



Allegheny County Department of Human Services

RFP Response Form

Meals and Nutrition Services for Older Adults

PROPOSER INFORMATION

Proposer Name: Metz Culinary Management

Authorized Representative Name & Title: Greg Polk, Chief Operating Officer

Address: 2 Woodland Drive, Dallas, PA 18612

Telephone: (570) 674-8733

Email: gpolk@metzcorp.com

Website: www.metzculinary.com

Legal Status: For-Profit Nonprofit Sole Proprietor/Individual Partnership

Minority or Women Owned: Yes No

If yes, select the ethnicity: Asian Pacific American Black American

Hispanic American Native American

Subcontinent Asian American [Click here to enter text.](#)

If yes, select gender: Male Female

Faith Based: Yes No

Partners included in this Proposal: None – Not Applicable

How did you hear about this RFP? *Please be specific.* We are a current vendor with Allegheny County

PROPOSAL INFORMATION

Total dollar amount requested: Please reference Addendum F: Unit Cost Analysis spreadsheet

Proposal summary (*please use only one sentence*):

You will find the Metz Culinary Management proposal to be competitive and our service to the County and its residents of the highest quality.

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REQUIRED CONTACTS

	Name	Phone	Email
Chief Executive Officer	Jeff Metz	(570) 674-8737	jeffm@metcorp.com
Contract Processing Contact	[REDACTED]		
Chief Information Officer			
Chief Financial Officer			
MPER Contact*			

* MPER is DHS's provider and contract management system. Please list an administrative contact to update and manage this system for your agency.

BOARD INFORMATION

* For the Board Chairperson, you must list an address, phone and email address different than the organization.

Board Chairperson Name & Title: Not Applicable

Board Chairperson Address: Not Applicable

Board Chairperson Telephone: Not Applicable

Board Chairperson Email: Partners included in this Proposal: Not Applicable

How did you hear about this RFP? *We are a current vendor with Allegheny County.*

REFERENCES

Provide the name, affiliation and contact information [include email address and telephone number] for three references who are able to address relevant experience with your organization. *Please do not use employees of the Allegheny County Department of Human Services as references.*

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

CERTIFICATION

Please check the following before submitting your Proposal, as applicable:

I have read the standard County terms and conditions for County contracts and the requirements for DHS Cyber Security, EEOC/Non-Discrimination, HIPAA and Pennsylvania’s Right-to-Know Law.

By submitting this Proposal, I certify and represent to the County that all submitted materials are true and accurate, and that I have not offered, conferred or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantaged information, recipient’s decision, opinion, recommendation, vote or any other exercise of discretion concerning this RFP.

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Choose one:

My Proposal contains information that is either a trade secret or confidential proprietary information and I have included a written statement signed by an authorized representative identifying those portions or parts of my Proposal and providing contact information.

OR

My Proposal does not contain information that is either a trade secret or confidential proprietary information.

ATTACHMENTS

Please submit the following attachments with your Response Form. These can be found at <http://www.alleghenycounty.us/dhs/solicitations>.

- Partner commitment letters, if applicable
- MWDBE and VOSB documents
- W-9

REQUIREMENTS

Please respond to the following. The maximum score a Proposal can receive is 130 points. Your response to this section should not exceed 10 pages. (Pages 1-3 are not included in the page count).

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Proposed Service Areas (not scored)

DHS will select two or more providers to cover the county. Referencing Addendum C and D, which indicate the preliminary division by geography, please indicate the area(s) of the county you would serve. You may choose any or all of these areas.

Area	Preference ranking (1, 2, 3, with 1 being strongest)
Central	2
North	3
South	1

Organizational Experience (30 points)

1. Describe your experience in preparing meals at a significant scale, for consumption in group or other settings, that consumers rate well. Include a description of your commissary—its capacity, certifications and management. (15 points)

Our company currently has two large culinary centers in Pennsylvania, along with a culinary center in Sarasota, Florida. Our culinary center located in Bridgeville, PA has been providing service to Allegheny County and the congregate and home delivered meal programs since 1998. Our culinary centers service many Area Agencies on Aging, including Allegheny County currently. Our Culinary & Catering Center in Kingston, PA has been providing service to senior meal programs since 1996 and most recently our Center in Sarasota, FL, which opened in 2017, provides outstanding service to programs throughout the state.

