AgeGuide FY2022 Request for Proposals
Frequently Asked Questions #2 – TA Sessions

QUESTIONS ABOUT THE ORGANIZATIONAL PROFILE

Do you really need the minutes from our Board of Directors showing approval to pursue AgeGuide grant funding? Will we still be eligible to apply if we cannot provide those documents?

It is important to send AgeGuide documentation that your BOD is aware that you are applying for grant funding as they can have a legal responsibility to properly manage the non-profit organization's assets and the monitoring of fiscal reports. For current those grantees who are currently funded partners, please include the Board minutes documentation in SmartSimple as soon as possible. For currently funded partners, som larger organizations may submit approval from a subcommittee.

For new applicants, documentation of board approval must be submitted at the same time as the application.

Can you explain who the "most recent audit" would have been completed by?

This is completed by your auditor. You must upload your most recent audit report – whenever that may have been completed – into the organization profile in SmartSimple.

How does a staffing chart differ from an organization chart?

The organizational chart represents graphically all the different positions in your organization and the hierarchy or roles. The staffing chart lists each position in your agency that relates to AgeGuide grants. For each position it should list the program they work on, their education, their years of experience in the field of aging, and other job responsibilities. The staffing chart template is available on the RFP page: www.ageguide.org/RFP

SMART SIMPLE QUESTIONS

Is there a way to copy the same response across multiple applications?

There is no way within SmartSimple to copy the answer to a question one application over to another application. If you do have a common answer to a question, we would recommend writing your answer in a Word document. Then you can copy/paste from that Word document into each separate application.

Can you print out your application?

Once you have submitted your application, you will be able to download a PDF copy of your application submission. Prior to that, there is no set way to print an application in process.

We are confused about how to add additional staff to the online system. Can you briefly explain how to add additional staff?

This process is explained in the SmartSimple instructions document. To add a new staff person to an organizational profile in SmartSimple, they need to register as a new user. They should select "nonprofit" or "government organizations" when registering, and then enter your organization's information. If they select your agency, their registration will be tied to your agency and they can work on the same applications.

Newly added staff will have to answer some questions about the organization again. They will have to complete Eligibility Quiz again.

Can two staff members work on the same application in SmartSimple at the same time? How can program staff and fiscal staff work on an application together?

Multiple staff members can access and contribute to the same application. However, they cannot work on it at the exact same time. The first staff member would have to save and close the application first. Then the 2nd staff member can open the application and begin working.

For the budget, this is a template that is downloaded from SmartSimple onto the staff member's computer. That staff member can then work on that budget completely outside of the SmartSimple portal. When the budget is complete, the staff member can the log into SmartSimple and upload the budget into the application. So, when fiscal staff are working on the budget form, this should not interfere with program staff working on the application narratives within SmartSimple.

Will the reporting be in SmartSimple?

For applicants whose projects are approved, grant reports such as the Quarterly Program Report will be required. These reports must be submitted in SmartSimple.

Where can I find the SmartSimple video tutorials?

The SmartSimple instructions and the video tutorials were included in emails that were sent to every organization that completed a Letter of Interest. They can also be found on our website: www.ageguide.org/rfp

Who receives emails and notifications from SmartSimple?

Emails from SmartSimple will be sent to the contact person in the organizational profile. Emails from SmartSimple may go to your "junk" folder, so please be sure to check there throughout the RFP process to ensure emails are not missed.

BUDGET QUESTIONS

Where do I put Gap and Respite expenses in the budget?

These expenses can be entered on the "Other" line in the budget.

On the FTE Staff Allocation worksheet, may we group some volunteers together, or do they need to be listed individually? If I have 50 volunteer drivers, can I group them?

Yes, you can group positions of the same type. For example, you can list: "Volunteer Drivers (# of drivers)" and include the number of volunteers in that position. This can be an average of the number of drivers you typically have and an average of how many weekly hours they typically work.

In the budget justification please provide more detail about the specific position. The staff positions listed in the budget, the staff listed in the FTE worksheet, and the budget justification should all tie together logically.

Where do I submit the budget justification?

To complete the budget, you will need to download the budget template from SmartSimple. The budget justification can be entered into the budget justification tab of the workbook. If you prefer, you can also submit the budget justification as a separate document. One the last page of the application in SmartSimple, there is the option to upload additional documents.

In the past we were allowed to have higher match in some counties and no match in others. For example, we had no match sources for Grundy county but excess match in McHenry. Is that still acceptable?

Unlike in years past, we no longer look at average match or match across services. Every service by county must independently meet the match requirement. We will **not** total across all columns of the budget for an average match percent.

The only exception is for those grantees who are applying for the same service in all 8 counties, such as IIIB Legal. For these rare circumstances, we will look at the total match across all counties.

Do we have complete separate budgets for each county? Can one budget be prepared that separates out each county?

You must submit a separate application and separate budget for every county. If you are applying for the same service in 8 counties, you need to submit 8 separate applications. You cannot submit one budget document that has several counties included, as the information will not be pulled out properly in SmartSimple.

What is a direct administrative cost?

Please refer to the 2CFR 200 Uniform Administrative Requirements for a detailed explanation of direct and indirect costs.

Administrative costs that can be traced directly back to the program should be identified within the grant budget as a line item expense. For example, a Director may be able to directly relate a certain percentage of time to a particular grant. This would be considered a direct administrative cost.

Indirect costs represent the expenses of doing business that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. This might include general administrative expenses such as management/administration, accounting, payroll, and other expenses that cannot be traced directly back to the grant project.

How do we include our accountant and our auditor in the budget?

You can add an accountant as a direct or an indirect cost. The accountant cost should be based on a percentage of time they spend on AgeGuide grants. The audit cost can be included in the budget – but only the portion of it that applies to AgeGuide grants.

OTHER QUESTIONS

Should we apply for congregate lunch dollars in this application even though the dollars are not available now?

Yes. The RFP is open for C1 Congregate Dining. We anticipate that this program will reopen in FY2022.

Based on the LOI can you tell us if there is competition within our service?

Applications that are submitted must adhere to the Service Standards for the service which the applicant is applying. In addition, if the applicant does not submit a reasonable budget, a service design and distribution plan that meets the requirements of the service standards or submit other required documents requested, the application can be denied or declared non-reviewable. AgeGuide would then search for other potential providers to provide the service.

How can a staff person be added to the RFP email list?

Please email rfps@ageguide.org and we can add you to the email list for RFP applicants.

Where can I find the slides from the TA sessions?

The slides from the TA session are posted on our RFP webpage: www.ageguide.org/rfp