributions were received. Deposit slips should be noted separately to distinguish between home-delivered and congregate amounts. The amounts must match the contribution sheet.

Training (19 CSR 15-4)

The organization will make provisions for the training of personnel necessary for the implementation of the Request for Proposal. The training plan will be available in the organization's central office and available to Young at Heart Resources upon request. Attendance by an authorized representative of the organization at specified training sessions sponsored by Young at Heart Resources is mandatory; other training is at the discretion of the organization. Mileage for mandatory training is not reimbursable by Young at Heart Resources.

Evaluation (OAA Section 206(a))

The organization will coordinate and assist in any efforts undertaken by DHSS or HHS to evaluate the effectiveness, feasibility, and costs of activities under the area plan.

Confidentiality (19 CSR 15-4.300 Record Keeping and Confidentiality)

The organization will assure that no information obtained from another agency providing services about a service recipient under the Request for Proposal shall be disclosed in an identifiable form without the informed consent of the individual, except as required in RSMo 192.2450, regarding reports made to the Missouri Adult Abuse and Neglect Hotline of DHSS.

Public Information (19 CSR15-7.010 (9)(A) General Requirements)

The organization providing congregate and home-delivered services will provide public information and educational activities to ensure that older persons are informed about service availability and how those services may be accessed to provide the maximum opportunity for participation. Public education will be provided by Young at Heart Resources and the organization shall notify Young at Heart Resources when it has been completed. (reference Attachment C)

Amendments to the Request for Proposal

The organization assures that it will, prior to implementation, submit for approval to Young at Heart Resources necessary documentation of substantial changes, additions, or deletions to Request for Proposal in accordance with the Missouri Code of State Regulations and the terms and conditions of the contract.

Special Menus (19 CSR 15-7.060(8) Nutrition Service Standards)

The organization assures that it will provide special menus, where feasible and appropriate to meet the particular dietary needs arising from the health requirements, religious requirements, or ethnic backgrounds of older eligible adults.

Access to Programs by Older Native Americans (OAA Section 306(a)(11))

The organization assures that it will determine if a significant population of older Native Americans reside in the planning and service area. If so, the organization will assure that it will pursue outreach activities to increase access of those older Native Americans to all services provided under the Request for Proposal. All services under the Request for Proposal will be made available to older Native Americans to the same extent as such services are available to all older adults.

Senior Center Assurances (19 CSR 15-4.175 (3))

The organization for congregate services assures that at any time there is a plan to open, relocate, renovate, or terminate a senior center, a thirty (30) day prior notice must be given to Young at Heart Resources.

Accuracy of Information

The organization assures that it will maintain, monitor, and update all website information on a regular basis, and as necessary. Electronic information includes, but is not limited to, the organization’s website and all information pertaining to web-based information.

Board Chair Signature

Date

Center Administrator Signature

Date

CONTRACTUAL PROVISIONS

Document 1.6

If a contract is awarded the organization must comply with all the following provisions, as applicable. The organization, by virtue of the signature of below, acknowledges understanding and compliance with the provisions listed in this exhibit.

(a) **Drug-Free Workplace:** The CONTRACTOR shall provide a drug free workplace in accordance with the Drug Free Workplace Act of 1988, 41 U.S.C. Chapter 81, and all applicable regulations. The Contractor shall report any conviction of the Contractor's personnel under a criminal drug statute for violations occurring on the Contractor's premises or off the Contractor's premises while conducting official business. A report of a conviction shall be made to Young at Heart Resources within five (5) working days after the conviction.

(b) **Violation or Breach of Contract:** All contracts, other than those for small purchases, will include administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate. (CFR Part 200)

(c) **Termination for Cause and Convenience:** All contracts, in excess of \$10,000 will include provision for termination for cause and convenience of the AAA, including the manner by which it will be affected and the basis for settlement. (CFR Part 200.339, 200.340)

(d) **Equal Employment Opportunity:** All construction contracts of all CONTRACTORS in excess of \$10,000, will include provision for compliance with the Executive Order 11246 of September 24, 1965 entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967 and as supplemented by DOL Regulations (41 DFR Part 60).