Through these culinary centers, we provide thousands of congregate meals, home delivered meals, frozen meals, hot bulk, pre-plated meals and emergency meals daily to the agencies we service. Our meals are nutritious, great tasting, locally sourced with a great variety. Our guest and delivery services use excellent technology to ensure timely deliveries and complete order fulfillment. Our commitment is to provide restaurant-inspired hospitality for each and every guest. By taking the time to learn the needs of those we serve, Metz Culinary Management provides unsurpassed service that we believe exceeds the needs of our guests. We are excited to continue our partnership and service to the senior population for Allegheny County.

Last year we provided over [REDACTED] million meals to hospital inpatients, long-term care residents, and OAA providers such as [REDACTED].

Our fully-licensed and inspected Culinary & Catering Center in Bridgeville is designed specifically for the movement, production and packaging of large volume foods in a sanitary and safe manner. The building is designed and equipped with convection ovens, self-generating steam kettles, microwave ovens and hot holding units. It has walk-in refrigerators, freezers, large refrigerated pass-throughs and coolers large enough for holding prepared

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entrees. Metz will supply the proper management and on-site supervision, as well as other labor and expertise necessary for the appropriate procurement, storage, preparation, and delivery of all foods. Metz follows all HACCP guidelines in the flow of food delivery and preparation.

The operation is licensed by the Allegheny County Health Department. Each team member has at least two years' experience preparing and delivering senior citizen meals in Allegheny County. Each team member is Serv-Safe food protection certified. The Allegheny County Health Department inspects our facility annually.

██████████ has served as the general manager of the Metz Culinary & Catering Center in Bridgeville since 1998. During this time, he has served the seniors and residents of Allegheny County with outstanding meals and exceptional service and hospitality. ██████████ understanding of congregate, home delivered, and frozen meal programs is unsurpassed by any in the industry. His attention to detail and knowledge of the program is a benefit to Allegheny County and your residents. He is responsible for a staff of ██████████ at the Center, along with purchasing, inventory, fleet management, and equipment repairs. ██████████ manages costs and prepares budgets and weekly P&L statements, and streamlines preparation, packaging, and shipping of hot and cold foods.

██████████ is ServSafe certified and was recently awarded the 2020 Manager of the Year award by Metz Culinary Management for his hard work and dedication. He is a previous recipient of the Metz Culinary Management Exemplary Performance award in 2009.

We also have Culinary Centers in Kingston, PA for support, and a USDA-certified facility in Sarasota, FL for frozen meal support. We have the resources and support to bring outside Metz employees or contract employment workers in for all service deliveries that can't be supported locally with internal Metz employees in emergency situations to support all PA clients.

2. Describe your experience planning menus that are enjoyable for consumers while meeting strict dietary guidelines, including special diets. Be sure to mention if you employ a state-licensed dietitian, as this is a requirement. (5 points)

Metz Culinary Management meals and services encompass a combination of standardization, customization, and flexibility while balancing the constraints of regulatory requirements, quality control, operational efficiency, and cost. All meals served comply with the Allegheny County submitted menus, directives, and guidelines. Our menus will be prepared from the ACDHS/AAA approved menus and will comply with the Pennsylvania Department of Aging Program Directives - Program Area 03-Congregate Meals, the U.S. Department of Agriculture, and the Allegheny County Health Department.

Metz Culinary Management employs a registered dietitian to oversee the nutritional requirements of the meal services for Allegheny County Department of Human Services. Our dietitian reviews each menu to ensure that all of the nutritional requirements are met or exceeded for the program. Our dietitian works closely with and reports to the general manager.. She is available to meet with Allegheny County as needed.

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3. Describe your experience in ensuring that staff work successfully with a diverse range of individuals, including in designing meals, in seeking and using consumer feedback to improve quality, and in working with those who consume meals as well as staff in partner organizations. Be sure to mention if this experience includes any trainings offered to staff, including on cultural competency. (10 points)

Metz Culinary Management works with Allegheny County to ensure that the menus contain a wide variety of cultural, ethnic, regional, and special-dietary needs foods selections to exceed the expectations of guests. In our continuous effort to provide menu selections to fit a multitude of tastes, our chefs constantly update our recipe database to include menu items that are vegetarian, vegan, special diets, low-fat, and organic/natural food selections.

Metz Culinary Management's regional and executive chefs, registered dietitians, and corporate purchasing department ensure that the menus we offer for vegan, vegetarian, allergen-friendly, ethnic cuisine, kosher, halal, local, organic, and sustainable are authentic and meet all of the requirements of these special diets. As we develop our menus, we make every effort to incorporate selections based on the culture and preferences of our guests.

