****

**Administration for Community Living (ACL)**

**XXXX-**list year in which grant started ex: 2021 **Innovations in Nutrition Programs and Services**

**Detailed Agenda Template**

|  |  |
| --- | --- |
| ORGANIZATION: | Ex: Iowa Department on Aging |
| PROJECT PERIOD START & END: | Total length of 3 year grant (ex: 9/1/2020-8/31/2023) |
| BUDGET PERIOD ENDING DATES: | Budget periods are 1 year long; list budget period you are currently in (ex: 9/1/2021-8/31/2022) |
| PROGRAM OFFICER: | ACL Program Officer’s name (ex: Judy Simon) |
| GRANT PROGRAM: | Innovations in Nutrition Program and Services |
| GRANT NUMBER: | Ex: 90INNU0020-01-00 (do not need these extra numbers) |
| RESEARCH/DEMONSTRATION/REPLICATION: | Specify research, demonstration or replication grant |

1. Introductions and Announcements

NRCNA will document during meeting who is on call

Announcements from ACL and NRCNA to be shared/discussed

1. Programmatic
   1. Summary of Work Performed and compliance with workplan. List objectives from the workplan addressed since the previous call and key tasks that correspond to each objective worked on since the previous call. Indicate if in compliance with the workplan. If not in compliance with the workplan, explain why. Use the table format below.

|  |  |  |
| --- | --- | --- |
| Objective(s) from Workplan | Key Tasks since the previous call | Compliance with workplan |
| Objective 1. Establishing a restaurant partnership infrastructure in the Elderbridge AAA and NEI3A region | -Elderbridge:   * Changes in congregate meal site closures due to pandemic and other factors, needs of populations suggest a change needed in priority counties. See attached proposal. | The objective is delayed by 3 months and is not in compliance with the workplan because the contract is not complete with the partner |
| Objective 2. Developing flexible approaches to congregate meal service delivery mechanisms to target and outreach to two generations of older adults | -IDA RD (Bambi) assisted AAAs in developing menu choices for new Iowa Café sites | The objective is in compliance with the workplan |
| Objective 3. Modernizing a streamlined intake process through technology use | -All new participants received SeniorDine credit cards or keychain style cards  -Elderbridge: received quite a few responses from people wanting contribution statements via email | The objective is in compliance with the workplan and is not delayed |

* 1. Summary of work planned until our next call and compliance with workplan. List objectives from the workplan that you plan to address in the next reporting period. Also list the key tasks that you plan to complete/work on that correspond to the objective (s). Indicate if in compliance with the workplan. If not in compliance with the workplan, explain why. Use the table format below.

|  |  |  |
| --- | --- | --- |
| Objective(s) from Workplan | Key Tasks until our next call | Compliance with workplan |
| Objective 1. Establishing a restaurant partnership infrastructure in the Elderbridge AAA and NEI3A service region | -Elderbridge: continue work to identify minority site  -NEI3A: Goal to have a site in Blackhawk and Waterloo counties by April 1st. NEI3A has a meeting with a potential site in Dubuque first week of February | The objective is in compliance with the workplan and is not delayed |
| Objective 2. Developing flexible approaches to congregate meal service delivery mechanisms to target and outreach to two generations of older adults | -IDA continues to work with AAAs to identify menu choices | The objective is delayed by 4 months because unable to contract with local RDN |
| Objective 3. Modernizing a streamlined intake process through technology use | -Continue exploring offering contribution statements via online vs. paper. | The objective is in compliance with the workplan and is not delayed |

* 1. Summary of any anticipated or potential challenges that may warrant a change in the workplan. List in bullet points. Ex:
* No potential challenges identified at this time
* Recruiting is going slowly. We are considering pushing back the start date of the project launch. We will provide an update at next meeting.

1. Goals and Objectives
   1. List separately each project goal and objectives under each goal. Describe status of achieving each objective (eg, initiating, 25% complete, completed, etc). List the overall goal of the project. List objectives from the workplan. Using a percentage, indicate the percent completion towards goal for this reporting period. In the notes section, quantify information, as able. Use table format below.

|  |  |  |
| --- | --- | --- |
| Project Goal and Objective Descriptions | % Completion toward goal this reporting period | Notes (looking for numbers here; quantify information, as able) ex: how many meals served, how many people in the class, etc. Also indicate goal numbers (ex: goal participant number) |
| Project Goal: The goal of this project is to modernize Iowa’s congregate meal program infrastructure, delivery mechanisms, and outreach to increase the number of consumers and meals served. | 60% complete | IDA and AAAs are working towards meeting the goal as evidenced by The Iowa Café development and partnership guides.  Elderbridge: 13 sites  NEI3A: 1 site  Elderbridge Total meals serve to date: 26,793  NEI3A meals served to date: 219 |
| Objective 1. Establishing a restaurant partnership infrastructure in the Elderbridge AAA and NEI3A service region | 60% complete | Elderbridge: 13 restaurants  contracted.  NEI3A: 1 site contracted. |
| Objective 2. Developing flexible approaches to congregate meal service delivery mechanisms to target and outreach to two generations of older adults | 100% complete | Menus for contracted restaurants include dozens of menu choices and flexible serving times. |
| Objective 3. Modernizing a streamlined intake process through technology use | 90% complete | SeniorDine, iPads, credit-card/keychain card-style check in process, and an electronic intake form have been created |
| Objective 4. Identifying seniors who may be food insecure, socially isolated, and rural and providing nutrition education | 60% complete | Census data was collected for those who are rural, minority groups, and low-income. |

1. Three highlights from the semi-annual report (this section will only be included for the semi-annual reporting month)
   1. Highlight one
   2. Highlight two
   3. Highlight three
2. 1-2 challenges form the semi-annual report (this section will only be included for the semi-annual reporting month)
   1. Challenge one
   2. Challenge two
3. Fiscal
   1. Spend down of allocated funds (reminder – quarterly pull down from PMS system is expected). List date of last quarterly pull down and amount. Also list YTD spending amount and percent of budget. Bullet point format
      * Ex: Last PMS pulldown-March 2022; $58,450.00
      * YTD Spending (as of 3/14/2022): $100,458.45 (30% of budget)
   2. Summary of any anticipated or potential challenges that may warrant a budget amendment. Bullet point format
      * Ex: No anticipated challenges that would warrant a budget amendment
      * Expenditures are increasing that may warrant a carry over for Year 2
4. Technical Assistance Requested (Technical Assistance (TA) is a request for assistance from the Nutrition & Aging Resource Center. The Resource Center provides support for programmatic issues and can help answer questions you may have about best practices, research, or challenges in your work. Examples of technical assistance may include online tools, educational materials, webinars, tip sheets, research articles, one-on-one support, networking and peer learning opportunities. As a reminder, please utilize the listserv for any questions you might have to connect with other grantees! They are experts, too, and a valuable resource!). Bullet point format.

* Ex: Please provide examples of recruitment strategies in rural areas