AgeGuide FY2022 Request for Proposals
Frequently Asked Questions #4

I am getting a security error when I visit the SmartSimple webpage.

Some applicants have received alerts that the SmartSimple webpage is unsecure when attempting to logon. This should not prevent you from continuing to log in and complete your application. If your system will not allow you to log in, this may be an issue related to the settings in your network. You may also have more success with this link: https://ageguide.smartsimple.com/s_Login.jsp

How do I calculate match percent?

All services in the RFP, will the exception of IIID Health Promotion, require a match contribution. Matching share is calculated by dividing your agency's contribution by the TOTAL expenses in your budget. Match is calculated for you in the budget template.

EXAMPLE:

Scenario: Required match is 15% and the allocation amount is $50,000

Calculation: $50,000 divided by 85% = $58,824   *If match is 15%, then 85% is the AgeGuide share*

$58,824 minus $50,000 = $8,824

The 15% local share should be $8,824

*The local share is **not** 15% of the allocation amount. It is 15% of the <u>total cost</u>.

The allocations that were emailed out were labeled as "initial" allocations. Have the allocations been updated since then?

There have not been any changes to the allocations since they were released on 3/26/2021. We anticipate releasing updated allocations in August following grant award decisions. Agencies who have been awarded funds will be required to submit updated budgets at that time.

When calculating staff time allocation, can the values be rounded?

Yes, you may round staff time allocations to the nearest half hour. For example, 6.45 may be rounded to 6.5, and 6.15 may be rounded to 6.

For IIIE Caregiver Resource Center, can I now exceed the 28% cap for Assistance? Can I divide funding between Respite and Gap as needed?

The maximum amount of III-E Assistance has been increased to 35% to account for TCARE assessments. TCARE must be charged to IIIE Assistance.

Providers may set the allocations for Gap and Respite based on expected demand in your region. The allocations by service are only recommendations.

Please review the IIIE CRC program description on our RFP webpage for further information

For IIIE Caregiver Counseling Center, are we bound by the amounts listed for each service? Can we adjust the amounts of the 3 services? Can we distribute to only two of the program centers rather than 3?

The amounts listed are recommended percentages. You may adjust the division of the funding based on the need in your region. As described in the IIIE CCC program description, you may opt not to provide IIIE Support Groups. In that case, the funding may be divided between the 2 other services as you deem appropriate for your county.

Do I need to submit a cost allocation plan? My agency only delivers one program and it's funded by AgeGuide.

All applicants must submit a cost allocation plan. If you only have one program, explain the method used to determine which expenses to charge to the AgeGuide grant.

What information do we need to put on the budget spreadsheet under Units and Persons justification? How do we fill this part out?

Please explain how your budget supports serving the units and persons projected. Your budget is a plan for your program and how it will be executed. The budget you create depends on the number of persons that must be served.

You may approach the question by asking: will our program reach the units and persons projections required for the service? How do I know?

Examples:

- A nutrition provider may cite the cost of food in the budget, and the cost per meal. This will translate into the number of units shown in the budget.
- An I&A provider may justify units according to the number of staff in the budget, and the expected number of clients helped per hour/staff

- A provider may consider the CPU for the program last year, and apply it to the expected expenses for FY22.
- A transportation provider may calculate based on the cost per one-way ride.

This year, AgeGuide provided specific units and persons requirements for most services. If your agency is not able to meet the units and persons requirements within the allocation requirements, please explain in this section by showing the method of calculation.

My agency can serve more people than are required in the program descriptions. Should we still just put the minimum units/persons on the budget?

If you expect you will be able to exceed the required units and persons, please put your actual projections in the budget.

My agency will not be able to meet the projected units and persons. What should I put on the budget?

If you cannot meet the units and persons, please enter the units and persons you will be able to serve on your budget. In your Units and Persons Justification, please provide an explanation for why you are not able to meet the projections.

Is my past performance included in the risk review?

If you have been a grantee of AgeGuide in the past, this should be reflected in your responses to the risk review.

The risk review asks: "Are program payments based on a rate or units of service." What is this question asking?

This question is asking how your agency charges expenses to the AgeGuide program budget. Do you charge a set rate for every unit served? Or do you report actual expenses each month?

Which programs are to use the UCLA loneliness scale tool as part of their programming?

Currently, the only programs required to conduct the UCLA are the Telephone Reassurance and Friendly Visiting programs. This is detailed in their project descriptions. However, AgeGuide reserves the right to require UCLAs be completed for other programs in the future.