Our company is unique in that we are a family founded, custom dining management company serving a range of clients and age cohorts.

We are acutely aware of trends and menu items that are popular and bring them to our dining service operations faster than most large companies. Our senior leadership, management teams, chefs, and dietitians attend training throughout the year. By serving hospital, long-term care, and Aging Network clients and their guests, we are uniquely positioned to apply this knowledge in the senior settings.

Metz realizes that an ability to communicate with the elderly, and an ability to deliver foods that are palatable and actually consumed, is crucial to the success and satisfaction of our elderly citizens. Metz has a proven track record of that ability.

We will work with Allegheny County to conduct periodic guest satisfaction surveys, including feedback on the meals we serve. We will use this information to make necessary changes or enhancements to our menus. In addition, our team members communicate with your teams at the senior centers daily and are able to gain valuable insight and feedback on our program. Metz Culinary Management will also work with Allegheny County to schedule food sample evaluation and taste testing with those you serve. They can also be conducted on-demand. The evaluations will grade appearance temperature, taste, and overall quality of menu items. This is another excellent way we gain feedback from the seniors we serve.

Metz Culinary Management conducts frequent training in cultural competency each year through our monthly training programs. As one example, our Workplace Diversity, Inclusion & Sensitivity course explores the concepts of racial identity, racism, diversity, inclusion, sensitivity and unconscious bias in today's modern workplace. Topics are presented in interactive episodes, with realistic video scenarios, knowledge checks and other assessments that prompt learners to think about their own assumptions, behaviors and experiences.

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Employees gain a deeper understanding of the many benefits of an inclusive culture and set a positive example for treating everyone with civility and respect.

Effective diversity training raises employee awareness of the importance of working together with people from different backgrounds, cultures and beliefs. Employees learn how to recognize and manage behaviors that can undermine individuals and teams, along with positive actions that, together with management's commitment and the right policies, can create a culture in which everyone has opportunities to thrive and participate in the organization's operations and leadership.

Proposed Approach (75 points)

4. Describe your proposed approach to designing, preparing and delivering the Meal and Nutrition Service in a way that meets the requirements laid out in this RFP. (40 points)

Metz Culinary Management proposes designing healthy inviting meals for the senior citizens of Allegheny County by utilizing our on-staff dietitian and our experienced staff of chefs and management personnel. We have decades of experience in high-volume menu preparations. We have several locations preparing similar meals. The HDM meals will be prepared the week before and frozen for delivery. HDM meals will be the first meals delivered each day. The congregate meals will be prepared on the day of service and delivered as close to the meal time as possible. Metz will meet all health department standards in this process. Metz Culinary Management would like to have meetings or calls with the DHS monthly to resolve any issues that may come up and monitor how the senior citizens receive the meals.

5. Describe your proposed approach for addressing the challenges laid out in the RFP. (15 points)

Metz Culinary Management will work with each agency to determine the best times for each site's delivery. Once that is complete, we can determine our route to best serve the sites. An automated system will be explored and utilized if applicable.

Food quality for the HDM sites will be best if frozen meals are used. The cook and hold time from our kitchen combined with the hold times at the centers and then to the consumer has adverse effects on quality. Senior center deliveries will be made as close to meal time as possible considering traffic and travel times. We will still leave a buffer for situations out of our control.

In our proposal, we would like to offer a lighter fare meal once a week on a rotating day so that each consumer can enjoy on a day they usually attend. Metz Culinary Management has access to various locations with different regional and ethnic cuisines that we can utilize for menu ideas to satisfy many people and introduce others to foods they would not normally make for themselves. As for supply chain issues, Metz is partnering with other purveyors to cut down on items being out of stock or unavailable.

Our team at Metz Culinary Management is proud of what we do and wants to satisfy all of our guests and consumers.

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6. Describe your strategy for addressing the following scenario: a resurgence of COVID in 2023 again disrupts nutrition services for older adults. How would you continue to provide meals while shifting your operations and/or approach to contend with a resurgence of COVID? (5 points)

Should there be a resurgence of Covid, we would resort back to what we learned from the first outbreak. We learned from this and can fulfill the needs of the consumers. We would go back to frozen and/or cold meals and continue without interruption.

