



EAST TEXAS COUNCIL OF GOVERNMENTS  
AREA AGENCY ON AGING

REQUEST FOR PROPOSALS

TITLE III C-1 AND C-2 NUTRITION SERVICES

Fiscal Years 2011, 2012 and 2013

Issued June 30, 2010

3800 Stone Road  
Kilgore, Texas 75662  
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## PART I

### General Information

The Older Americans Act, as Amended, provides funds for nutrition services for persons sixty years of age and older. Hot, nutritious meals are provided five days a week at a congregate meal site with home-delivered meals available to those who are not physically able to attend the meal site. Congregate meals are funded under provisions of the Older Americans Act, Title III, Section C.1. Home delivered meals are funded under the Older Americans Act, Title III, Section C.2, Title XIX of the Social Security Waiver and Title XX of the Social Security Act.

To subcontract for these funds, an agency must be a unit of government, a political subdivision of the state, or a chartered profit or non-profit corporation. This generally excludes service clubs and organizations that only have a charter of affiliation.

**A subcontractor must have sufficient financial resources to operate without reimbursement for up to 90 days in the event of billing or payment delays.**

**Nutrition service funds require a minimum of 10% match.** This match is normally generated from third party contributions and any other non-federal in-kind sources. Program income, including participant donations, may not be used to meet match requirements.

Projects must be open to all individuals aged 60 years and older. Services should target minority, low income, and rural populations aged 60 and over; individuals aged 60 and over with limited English language proficiency; the severely disabled and persons with Alzheimer's and related disorders who are aged 60 and over; and the caregivers of those populations. Proposals must cover prescribed services in one or more counties.

<b><u>Timeline of Key Dates</u></b>	<b><u>Date*</u></b>
Issuance of RFP	6/30/10
<b>Proposers Conference</b>	<b>7/9/10, 10:00 a.m. CST</b>
Questions Deadline	7/13/10, 5:00 p.m. CST
Official Responses to Questions Posted	7/16/10, or as soon thereafter as practical
Aging Advisory Committee for update on RFP process	7/22/10, 10:00 a.m. CST
<b>Proposals Due</b>	<b>7/30/10, 5:00 p.m. CST</b>
Aging Advisory Committee meeting to review and rank proposals	8/3/10, 9:00 a.m. CST
Nutrition Rate Negotiations	8/4/10, or as soon thereafter as practical
Executive Committee Approval of Contract	8/5/10
Notification of Contract Award	8/6/10, or as soon thereafter as practical
Commencement of Services	10/1/10

*\*Dates may be subject to change and such changes will be posted on the ETCOG website.*

A. Purpose of RFP

The purpose of this Request for Proposal (RFP) is to solicit operating plans for nutrition programs under Title III of the Older Americans Act, as Amended, to provide senior nutrition services in the East Texas Council of Governments' planning region.

B. Area Agency on Aging

The East Texas Council of Governments (ETCOG) is designated as the Area Agency on Aging (AAA) under contract with the Texas Department of Aging and Disability Services (DADS).

C. Contract Person for the Area Agency on Aging

Claude I. Andrews  
3800 Stone Road  
Kilgore, Texas 75662  
903/984-8641

D. Period of Performance for Contracts

This RFP is fiscal years 2011, 2012 and 2013. Contracts are awarded for one year periods and all projects included in the RFP may begin no sooner than October 1<sup>st</sup> and terminate no later than September 30<sup>th</sup> for each contract year. Contract renewals for fiscal years 2012 and 2013 are at the discretion of the AAA.

All proposals must include operating plans for the period of October 1, 2010 through September 30, 2011, regardless of any negotiations to extend existing contracts. **Proposals not including an operating plan and a summary of the budget for fiscal year 2010 will not be considered for funding.** Line item budgets for each year of the project must be submitted prior to the beginning of the contract year.

The AAA may elect to award more than one contract per program per county. The AAA does not intend to award a contract fully on the basis of any response made to the proposal; AAA reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that Proposer whose proposal is deemed to best meet AAA's specifications and needs. It is the intention of AAA to award the contract based on a plan that is the most advantageous to the East Texas region.