(e) **Copeland "Anti-Kickback" Act:** All CONTRACTORS with contracts for construction or repair will comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in DOL reg (29 CFR Part 3).

(f) **Davis-Bacon Act:** All construction endeavors of CONTRACTORS in excess of \$2,000, will comply with the Davis-Bacon Act (40 U.S.C.276a to a7) as supplemented by DOL Regulations (29 CFR Part 5)

(g) **Contract Work Hours and Safety Standards Act:** All construction endeavors by CONTRACTORS in excess of \$2,000, and excess of \$2,500 for other contracts involving employment of mechanics or labors, will comply with Sections 103 and 107 of the Contract

Work Hours and Safety Standard Act (40 U.S.C. 327-330) as supplemented by DOL Regulations (29 CFR part 5).

(h) Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Governments Grant, Contracts and Cooperative Agreements: All CONTRACTORS shall comply with 37 CFR part 401, and any implementing regulations, as applicable.

(i) Clean Air Act/Clean Water Act/EPA Regulations: All CONTRACTORS shall comply with all applicable stands, orders or requirements issued pursuant to the Clean Air Act (42 U.S.C. 7401 *et seq*) and the Federal Water Pollution Control Act, as amended (33 U.S.C 1251 *et seq.*).

(j) The Pro-Children Act of 1994: All CONTRACTORS shall comply with the Pro-Children Act of 1994 (20 U.S.C. 6081).

(k) 31 USC 1352: All CONTRACTORS will comply with limitations on the use of appropriated funds to influence certain federal contracting and financial transactions.

(l) Immigration Reform and Control Act of 1986 (8 USC 1324a) and Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and section 274A of the Immigration and Nationality Act.

(m) OMB Circular A-133 (section 210): If the CONTRACTOR receives \$750,000 or more reimbursement under this contract, then the Contractor must comply with all applicable implementing regulations, and all other laws, regulations and policies authorizing or governing the use of any federal funds paid to this Contractor through this contract. Eight OMB Circulars, including A-133, have been combined into one “super circular” that takes effect for organizations beginning December 31, 2015 year-ends. Now considered Subpart F of the Uniform Grant guidance, A-133 requirements underwent a number of changes to allow for more regulatory focus on larger, riskier programs and organizations. Changes to audit requirements accompanied these updates. A more detailed explanation of these changes will follow. Organizations subject to A-133 requirements should note the full list of updates to the OMB Circular and consider their impact on future audits.

Below is a list of state and federal compliance requirements related to programs funded with DHSS. All CONTRACTORS will comply with all listed requirements.

Public Law 100-175 “Older Americans Act,” as amended

2 Code of Federal Regulations (CFR) Part 200 (Subparts A – F). GAO Standards for Internal Control GAO-14-704G

7 CFR Chapter II Part 250.42 “USDA Food and Consumer Service, Nutrition Program for the Elderly”

45 CFR Part 92 “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments”

19 CSR 15-4 “Older Americans Act” and 19 CSR 15-7 “Service Standards”

48 CFR 31.2 “For-Profit Organization

In accordance with Section 34.040.6 RSMo, if the CONTRACTOR or its affiliate, if any, makes sales at retail of tangible personal property or for the purpose of storage, use or consumption in the State of Missouri, it shall collect and properly pay the tax as provided in Chapter 144, RSMo.

All CONTRACTORS shall comply with all federal and state statutes, regulations and executive orders relating to nondiscrimination and equal employment opportunity. These include but are not limited to:

(a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin (this includes individuals with limited English proficiency) in programs and activities receiving federal financial assistance and Title VII of the Act which prohibits discrimination on the basis of race, color national origin, sex, or religion in all employment activities.

