

AgeGuide FY2022 Request for Proposals Frequently Asked Questions #6

What time is the application due?

The application due date has been extended to Tuesday, June 1, at 10:59PM.

SmartSimple won't let me submit my application without Letters of Recommendation. However, as an existing applicant, I thought I didn't need to submit these?

Current AgeGuide grantees do not need to submit Letters of Recommendation. These only need to be submitted by applicants who are not current grant recipients. There appears to be a glitch for some users where the system will not let you submit the application unless letters have been uploaded. If this happens to you, please simply submit a word document as a placeholder. You can type a statement in the Word document "Letters of Recommendation not required."

The budget justification on the website is too complicated for us to be able to answer. Do we have to use this format?

The Budget Justification document on the website is an example only. This exact format does not need to be used for the RFP. Please submit an explanation for how costs were determined for each budget category – whether those estimates are based on calculations, historical data, or other information. This budget is for FY22 only and does not need to factor in 3 years of the RFP cycle.

We're trying to register in SmartSimple, but the system does not recognize our organization.

If you are registering as a non-profit organization, but SmartSimple is not able to find your organization in their directory, please register as an individual

Which line should I put direct client services for FCS? (in the budget)

On the budget there is an Other page. Place these expenses in Other 1 or Other 2.

If our agency is applying for several IIIB services does the excel spreadsheet have all of the budget columns filled in for every service? For example, for our Transportation program budget spreadsheet

do we complete the Transportation column and also include the IIIB ADRN, and IIIB CCC columns as well?

You can use one spreadsheet as long as it's the same county and same title services. For example, all Kane County III-B can go on one spreadsheet. All McHenry County III-E can go on one sheet.

The budget is not uploading properly, what do I do?

Please try logging out of your SmartSimple account and then logging back in again. Be sure to save your application first.

How do I submit the Organizational Profile?

The Organizational Profile is separate from the application itself. You can submit many applications, but only need to submit one Organizational Profile for your organization. Once all documents have uploaded, you can save the profile. Please refer to the SmartSimple instruction on our webpage.