E. Technical Assistance for Proposers

There will be a Proposers' Conference at **10:00 a.m. on Friday, July 8, 2010** at:

**East Texas Council of Governments  
3800 Stone Road  
Kilgore, Texas**

At the Proposers' Conference, the RFP process, proposal requirements, and proposal contents will be discussed. No other technical assistance will be provided except in follow-up to questions or issues raised during the Proposer's Conference. Therefore, it is strongly suggested that each proposing organization send a representative to the Proposers' Conference.

F. Historically Underutilized Businesses (HUB)

Contracting opportunities for historically underutilized businesses (HUB's as defined in Texas Government Code 481-1010) shall be considered in the procurement process. (A HUB proposer will be chosen in the case of a tie.) Proposer must submit verification of its HUB status with its response to the RFP.

G. Proposal Submittal

In order to be considered for funding, ETCOG must receive proposals **no later than 5:00 p.m. on July 30, 2010 (CST). Time will be established by the clock in the reception area of ETCOG. Please be advised that we are closed from 12:00pm to 1:00pm for lunch. NO FAXED COPIES WILL BE ACCEPTED.** Proposals must be submitted to:

**East Texas Council of Governments  
Attn: Mr. Claude I. Andrews  
3800 Stone Road  
Kilgore, Texas 75662**

Proposals received after the date or time specified will not be considered for funding.

All documents relating to this /RFP including but not limited to, the RFP, documents, questions, addenda, errata's, and special notices will be posted under the "Senior Nutrition Services" at the ETCOG web site.

It is the proposer's sole responsibility to review this site for questions and answers and retrieve all documents prior to the RFP due date.

Proposals must be complete and technically accurate at the time of submission. Each proposal will be reviewed as submitted. No modifications or technical corrections to proposals will be allowed after they are submitted. Typed copies must be submitted on ETCOG's prescribed forms.

A proposal will be withdrawn from consideration for funding only upon the written request of the proposing organization to the AAA contact person.

Proposing organizations should submit a single copy of the proposal document and all attachments bearing original signatures as required.

Once submitted, proposals become the property of the AAA. Proposals will not be returned to the proposing organization.

## H. Review Process

Prior to award of the contract, the contents of proposals submitted in response to this RFP will not be disclosed to anyone except members of the Aging Advisory Committee, AAA employees, and employees or agents of the East Texas Council of Governments. After contracts are awarded, all proposals become public information.

Proposals will be evaluated against other proposals for the same service and service area. Proposals will be reviewed and evaluated for reasonableness of budgets, cost allocations, responsiveness to the RFP, planned approach and outcome and administrative capability.

- ❖ **Note regarding Pilot Project:** ETCOG has an on-site congregate pilot program underway at locations in Rains and Wood Counties (the Pilot Project). This RFP specifically includes request for proposals to assume the operation of this project from ETCOG. Such proposals should be based on the understanding that Pilot Project as currently administered by ETCOG sets the minimum baseline as to the factors set forth above.
- ❖ **Note regarding Congregate Meals:** Congregate meals further the social and community needs of seniors. Prevention is one of the goals of senior nutrition programs, specifically prevention, where possible, of institutional care. Encouraging and empowering seniors to come together in a congregate setting furthers program goals. To this end, the Aging Advisory Committee asks that proposals address congregate meals, and states that the role of congregate meals as part of your proposal as a whole will be considered within the review criteria set forth above.

If the Aging Advisory Committee rates two or more proposals for the same service and service area as substantially equal, negotiations with the proposing organizations may be held to establish cost or technical differences. Proposals subjected to such negotiations will be re-evaluated by the Aging Advisory Committee. Staff of the AAA will conduct all negotiations.

The Aging Advisory Committee's recommendations will be forwarded to the ETCOG Executive Committee for final contract award decisions.

## I. Review Criteria for Proposals

### 1. Responsiveness to RFP (Weight = 25%)

The Proposal will be rated in terms of the degree to which all required narrative and forms are included in the proposal and are technically correct. In evaluating proposals, the Aging Advisory Committee will consider such things as:

- a. Were all questions answered?
- b. Were responses complete?
- c. Were responses consistent throughout the proposal?
- d. Were all forms and documents submitted?

