

## AgeGuide FY2022 Request for Proposals Frequently Asked Questions #3

### **Where do I go to download the budget form for the RFP?**

The budget document must be downloaded from SmartSimple. When you begin an application in SmartSimple, navigate to the “budget” tab. You will be able to download the budget from this page. You must download the template, complete the budget, and then upload it back into the SmartSimple application.

### **My project does not serve the entire county. Am I eligible to apply?**

AgeGuide prefers to fund projects that serve an entire county. When you refer to the FY22 initial allocations spreadsheet that was provided to all grantees, note that there is 1 allocation amount per county, per service. AgeGuide strongly prefers to fund projects that can plan to spend the full allocation amount, with services available to all residents 60+ within a county. However, we may fund smaller projects in some limited cases. Please reach out to [rfps@ageguide.org](mailto:rfps@ageguide.org) if you believe your project is still eligible to apply despite a limited service area.

### **I want to apply for AgeGuide funding for the first time, but I didn't submit an LOI. Am I still eligible?**

Unfortunately, we are not accepting applications from new agencies that did not submit an LOI by the March deadline.

### **We want to provide a service to multiple counties. The system won't let us select more than one county within the application. Do we have to submit four separate proposals, one for each county proposed to be served?**

Yes. You must submit a separate application for each county you are applying for. Each county program should plan to use the full allocation amount.

### **Do we need to submit letters of recommendation?**

Letters of recommendation are required for new applicants. These letters of recommendation are used when evaluating the history of performance of an applicant. Please review the “Performance” section of the RFP rubrics for information on how letters of recommendation are used in evaluating your application. For current grantees, letters of recommendation are optional.

**For C1 Congregate Meals: we have traditionally provided recreational/enrichment activities for all of our congregate dining programs. Are we required to provide these activities? Are these activities an allowable expense we can build into the budgets?**

Recreational/enrichment activities are not a requirement and should not be included in your budget. Nutrition education, however, is a requirement. Please review the C1 and C2 program descriptions and Service Standards available on our RFP website: [www.ageguide.org/rfp](http://www.ageguide.org/rfp) If you are offering meals at a site that another organization is operating, it would be good to describe the partnership and collaboration that occurs to plan special meals around holidays and events.

**The rate listed in the Title III C1 Application information document states that meal costs cannot exceed \$7.50, is there a different rate for ethnic or choice meals?**

The allocated CPU is calculated from your total projected units, which would ideally include a mix of standard and ethnic meals. There is therefore not a separate rate for ethnic meals.

“Special Menus” refer to meal choices that cater to specific dietary or religious requirements, rather than a general meal choice for the sake of variety. The application asks “Please indicate if your organization offers, or plans to offer, special menus and how the special menus will meet the needs of clients in the service area.” Please answer this to the best of your ability and to the extent which special menus are “feasible and appropriate” for your organization.

**The FY19 Cost Per Unit Analysis provides the median III-C1 Congregate Meals CPU as \$14.90, and the III-C2 Home Delivered Meals CPU as \$10.21. Yet, the rate listed in the Title III-C1 Application states that meal costs cannot exceed \$7.50. Does that mean the median cost for congregate meals are expected to decrease by at least \$7.40/unit and HDM meals are expected to decrease by at least \$2.71/unit for FY22 to meet the max rate of \$7.50/unit?**

No. The CPU analysis on our RFP webpage is providing information on total cost per unit, which includes all expenses for a program such as in-kind expenses and non-federal cash. The \$7.50 limit is applied only for allocated cost per unit. Allocated CPU is looking at the number of units served only in relation to the AgeGuide funding amount. This calculation is generated for you automatically on line 228 of the IIIC Budget template.

**Where do I apply for III-B Targeted Outreach? I don't see it listed in the SmartSimple applications.**

Please apply for IIIB Targeted Outreach under “IIIB Special Projects.” When you download the budget from SmartSimple, please enter the expenses for your budget in column P.

**Is a budget required for APS Training and M-Team? These are included on the budget form.**

APS is not a part of this RFP. A budget is not needed for these services at this time.

**Is a budget required for TCARE? There is a column for TCARE on the budget.**

A separate budget should not be completed for TCARE. If you are applying for IIIE Caregiver Counseling Center, TCARE expenses must be included for IIIE Assistance. Please review the service description for Caregiver Counseling Center for more information about TCARE.

**What is a cost allocation plan?**

The purpose of the cost allocation plan is to summarize, in writing, the methods and procedures used to allocate costs to various programs, grants, contracts and agreements. The cost allocation plan is the documentation identifying, accumulating and distributing allowable costs under grants, together with the methods used. Applicants must submit a cost allocation plan that supports the assignment of indirect costs consistent with 2 CFR 200.