7. Describe your plan for assuring the quality and consistency of your food and services for the Meal and Nutrition Service. (15 points)

Metz Culinary & Catering Center in Bridgeville has comprehensive quality assurance plans in place to ensure all regulatory requirements are met in the production of food out of the facility. Our facility is licensed by the Allegheny County Health Department. In addition, the Metz Culinary and Catering Center has regular inspections by the Health Department. Food safety and sanitation is a top priority at Metz Culinary Management. We strive to be best in class in this area to meet and exceed our guests' expectations.

Metz Culinary Management follows all standards of service that relate to compliance with applicable policies and regulatory guidelines. These include personnel standards, commissary standards, contingency and emergency preparedness plans, menus and dietary standards, food quality standards, meal preparation, packaging, and delivery standards, along with reporting, invoicing, cancellation, and other policy standards required by Allegheny County, the state of Pennsylvania, and the U.S. Department of Agriculture.

We've partnered with EcoSure, the quality assurance division of Ecolab, to implement a food safety evaluation and training program for Metz. EcoSure is the leader with over 30 years of experience in the industry. They have substantial industry experience with more than 120,000 evaluations they conduct every year.

Metz Culinary Management has a comprehensive HACCP program in place at all of our locations, including our Culinary & Catering Center that services Allegheny County. Our manager and staff are trained on a regular basis of all HACCP and food safety procedures. Our manager and staff members are ServSafe certified. We follow all Metz policies and HACCP procedures for the safety and sanitation of food preparation and food delivery. Metz Culinary Management conducts daily temperature checks and on refrigerators and freezers and logs them in the appropriate forms.

A comprehensive audit is carried out at least once a year. Quarterly audits, possible because of our regional location, will be completed by the Metz Culinary Management controller, with specific recommendations for improvement, if any, developed from the audit assessment. These are comprehensive evaluations and cover all aspects of the operation.

Our quality assurance audits include a comprehensive review of:

- Service quality, attentiveness, courteousness
- Food quality, safety, and presentation

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- Sanitation practices and conditions
- Personnel appearance
- Training program techniques, schedules, and records
- Safety conditions
- Operational performance from a financial perspective
- Other related operational and maintenance conditions and/or practices

Daily sanitation lists and audits are used to ensure all areas of the production kitchen are properly clean and sanitized. These are reviewed weekly to identify problem areas. Our daily pre-service meetings with staff will ensure that each meal has been properly prepared, meets all requirements, is high quality, and that all staff is fully knowledgeable of what is on the menu for the day and any changes in the service. Our staff will be trained by the general manager and director of culinary development on an on-going basis to ensure that staff is properly handling, holding, and transporting food, in addition to ensuring that the proper service standards are in place and utilized consistently.

Metz Culinary Management will ensure Allegheny County that the entire program — from hiring the employees to training, purchasing, preparation and service by our staff — will consistently be the highest caliber possible.

Budget and Cost Proposal (25 points, not included in page count)

8. Complete Addendum F, Unit Cost Analysis Spreadsheet, to provide both your rates for the service and your unit cost information. (20 points)
9. Using the text field below, or using a separate document, provide a companion budget narrative that provides clear context for the costs your completed Addendum F, Unit Cost Analysis Spreadsheet. (5 points)

Much has changed in the past year, in regards to the economics of maintaining a Meal and Nutrition Service Program. Our mission to provide consistent, superior service, and high-quality offerings, has been greatly impacted by steadily rising materials and labor costs. Fuel costs have only recently leveled off, after reaching historic highs, which have only pushed our overall costs, even higher.

These new, higher costs are reflected in the financial analysis.

Along with those higher costs, we would like to introduce a lighter fare menu, once per week, in order to create options for the new generation of seniors, who may not be interested in a hot meal, five times per week. The lighter fare menu comes with additional costs, as it is more labor intensive to produce, involves disposables that are not associated with the hot menu, requires us to source and inventory products that are perishable, and experiences frequent market fluctuations. We can include the ppm and cpm data, if there is an interest on your part

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Taking all of the above in to account, we take pride in still being able to offer extremely competitive pricing for each meal segment, in each region, due to the efficiencies/learnings we have gained, thru the many years of experience we have, in providing the meal service to Allegheny County

We will also offer a 1% discount off of the monthly invoice, if we are awarded 2 regions, and a 1.5% discount, if awarded all 3 regions

We appreciate the opportunity to continue to serve the Seniors in Allegheny County. Thank you