2. Potential Program Effectiveness (Weight = 25%)

The proposal will be rated in terms of the potential it demonstrates for providing effective and timely services. In evaluating proposals, the Aging Advisory Committee will consider the following criteria:

- a. Are services proposed appropriate for Title III senior nutrition programs?
- b. Are proposed services targeted to low-income, rural, and minority populations; persons with limited English language proficiency; and severely disabled participants, including individuals with Alzheimer's Disease and related disorders and caregivers of those populations?
- c. Does the proposal include an appropriate quality assurance and process improvement plan?
- d. Does the proposal include a personnel orientation and training plan?

3. Cost (Weight = 25%)

The proposal will be rated on the overall cost effectiveness of the proposed program.

- a. Are rates consistent with those of other agencies that are providing similar services?
- b. Are unit rates realistic?

4. Administrative Capability (Weight = 25%)

Does the proposal reflect that the proposing agency is capable of administering these programs in an effective, efficient, and fiscally responsible manner?

J. Contract Award

All proposals are evaluated by Aging Program personnel and ranked by the Aging Advisory Committee. The Aging Advisory Committee recommendations are forwarded to the ETCOG Executive Committee for the final decision. Selected proposing organizations are notified by certified mail of the Executive Committee's decision.

The award of any contract/vendor agreement based on proposals received in response to this RFP is contingent upon the AAA receiving adequate Title III, senior nutrition funds from DADS.

The AAA reserves the right to award a contract without further negotiation of proposal content or budget. Therefore, proposals must be complete and technically correct at the time of submission. This RFP does not obligate the AAA to award or procure a contract/vendor agreement for services.

The AAA reserves the right to reject any or all proposals received in response to this RFP. Any costs incurred by the proposing organization prior to the commencement date of a contract may not be paid from contract funds, and will not be reimbursed by the AAA.

Unless otherwise specified or required by legislation or rule of the funding source, all contracts/vendor agreements will be at-risk, performance-based, unit rate contracts/vendor agreements, with the exception of any service that will not lend itself to a unit rate contract. The AAA may require the selected proposing organizations to participate in negotiations and submit any cost or technical revisions that result from negotiations.

All proposing organizations will receive notification of the Aging Advisory Committee recommendation by certified mail.

K. De-obligation of Funds

Contract award amounts may be reduced if the AAA does not receive adequate funding or if the contractor fails to perform as agreed.

L. Modification of Project Content

The AAA may determine that changes in project content are required due to revisions in statute or program requirements. Such changes in content, procedures, or budgets during the life of the contract may be accomplished by negotiating contract modifications. No further solicitations of proposals will be required in such cases.

M. Appeal Procedure

Process Appeal: An aggrieved proposer may appeal any alleged violation of law, regulation, or ETCOG policy with respect to the procurement process. A violation of law, regulation, or ETCOG policy, if such be found, shall not automatically result in the reversal of the decision to grant or deny funding. Rather, the proposal shall be examined under the “Outcome Appeal” standard set forth below in light of what would have happened had the law, regulation or ETCOG policy been followed. Provided, however, that a violation of law, regulation, or ETCOG policy shall result in automatic reversal of the decision if the remedy of reversal is expressly mandated by such law, regulation or ETCOG policy. Appeal is not available regarding alleged violation(s) which the proposer knew of, or through reasonable diligence should have known of, yet failed to raise with the Agency Advisory Committee before recommendation or the Executive Committee of ETCOG prior to decision. Appeal is not available regarding alleged violations which did not result in denial of your proposal. Regarding any alleged violation which did not result in denial of your proposal, you may notify ETCOG of the alleged violation in writing to the Executive Director.

Outcome Appeal: Dissatisfaction with the outcome of your proposal is not in and of itself a ground of appeal. Appeal is not an occasion to re-weigh anew the merits and demerits of any proposal, whether in its own right, or as compared to other proposals. The decision on a proposal shall stand unless there is no evidence to support the decision.

Making an Appeal: Appeal must be made by giving notice, in writing, to the Executive Director requesting an appeal to the Executive Committee of ETCOG. Notice must be made within ten (10) days of the Executive Committee’s decision regarding the proposal at issue. Notice must specifically state the law, regulation or ETCOG policy which is claimed to have been violated, setting forth the relevant portion thereof. Notice must further state

how alleged violation resulted in denial of the proposal at issue. To the extent that the appealing proposer seeks to make a presentation to the Executive Committee, the notice shall further state the estimated time requested, the number of individuals expected to testify or comment, and, if known, their identities.