(b) Equal Pay Act of 1963 (P.L. 88-38, as amended, 29 U.S.C. Section 206 (d));

(c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex;

(d) Section 504 of the Rehabilitation Act of 1973, as amended (45 CFR Part 84) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) which prohibit discrimination on the basis of disabilities;

(e) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107) which prohibits discrimination on the basis of age;

(f) Equal Employment Opportunity –E.O. 11246, “Equal Employment Opportunity”, as amended by E.O. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity”

(g) Missouri State Regulation, 19 CSR 10-2.010, Civil Rights Requirements;

(h) Missouri Governor's E.O. #94-03 and # 05-03 and # 25-18; and the requirements of any other nondiscrimination federal and state statutes, regulations and executive orders which may apply to this contract or agreement.

State and federal law requires Missouri employers to post the following notices at most worksites. Investigations may be conducted by state inspectors. An employer found to be in violation of state or federal laws by willfully failing to post up-to-date OSHA posters may be subject to criminal penalties as well as civil liability actions including assessments of up to \$7,000.

State Posting Requirements

Discrimination in Employment Law (Admin. Code CSR 60-3.010) (1))

"Equal employment notices shall be posted by every employer, labor organization, or employment agency. These notices shall be posted in obvious places where all employees may access them."

Workers' Compensation Law (287.127(1))

"Workers compensation law notices which will identify the procedures employees should take if injured, shall be posted in conspicuous locations."

Discrimination in Public Accommodation Law (Missouri Commission on Human Rights)

"Race, Color, religion, national origin, ancestry, sex, or handicap discrimination in public accommodation is prohibited in Missouri."

Unemployment Benefits Law (Labor and Industrial Relations Code 288.130(2))

"Posters identifying unemployment insurance benefits shall be posted by employers in conspicuous places in each place of business."

Federal Posting Requirement

Child Labor Law (Child Labor 294.005)

"The purpose of this chapter is to ensure that no child under sixteen years of age is employed in an occupation, or in a manner, that is hazardous or detrimental to the child's safety, health, morals, educational processes or general well-being."

Uniform Services Employment and Reemployment Rights Act

"Federal Law requires all employers to notify employees of their rights under USERRA and employers must meet this requirement by displaying this notice where they customarily place notices for employees."

Revised 3.2026

Employee Polygraph Protection Act (29 USC 2003, 2005)

“Each employer shall post and maintain...notice (of the pertinent provisions of this chapter) in conspicuous places on its premises where notices to employeesare customarily posted.” “Any employer who violates provisions of this chapter may be assessed a penalty of not more than \$10,000.”

Equal employment Opportunity (29 UFR 1601.30(a), (b))

“Every employer... shall post and keep posted in conspicuous places upon its premises notice in an accessible format... describing the applicable provisions of the title VII and the ADA...Title VII makes failure to comply with this section punishable by a fine of not more than \$110 for each separate offense.”

Family and Medical Leave Act (298 USC 2619(a), (b))

“Each employer shall post and keep posted in conspicuous places on the premises of the employer where notices to employees and applicants for employment are customarily posted, a notice...setting forth...pertinent provisions of this subchapter and information pertaining to the filing of a charge...Any employer that willfully violates this section may be assessed a civil money penalty not to exceed \$100 for each separate offense.”

Minimum Wage Act (29 FR 516.4)

“Every employer...shall post and keep posted a notice explaining the Act...in conspicuous places in every establishment where such employees are employed so as to permit them to observe readily a copy.”

Occupational Safety and Health act (29 CFR 1903.2(a)(1))

“Each employer shall post and keep posted a notice or notices...informing employees of the protections and obligations provided for in the Act...in a conspicuous place or places where notices to employees are customarily posted. Each employer shall take steps to ensure that such notices are not altered, defaced or covered by other material.”

Board Chair Signature

Date

Center Administrator Signature

Date

DEBARMENT
Document 1.7

**Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
– Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants’ Responsibilities. The regulations were published as Part II of the June 26, 1985, Federal Register (pages 33, 036-33, 043).

Read instructions for certification below prior to completing this certification.

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to this proposal.

