

APPLICATION FORM



RESTAURANT MEAL PROGRAM APPLICATION
PROJECT PERIOD: MARCH 1, 2022 - JUNE 30, 2022
(MAY BE RENEWABLE FOR FY 2022-23 AND 2023-2024)

Applications submitted in response to this IFB for VCAAA’s new Restaurant Meal Program services must be submitted to the following address no later than **4:00 p.m., Monday, February 22, 2022.**

Ventura County Area Agency on Aging
Attn: Fiscal Department
646 County Square Drive, Suite 100
Ventura, CA 93003

This application is submitted for the following nutrition service(s):

- Home-Delivered Meal Service

Application Checklist: Each application must include the items listed below. Please check the box to confirm that your completed application packet contains all items.

One (1) original set of the following are required to be submitted:

- Completed Application with Original Signatures & Full Description of Proposed Program
- 7-Day Dinner Entrée Menu – (suitable for older adult diets)
- Current Business License(s)
- Current Certificate of Insurance (listing Ventura County as a Certificate Holder – with required VC limits and any)
- Current County of Ventura Environmental Health Permit
- Signed W-9 (applicable for all new vendors)

Note: Applicants are urged to be as detailed and specific as possible about how they will operate the new Restaurant Meal Program. The following questions should each be answered as a narrative.

1. RELEVANT EXPERIENCE

Describe your organization’s experience in providing meals for older adults with dietary restrictions.

Answer:

Describe your organization’s experience in meal delivery service to a client’s residence.

Answer:

Describe your existing or previous County of Ventura restaurant meal program participation.

Answer:

2. PROGRAM ADMINISTRATION

Who will be responsible for the administration of the grant?

Answer:

Who will be responsible for the submission of the weekly invoices?

Answer:

3. SERVICE REGIONS

Which service region(s) does your project propose to serve? Check all that apply.

- Camarillo, Somis, Santa Rosa Valley
- Fillmore
- Moorpark
- Oxnard, El Rio, Nyeland Acres, Del Norte, Hollywood Beach
- Port Hueneme
- Santa Paula
- Simi Valley
- Ventura, Saticoy, Montalvo
- Thousand Oaks, Newbury Park
- Ojai Valley
- All (includes the entire county)

4. SERVICE PROPOSAL

Projected Meal Costs – Provide your cost per meal bid for the contract period:

Answer:

5. REQUIRED INFORMATION:

Applicant: _____

Address: _____

Project Address: _____

Contact Person: _____ Title: _____

Telephone: _____ Fax: _____

E-Mail Address: _____

Agency Type: <input type="checkbox"/> Public Agency <input type="checkbox"/> Private Nonprofit <input type="checkbox"/> Private For-Profit		
Date of Incorporation:	Corporation Number:	Taxpayer ID Number:

Authorization to Submit Proposal

This proposal is authorized for submission by the governing body of the applicant agency(s). The undersigned is aware of all pertinent conditions and specifications affecting the provision of meals and services and all relevant terms and conditions stated in the request for proposal.

Print or Type Name and Title

Authorized Signature and Date