Hearing of Appeal: The appeal will be heard at the next regularly scheduled meeting of the Executive Committee of ETCOG. The time allotted for the appeal, and the manner of presentation is within the sole discretion of the Executive Committee.

N. Reporting Requirements

1. Each contractor shall submit to the AAA:

- a. A Monthly Request for Reimbursement – The request for reimbursement shall reflect actual costs incurred by contractor under this contract for the billing period (previous calendar month), the actual program income generated for the period and the number of units served. These reports must be submitted on a form that will be specified by the AAA. Requests for reimbursement must be received in the offices of the AAA within 15 calendar days of the reported month. Delinquent reports may be disallowed for payment.
- b. Monthly Reports – Monthly reports shall be submitted on a form specified by the AAA. Each contractor will be required to maintain a computerized client information system to be provided by the AAA. Minimum hardware requirements are: an IBM compatible internet ready computer system including a Pentium IV processor operating at 2.8 GHZ processor or faster, with at least 1 GIG of RAM and an 80 GIG hard drive. Such reports will include information concerning units of service, number of persons served, and characteristics of the population served.
- c. Other periodic reports as may be required.

O. Other Required Documentation

Proposing organizations selected for contract will be expected to complete and provide the following additional documents within twenty (20) calendar days of notice of selection:

1. A standard assurance of compliance with requirements related to confidentiality, safety, insurance coverage, nondiscrimination in employment and services, accessibility of facilities and service, fiscal management, and other programmatic requirements;
2. A copy of the organizations non-profit charter, if applicable;
3. Insurance certificates for all vehicles, sites, and workers' compensation;
4. Copies of all subcontracts and agreements related to the operation of the proposed project;
5. A copy of each food service supervisor's resume listing qualifications for the position;
6. Approved menus for the first thirty (30) days of operations;

7. A copy of the most recent audit of the organization (IRS Form 990), if required; and,
8. Other documents that may be required by the contracting agency or the funding source.

Failure to provide the required documents and information will result in rejection of the proposal and selection of an alternate proposal.

P. Available Reference Documents

The following documents are available for review at the office of the AAA during regular business hours for assistance in preparing the RFP response:

1. Older Americans Act, as Amended.
2. Regulations pertaining to Grants for State and Community Programs on Aging, 45 CFR 900 607; 45 CFR 84.11 et, seq.; 45 CFR 1321 et seq.
3. State Senior Nutrition Program requirements as specified in applicable sections of the Texas Administrative Code.
4. Area Plan of the AAA of East Texas.

## PART II

### Preparation of the Proposal Packet

Proposals must be prepared and submitted according to the following instructions. Proposals must be typewritten in 12 point typeface on the supplied proposal forms. Proposals may be either single-spaced or double-spaced. However, narrative responses should be limited to the space provided, except where attachments are requested or authorized. All attachments should be on letter sized paper (8.5 inches by 11 inches) using the same or similar type. Proposals are to be assembled in page order.

Proposals may be prepared using word processing. A flash drive containing the document is available or email can be sent upon request. If that option is elected, the proposal should be prepared on 8.5 inch by 11 inch white paper, using 12 point, “Times New Roman”, or similar font. To facilitate review, any proposal prepared on a word processor or computer must be a reasonable facsimile of a typed proposal, including page numeration.

The cover sheet supplied in this packet must be used. The “Contact” should be an individual who can clarify any information included in the proposal—usually the individual who prepared the proposal. The box at the bottom of the cover sheet is reserved for ETCOG/AAA use only. The Board Resolution for Contract Approval should be completed by all non-governmental proposing organizations. Governmental units may submit a letter of authorization to contract, signed by the agency’s Chief Administrative Officer for the service area, and designating an individual as the Project Manager

#### A. Introductory Narrative

Provide a concise description of the proposing organization. Respond to all questions and include other pertinent general information, as space allows.

#### B. Service Plan

Complete the “Central Kitchen Schedule” form, if applicable. Mileage from the kitchen to each meal site is cumulative along the route. Departure time is the time the food left the kitchen, and should be the same for all sites on a single route. Additional pages of the “Central Kitchen Schedule” may be used if necessary and inserted immediately following page 18. Multiple routes on multiple central kitchens may be listed on one form. Do not list home-delivered meals on this form.