_____	_____
Board Chair Signature	Date
_____	_____
Center Administrator Signature	Date

Instructions for Certification

1. By signing and submitting this agreement, the prospective recipient of federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective recipient of federal assistance funds shall provide immediate written notice to the person to whom this agreement is submitted if at any time the prospective recipient of federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” and “voluntarily excluded,” as used in this clause, have meanings set out in the definitions and coverage sections of rules implementing Executive Order 12549. In addition, the term “agreement,” as used in this clause, is deemed to have the same meaning as “proposal.” You may contact the person to whom this agreement is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of federal assistance funds agrees by submitting this agreement that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of federal assistance funds further agrees by submitting this agreement that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed

that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible or voluntary excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

_____	_____
Board Chair Signature	Date

_____	_____
Center Administrator Signature	Date

LOBBYING
Document 1.8

CERTIFICATION REGARDING LOBBYING

Certification for Contract, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriate funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit a "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Name of Organization

Board Chair Signature

Date

Center Administrator Signature

Date

YOUNG AT HEART RESOURCES RFQ SFY 2027 NUTRITION SERVICES

Name of Organization: _____

HOME DELIVERED MEALS (HOT AND FROZEN)

_____ Submission is for entire SDA-1 facility

_____ Submission is for entire SDA-multiple facilities

_____ Submission is for a partial SDA-1 facility

Give the proposed price information below:

Meals, meeting the requirements specified in Exhibit A, with hot meals delivered daily; frozen meals must be delivered weekly, at a minimum.

Will include the required desserts, milks, breads, margarine, and condiments, as appropriate.

SUBMISSION PRICE FOR A HOME DELIVERED MEAL: \$ _____

Board Chair Signature

Date

Center Administrator Signature

Date

ORGANIZATIONAL COMPETENCY

Document 3.1

One of the following must be located within the Young at Heart Resources planning and service area.

Central office address: _____

Phone number: _____

E-mail address: _____

Fax number: _____

Web address: _____

Office Hours: _____

Organization's Experience:

List the three most recent and relevant contracts/grants/agreements the organization has held.

- 1. _____
- 2. _____
- 3. _____

Attach a copy of the most recent performance review a contact/reference or letter of support.

Experience working with other contracts, grants, etc:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Expertise of key staff: Tell us about your staff experience working with contracts and grants:

Board involvement, expertise, and awareness:

This form must be completed by the board or board officers. Circle Y for Yes and N for No.

1. Does each board member have a copy of and understand the by-laws? Y/N
2. Does the board meet regularly and normally have a quorum? Y/N
3. Are board members related to one another or staff members? Y/N
4. Are board members provided with adequate and accurate information to make knowledgeable decisions regarding the organization? Y/N
5. Are adequate records kept of board actions (including but not limited to minutes, financial records, volunteer time sheets, etc.)? Y/N
6. Does the organization have a mission statement to guide the board in their vision and decisions? Y/N
7. Does the board survey and know the needs of the people they serve? Y/N
8. Does the board know where their funding comes from and if it is sufficient? Y/N
9. Does the board review and approve the annual budget? Y/N
10. Does the board review the financial statements at each meeting and understand them? Y/N
11. Does the board approve and review all proposals and contracts? Y/N
12. Does the board establish and approve policies? Y/N
13. Does the board ensure that the policies are implemented? Y/N
14. Does the board review policies periodically? Y/N
15. Does the board know its roles and responsibilities? Y/N

YOUNG AT HEART RESOURCES RFQ SFY 2027 NUTRITION SERVICES

16. Is the board engaged and active in the work of the organization (i.e. volunteer time outside of board meetings, contribute financially, support and/or participate in programs, events, etc.)? Y/N

17. To the best of the board’s knowledge, is the organization financially sound and capable of fulfilling the contract? Y/N

I attest that the Board of Directors/board officers have completed this form.

Board Chair Signature

Date

Center Administrator Signature

Date

SENIOR CENTER LISTING

Document 3.2

If your organization provides nutrition services for more than one location, please add another sheet for the second location.