Unit Cost summary sheet

Proposer: Metz Culinary Management

Note: This sheet will populate automatically with the information you enter on the Cost Analysis tabs

	Congregate		HDM	
Meals	\$	5.00	\$	5.55
Modified diet meals	\$	5.25	\$	-
Frozen Meals	\$	5.55	\$	-
Special Meals	\$	5.95	\$	-
Boxed Meals	\$	6.50	\$	-
Shelf-stable	\$	5.00	\$	-
Emergency Weather box	\$	65.00	\$	-

Unit Cost Analysis: Congregate Meals

Proposer:

Metz Culinary Management

Proposers are required to fill-out all applicable parts of this spreadsheet (and on all tabs/worksheets) and submit it as part of their Proposal.

READ THIS FIRST: No more than 10% of a Proposer's unit cost for any type of meal or box should be made up of administrative costs, which include the "Administrative Staff" row (#20).

ALSO READ THIS: No more than 2% of a Proposer's unit cost for any type of meal or box should be made up of indirect costs, which include the "Indirect Costs" row (#68).

AND LASTLY: The State allows us to pay vendors 5% above the base price of congregate meals for Modified Diet Meals (column C) .

	Congregate Meals	Modified Diet Meals	Frozen Meals	Special Meals	Boxed Meals	Shelf-Stable (Emergency) Meals	Emergency Weather Boxes
PROPOSED RATE (per meal)	\$5.00	\$5.25	\$5.55	\$5.95	\$6.50	\$5.00	\$65.00
<i>Here are the average rates (cost per meal) in most recent contracts for these services:</i>	\$4.63	\$4.75	\$4.89	\$5.37	\$4.78	\$4.40	N/A

Unit Cost Analysis

1. PERSONNEL							
Professional Staff	0.20	0.21	0.22	0.24	0.26	0.20	2.60
Program Staff	0.95	1.00	1.05	1.13	1.24	0.32	12.35
Clerical Staff	0.02	0.02	0.02	0.02	0.02	0.02	0.20
Other Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Administrative Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PERSONNEL SUB-TOTAL:	1.17	1.23	1.29	1.39	1.52	0.54	15.15
F. OTHER PERSONNEL COSTS							
FICA	0.09	0.09	0.10	0.11	0.12	0.04	1.16
Workers Compensation	0.04	0.04	0.05	0.05	0.05	0.02	0.53
Unemployment Compensation	0.09	0.10	0.10	0.11	0.12	0.04	1.18
Retirement	0.06	0.06	0.07	0.07	0.08	0.03	0.76
Other Employee Benefits	0.06	0.06	0.07	0.07	0.08	0.03	0.76
OTHER PERSONNEL SUB-TOTAL (this section)	0.34	0.35	0.39	0.41	0.45	0.16	4.39
PERSONNEL SUB-TOTAL (1st section)	1.17	1.23	1.29	1.39	1.52	0.54	15.15
PERSONNEL TOTAL:	1.51	1.58	1.68	1.80	1.97	0.70	19.54
2. COMMUNICATIONS							
Telephone/Cell Phone/Internet/Postage	0.01	0.01	0.01	0.01	0.01	0.01	0.01
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL COMMUNICATIONS:	0.01	0.01	0.01	0.01	0.01	0.01	0.01
3. CONTRACTED SERVICES							
Purchased Janitorial/Auditor/Accounting	0.01	0.01	0.01	0.01	0.01	0.01	0.01
Refuse/Pest	0.05	0.05	0.06	0.06	0.00	0.05	0.00
TOTAL CONTRACTED SERVICES:	0.06	0.06	0.07	0.07	0.01	0.06	0.01