##### 1. Congregate Meals

Provide a concise summary of how congregate meals will be provided in the proposed counties. Complete a “Congregate Meals by County and Site” form for fiscal year 2011. Proposals should be based on the numbers of participants and meals for each category of service as specified in Appendix A “Benchmark Units of Service.”

2. Home Delivered Meals

Provide a concise summary of how home-delivered meals will be provided in the proposed counties. Complete a “Home Delivered Meals by County” form for the proposed service area for Fiscal Year 2011. Proposals should be based on the number of meals for each program as specified in Appendix A “Benchmark Units of Service.”

3. Meal Planning

This entry is self-explanatory.

4. Serving Target Populations

Provide a concise statement of the organization’s plan and activities that will assure access to service by all targeted groups. Refer to Appendix B for information on minority populations.

5. Emergency Service Plan

Provide a concise summary of how the proposing organization will assure continuity of services in an emergency. Include provisions for: inclement weather, natural disasters, loss of facilities or equipment, loss of delivery capacity, and loss of delivery capacity.

C. Financial Plan

1. Operating Budget

Complete the attached Summary Budget form for fiscal year 2010 on page 22. The summary budget should include all sources of revenue and expenditures. Items C.1.a and C.1.b are self-explanatory. **You must include a line item budget for salaries, to include each staffing position and annual salary.**

2. Calculation of Unit Cost

Provide the unit rate and funds requested for each proposed year, based on the units of service for that year, as calculated using the methodology described under item C.2.

3. Fiscal Operations

Provide a concise explanation of the organization’s business operations. Items C.3.a, C.3.b, C.3.c, and C.3.d are self-explanatory.

4. Program Integrity

Describe how the organization will assure proper allocation of funds and accountability of those funds.

D. Project Management

Provide information as requested. The organizational chart should include names of key personnel, titles of all positions, and clear indication of lines of authority and responsibility. **Attach it as the last page of the proposal packet.** Items D.1 and D.2 are self-explanatory.

E. Quality Assurance

1. Sanitation and Food Safety

This item is self-explanatory.

2. Orientation and Training

Briefly describe the organization's staff development plan, including orientation of new employees and the organizations on-going, job related in-service program.

3. Employee Performance Appraisal

This item is self-explanatory.

4. Complaint Resolution

This item is self-explanatory.

5. Process Improvement

Briefly describe the monitoring tools and indicators that management will use to identify opportunities to improve service delivery.

## BENCHMARK UNITS OF SERVICE: TITLE III C-1 (Congregate Meals)

COUNTY	Meals Paid by DADS	Meals Paid by Local Funds (Local Match)	Total C-1 Meals
Anderson	9,694		9,694
Camp	6,727		6,727
Cherokee	129		129
Gregg	1,849		1,849
Harrison	3,045		3,045
Henderson	12,127	25	12,152
Marion	1,960		1,960
Panola	35		35
Rains	2,126		2,126
Rusk	22		22
Smith	19,146	217	19,363
Upshur	5,242		5,242
Van Zandt	2,032	173	2,205
Wood	12,538	352	12,890
<b>TOTALS</b>	<b>76,672</b>	<b>767</b>	<b>77,439</b>

## BENCHMARK UNITS OF SERVICE: TITLE C-2 (Home-Delivered Meals)

COUNTY	Meals Paid by DADS	Meals Paid by Local Funds (Local Match)	Total C-2 Meals
Anderson	26,705	4,757	31,462
Camp	14,208	1,483	15,691
Cherokee	4,749	833	5,582
Gregg	20,042	265	20,307
Harrison	12,737	1,432	14,169
Henderson	26,397	2,161	28,558
Marion	5,702	559	6,261
Panola	19,167	1,665	20,832
Rains	3,890		3,890
Rusk	14,228	1,339	15,567
Smith	98,669	7,201	105,870
Upshur	31,322	687	32,009
Van Zandt	11,375	3,333	14,708
Wood	15,871	4,652	20,523
<b>TOTALS</b>	<b>305,062</b>	<b>30,367</b>	<b>335,429</b>

NOTE: Meals shown above in Appendix A are actual meals served by funding source for fiscal years 2009, the most recent period for which records are complete. Meals paid by DADS include Title III federal and state and NSIP sources only. Meals paid by the Texas Department of Human Services (CBA and CCAD meals) are not included.