Organization Name: _____

Administrators Name: _____

Hours of Administrator: _____

Hours of Operation: _____ Serving Hours: _____

Daily Meals Projected (total):

Congregate (Less than 50 meals per day requires a waiver): _____

Home Delivered: _____

Center type:

Multi-Purpose (MPSC) _____ Nutrition _____ Satellite _____

Meal Preparation:

On-site _____ Catered/Purchased _____ Central Kitchen _____

If bidding on Nutrition Services that includes preparation and/or Dinning:

The recommended square footage for meal preparation is as follows:

100–200 5 square feet per meal

200–400: 4 square feet per meal

400– 800: 3.5 square feet per meal

800–1300: 3 square feet per meal

YOUNG AT HEART RESOURCES RFQ SFY 2027 NUTRITION SERVICES

1300-2000: 2.5 square feet per meal

The recommended square footage for dining per client or meal is 8-12 square feet.

Please list your square footage and the total number of lunch-time meals (if applicable) you plan to prepare regardless of the funding source.

Sq. ft. of kitchen and prep areas: _____ Number of meals: _____

Sq. ft. of dining area(s): _____ Number of meals: _____

Please describe your facility, its capacity, whether it meets ADA requirements, and attach a floor plan of the building.

If your facility includes dining for other groups such as children, other older adults, or the public, please explain how you will accommodate/incorporate clients eligible under this contract.

For the purposes of this Request for Proposal a service delivery area is a county. For each county you are entering a proposal for, please list the communities within the county you are able and willing to serve and designate whether the services will be congregate (C), home delivered (H/D), or both (B).

COMMUNITIES TO BE SERVED

DAYS TO BE DELIVERED

COMMUNITY: _____

COMMUNITY: _____

3. FUNDRAISING

Missouri's aging network is increasingly exploring ways to meet the needs of the growing population of older adults as funding for OAA programs has declined. Please explain how your organization will partner with Young at Heart Resources, county tax boards, and community decision-makers in efforts to expand funding through fundraising projects and awareness to continue needed funding for programs.

4. WELCOMING ATMOSPHERE

Explain how your organization ensures that older adults of all backgrounds feel welcome at your organization.

5. TRANSITIONAL PLAN

If you have not previously submitted a Request for Proposal (RFP) for nutrition services or currently do not hold a contract with Young at Heart Resources, please explain what your transition plan would be if your organization was awarded a contract.

6. STAFFING

List the staff that will be involved in carrying out the services under this RFP, please include their title and experience. What is your organization's succession plan if an employee quits or is nearing retirement?

7. List any other information that you feel is important for us to consider about your organization for this RFP process.

Board Chair Signature

Date

Center Administrator Signature

Date

HOLIDAYS
Document 3.4

Please list holiday closures for your organization from July 1, 2026, through June 30, 2027. Home delivered and Medicaid clients shall receive their meals in advance of any holiday.

Holidays may not exceed 13.

HOLIDAY	DAY/DATE
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	

 Board Chair Signature

 Date

 Center Administrator Signature

 Date

REQUEST FOR WAIVER
Document 3.5

FISCAL YEAR(S) REQUESTED: SFY2027

A. Specific CSR requirement (Title) _____ 19 CSR 15 – 7.010

(Provider CSR section number, subsection, etc.)

B. Brief description of requirement and explain why the requirement cannot or should not be met (attach any documentation required by the specific CSR requirement).

C. Describe the proposed alternative for meeting the intent of the specific requirement and explain how the proposed alternative was selected.

D. List all services/locations to which the proposed alternative is to apply.

Board Chair Signature

Date

Center Administrator Signature

Date

(For Young at Heart Resources Use Only)

Approved: _____ Disapproved: _____ Period: _____

Signature: _____ Date: _____

ADA CHECKLIST RESULTS/CORRECTIVE ACTION PLAN

Document 3.6

Organizations Name: _____

Non-Compliance Issues	Corrective Action Plan	Completion Date (if applicable)

Board Chair Signature

Date

Center Administrator Signature

Date

BOARD MEMBER LIST

Document 5.1

Organizations Name: _____

Name	Position	Mailing Address	Email Address	Phone Number

Board Chair Signature

Date

Center Administrator Signature

Date