



Title III-C Nutrition and State Nutrition Services Program for Tribal Nations in Minnesota

RE: Letter of Intent Process for Nutrition Services Provider to Serve Tribal Elders

Introduction

Minnesota Indian Area Agency on Aging seeks a nutrition services provider to promote the general health and well-being of older individuals, the services are intended to:

- Reduce hunger, food insecurity, and malnutrition of older adults.
- Promote socialization of older individuals.
- Promote the health and well-being of older people:
- By assisting them in gaining access to nutrition and other disease prevention and health promotion services.
- To delay the onset of adverse health conditions resulting from poor nutritional health or sedentary behavior.

Title III-C Nutrition and State Nutrition Services include:

- Congregate Dining
 - May include Grab-N-Go options for up to 25% of award
- Home Delivered Meals
- Nutrition Counseling

Services are not intended to reach every individual in the community. Programs target adults aged 60 and older who are in greatest social and economic need with particular attention to the following groups.

- Low-income older adults
- Minority older individuals
- Older adults in rural communities
- Older individuals with limited English proficiency
- Older adults at risk of institutional care

Effective monitoring of provided services is required, including reporting on unduplicated clients, service units, dates of service, and funding expended on contracted timelines.



Services are to be provided from the contract start date of January 1, 2026, through December 31, 2026. Award amounts will be between \$20,000 and \$150,000.

Letter of Intent Requirements

MIAAA is requesting a letter of intent from interested providers. Letters of intent should generally discuss the experience and qualifications of the provider, the proposed services, current or proposed staffing, ideas for outreach and education, and ability to report and measure performance. Providers selected for further consideration will be asked to provide a more detailed workplan and budget addressing the following:

1. Experience and Qualifications:

- Demonstrated experience in providing nutrition services to Tribal Nations.
- Knowledge of federal, tribal and state laws impacting tribal elders, including the OAA.
- Understanding of Tribal sovereignty and cultural sensitivity.

2. Proposed Services:

- A detailed description of the services to be provided.
- A plan for outreach and education to Tribal Nations to inform them of available nutrition services.
- A plan of outreach and education to Tribal elders and others regarding available nutrition services.
- Capacity for tracking to ensure timely and effective delivery of services and outcomes.

3. Staffing and Resources:

- A description of the staff assigned to the project, including their qualifications and experience.
- A plan for allocating resources, including personnel, technology, and funding.

4. Performance Measures and Reporting:

- A proposed performance measurement system to track the impact of the nutrition services provided.
- A plan for regular reporting on the number of meals provided, unduplicated participants, dates of service, and expenditures.

5. Budget:

- A detailed budget outlining the costs associated with providing the meals including personnel costs, food costs, and administrative fees.

Submission Deadline: Letters of Intent must be submitted by November 7, 2025, to Michelle_Reynolds@redlakenation.org.

Questions: For any questions or clarifications, please contact Michelle Reynolds at Michelle_Reynolds@redlakenation.org or (218) 542-6145.