4. OCCUPANCY							
Utilities/Rent/Maintenance/Insurance	0.30	0.32	0.33	0.36	0.38	0.38	0.38
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OCCUPANCY:	0.30	0.32	0.33	0.36	0.38	0.38	0.38
5. SUPPLIES and MINOR EQUIPMENT							
Program/Office Supplies	0.03	0.03	0.03	0.03	0.03	0.03	0.03
Computer Equipment/Software/Repair/Leased	0.01	0.01	0.01	0.01	0.01	0.01	0.01
Raw Food Product	2.32	2.32	2.55	2.72	2.85	3.25	37.41
Other	0.12	0.32	0.32	0.12	0.39	0.00	2.22
TOTAL SUPPLIES and MINOR EQUIPMENT:	2.48	2.68	2.91	2.88	3.28	3.29	39.67
6. TRANSPORTATION							
Travel, Local:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
miles @ \$ 0.625 /mile							
Motor Vehicle Maintenance/Insurance/Operating Costs	0.04	0.04	0.04	0.04	0.04	0.04	0.04
Fuel	0.11	0.11	0.11	0.11	0.11	0.11	0.11
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSPORTATION:	0.15	0.15	0.15	0.15	0.15	0.15	0.15
7. OTHER OPERATING EXPENSES							
Printing & Duplicating	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Associations/Membership Dues/Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Staff Recruitment/Development/Training/Conferences	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER OPERATING EXPENSES:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8. FIXED ASSETS							
(Itemize if over \$5,000)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Leasehold Improvements	0.10	0.10	0.10	0.10	0.10	0.10	0.10
Fixtures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Furniture	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other: (list)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FIXED ASSETS:	0.10	0.10	0.10	0.10	0.10	0.10	0.10
GRAND TOTAL UNIT EXPENDITURES:	4.61	4.90	5.25	5.37	5.90	4.59	59.76

Citing State Regulations: The State requires that we include this regulatory language:
 "No more than 10% of the funds allocated in the Total Aging Block Grant may be budgeted and expended in the AAA Administration cost center. "

AAAs must adhere to the requirements of APD #05-01-10, "Indirect Cost Policy for Department of Aging Contracts."
 This directive states the maximum indirect costs for direct service contracts with public or private providers shall be the actual indirect costs or 2% of the agency's total direct service costs, whichever is lower.
 Indirect Costs are only reported in the AAA's Administrative cost center."

Food providers may be paid up to 5% over the base congregate/Home Delivered Meal price for each ACDHS/AAA pre-approved modified diet as funding allows.

TOTAL CONTRACTED SERVICES:	0.07	0.00	0.00	0.00	0.00	0.00	0.00
4. OCCUPANCY							
Utilities/Rent/Maintenance/Insurance	0.33	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OCCUPANCY:	0.33	0.00	0.00	0.00	0.00	0.00	0.00
5. SUPPLIES and MINOR EQUIPMENT							
Program/Office Supplies	0.03	0.00	0.00	0.00	0.00	0.00	0.00
Computer Equipment/Software/Repair/Leased	0.01	0.00	0.00	0.00	0.00	0.00	0.00
Raw Food Product	2.55	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.32	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SUPPLIES and MINOR EQUIPMENT:	2.91	0.00	0.00	0.00	0.00	0.00	0.00
6. TRANSPORTATION							
Travel, Local:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
_____ miles @ \$ 0.625 /mile							
Motor Vehicle Maintenance/Insurance/Operating Costs	0.04	0.00	0.00	0.00	0.00	0.00	0.00
Fuel	0.11	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSPORTATION:	0.15	0.00	0.00	0.00	0.00	0.00	0.00
7. OTHER OPERATING EXPENSES							
Printing & Duplicating	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Associations/Membership Dues/Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Staff Recruitment/Development/Training/Conferences	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER OPERATING EXPENSES:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8. FIXED ASSETS							
(Itemize if over \$5,000)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Leasehold Improvements	0.10	0.00	0.00	0.00	0.00	0.00	0.00
Fixtures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Furniture	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other: (list)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FIXED ASSETS:	0.10	0.00	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL EXPENDITURES:	5.15	0.00	0.00	0.00	0.00	0.00	0.00

Citing State Regulations: The State requires that we include this regulatory language.
 "No more than 10% of the funds allocated in the Total Aging Block Grant may be budgeted and expended in the AAA Administration cost center. "

AAAs must adhere to the requirements of APD #05-01-10, "Indirect Cost Policy for Department of Aging Contracts."
 This directive states the maximum indirect costs for direct service contracts with public or private providers shall be the actual indirect costs or 2% of the agency's total direct service costs, whichever is lower. Indirect Costs are only reported in the AAA's Administrative cost center."

Food providers may be paid up to 5% over the base congregate/Home-Delivered Meal price for each ACDHS/AAA pre-approved modified diet as funding allows.



Catholic Youth Association has been working with Metz for over 15 years and all I can say is they are wonderful. With any problem that may arise Metz goes above and beyond to make everything go smoothly and correctly. I look forward to collaborating with them for years to come. Steve, Dale, Caitlin, and the rest of the Metz staff are extremely helpful, kind and part of our CYA family.

Sincerely,
Leslie Czrowski

At the Heart of Our Community