BENCHMARK UNITS OF SERVICE: TITLE III NUTRITION PROGRAM PARTICIPANTS

COUNTY	C-1 Participants	C-2 Participants	Total Participants	Annual C-2 Participant Assessments
Anderson	265	227	492	178
Camp	109	100	209	39
Cherokee	12	67	79	40
Gregg	32	133	165	
Harrison	46	85	131	23
Henderson	205	224	429	
Marion	42	35	77	22
Panola	5	118	123	10
Rains	48	33	81	
Rusk	16	143	159	108
Smith	303	719	1022	3
Upshur	68	194	262	
Van Zandt	68	128	196	
Wood	333	161	494	
TOTALS	1,552	2,367	3,919	423

NOTE: Benchmarks for participant assessments are based on actual C-2 participation during fiscal year 2009. Assessments are conducted once a year for homebound clients.

## 60+ MINORITY POPULATION BY COUNTY (2000 Census)

COUNTY	African Amer. 60+ Population	Per Cent African Amer.	Hispanic 60+ Population	Per Cent Hispanic	Total 60+ Population
Anderson	1,193	14.2	169	2.0	8,416
Camp	426	17.4	56	2.3	2,455
Cherokee	1,115	12.3	203	2.2	9,037
Gregg	2,826	14.7	302	1.6	19,193
Harrison	2,532	23.6	105	1.0	10,748
Henderson	762	4.3	246	1.4	17,570
Marion	612	21.2	24	0.8	2,892
Panola	669	14.2	36	0.8	4,698
Rains	54	2.6	34	1.6	2,063
Rusk	1,520	16.0	119	1.2	9,522
Smith	4,537	14.2	652	2.0	31,989
Upshur	690	10.2	52	0.8	6,771
Van Zandt	273	2.5	192	1.8	10,892
Wood	409	4.1	117	1.2	10,079
TOTALS	17,618	12.0	2,307	1.6	146,325

CONGREGATE MEALS BY COUNTY AND SITE

COUNTY: ANDERSON

Location	C-1 Meals
Frankston Senior Center	
Palestine Senior Center	

COUNTY: CAMP

Location	C-1 Meals
Newsome Nutrition Site	
Pittsburg Nutrition Center	

COUNTY: CHEROKEE

Location	C-1 Meals
Jacksonville Nutrition Center	

COUNTY: GREGG

Location	C-1 Meals
Gladewater Senior Citizens Center	
Longview Nutrition Center	

COUNTY: HARRISON

Location	C-1 Meals
Gold Hall Nutrition Center	
Marshall Senior Nutrition Center	
Waskom Senior Nutrition Center	

COUNTY: HENDERSON

Location	C-1 Meals
Cedar Creek Lake Nutrition Site	
Chandler Senior Citizens Center	
Athens Senior Citizens Center	
Malakoff Senior Citizens Center	

COUNTY: MARION

Location	C-1 Meals
Jefferson Senior Center	

COUNTY: PANOLA

Location	C-1 Meals
Carthage Nutrition Site	

COUNTY: RAINS

Location	C-1 Meals
Emory Nutrition Center	

COUNTY: RUSK

Location	C-1 Meals
Henderson Senior Center	

COUNTY: SMITH

Location	C-1 Meals
Lindale Nutrition Center	
Troup/Arp Nutrition Center	
Tyler Senior Center	
Tyler University Christian Church	
Whitehouse Nutrition Center	
Winona Nutrition Center	

COUNTY: UPSHUR

Location	C-1 Meals
Big Sandy Nutrition Center	
Gilmer Senior Nutrition Center	

COUNTY: VAN ZANDT

Location	C-1 Meals
Canton Senior Citizens Center	
Edgewood Senior Citizens Center	
Edom Senior Citizens Center	
Van Nutrition Site	
Wills Point Senior Citizens Center	

COUNTY: WOOD

Location	C-1 Meals
Alba-Golden Nutrition Center	
Hainesville Nutritional Center	
Hawkins Senior Nutrition Center	
Mineola Nutrition Center	
Yantis Nutrition Center	

## HOME DELIVERED MEALS BY COUNTY

Location	C-2 Meals
Anderson	
Camp	
Cherokee	
Gregg	
Harrison	
Henderson	
Marion	
Panola	
Rains	
Rusk	
Smith	
Upshur	
Van Zandt	
Wood	