AgeGuide FY2022 Request for Proposals: ARPA Funding Frequently Asked Questions #2

Is a unit of service the number of participants x the number of classes? So 8 participants x 8 classes = 64 units?

Answer: For IIID Health Promotion services, yes, a unit equals a session attended by a person.

Is it acceptable to project the minimum number of participants? We're concerned about falling short of projected persons or units.

Answer: Yes with the caveat that this is the minimum. Workshops have maximums as well as set by the individual program.

Although there is no match requirement, our agency plans to supplement the program with additional agency funds. The other funding is a combination of county support, federal funding and foundation grants. Should all those amounts be entered on the local cash tab?

Answer: AgeGuide values seeing the full picture for how a program is funded. This allows us to gain a better understanding of how much it costs to run a program. Please enter these amounts in the budget. If they are Federal funds, please indicate that in the Local Cash tab.

Because the in-kind revenue (line 24) on the revenue side is a non-active row, the total funding doesn't include the offset amount and the total funding difference shows expense over revenue (negative) even though the budgets are actually balancing. How (where) do we enter the offsetting revenue from in kind personnel and occupancy to properly show our balanced budget?

Answer: This is an error on the budget worksheet. The in-kind values from the individual expense tabs are not pulling properly into the budget summary. Because of this error, it is acceptable for the expenses and revenue not to balance, if it is due to in-kind values entered in

the budget. Most applicants will not have in-kind values for this budget as there is no match requirement.

We are unable to enter values into our budget.

Answer: The budget has several areas that are "locked." You can only enter values into the "unlocked" sections of the budget. Please refer to the Budget Instructions, which were sent out with the application materials, for more information on how to complete the budget.

If my organization does not have a Board of Directors, what can be sent in lieu of that documentation?

Answer: You must submit documentation showing your organization has approved the application for the grant by the appropriate parties. A single employee advising they have authority is not sufficient.

If an organization receives ARPA money from an agency outside of AgeGuide, can they still apply for an ARPA grant from AgeGuide.

Answer: Yes.

Am I able to apply for the grant if a letter of interest was not received by the due date?

Answer: No. Only applicants who submitted a Letter of Interest are eligible to apply for this RFP.

Does AgeGuide hold the license for Matter of Balance for grantees?

Answer: Yes, AgeGuide holds the license. We set aside money for training. There are no costs to the trainees, and most likely can be conducted virtually so that there are no travel costs or times to them. If you would like to pursue Master Training, which would aid in program sustainability, we have set aside $20k for trainings. That means that your master trainer could conduct coach trainings in addition to being able to conduct A Matter of Balance post ARPA funding. If you would like to take advantage of this funding for training, you do not need to include it in your budget. However, please include in your narrative how many staff would need to be trained.

Do I need to include cost for training for the Matter of Balance class in my budget?

Answer: No. AgeGuide has money set aside for training so this does not need to be included in your budget. Please include in your program narrative the number of staff who will need to be trained.

I wanted to apply for a grant under this RFP, but I'm not seeing it listed as an option under funding opportunities Smartsimple.

Answer: The applications for this RFP are not being processed through SmartSimple. All the documents were sent out on 2/23/22. Applications for this RFP must be sent by emails to RFPs@ageguide.org no later than 4:30 PM on Wednesday, March 23.

For current grantees, are letters of recommendation required for us to apply for this RFP?

Answer: Letters of recommendation are encouraged but not required.

We are local unit of government and we do not have a Board of Directors, BOD Meeting Minutes documenting approval to pursue AgeGuide RFP, and Board of Director Bylaws. I am submitting our Strategic Plan which includes the vision and mission of the Township. Is this sufficient in lieu of what was requested or is there other documentation that we need to submit?

Answer: Applicants must submit documentation showing that this application is authorized by the appropriate governing body in your agency. This could be a board of directors, township board, or other representative. Backup documentation, such as a strategic plan, showing that your agency plans support this program is also helpful.

How much is funding is available? What is the ceiling for the funding amounts?

Answer: Please refer to the "FY22 Request for Proposals Instructions" document for information on available funding for each program: https://ageguide.org/wp-content/uploads/2022/01/FY22-Request-for-Proposals-ARPA.pdf   "Special Project" funding amounts including a range of funding. The lower amount is the minimum funding amounts; the higher amount is the ceiling.

Is the Chronic Disease Self-Management Program aka Taking Charge of Your Health Program offered for the IIID Health Promotion grant?

No. The list of programs which may be offered under this grant award is listed in the IIID Health Promotion program description available on our RFP webpage: https://ageguide.org/wp-content/uploads/2022/03/IIID-ARPA-Service-Description-Revised-3.3.22.pdf

I wasn't able to attend the Technical Assistance session. Where can I find the materials?

The slides from this session are posted on the RFP webpage: https://ageguide.org/wp-content/uploads/2022/03/ARPA-TA-Session-3.3.2022.pdf

Questions asked and answered at the session are also posted on the website in the first FAQ: https://ageguide.org/wp-content/uploads/2022/03/ARPA-RFP-FAQ-3.15.2022.pdf

For the Matter of Balance Program, if someone starts the program but does not finish can I still count them as a person served.

Yes. If someone came to at least one class, they can be counted as a person served.

How should the application be submitted? Should all files be combined into one PDF, or can we attach multiple files to the email?

Answer: all components of the application should be contained within 1 email. However, the files themselves may be grouped or sent as separate files.

We don't have a formal cost allocation plan.

Your Fiscal Department may have a cost allocation plan. If you don't have a formal plan, please submit a document explaining how you plan to identify and allocate costs for this program .

I'm not sure if my program meets your requirements.

Answer: Please review the program descriptions and the service standards available on our RFP webpage. Please use the narrative to describe the program in detail.

Who will be reviewing my application? Can I have a conversation with them to better explain our program?

Applications will be reviewed by multiple AgeGuide staff. The program scoring rubric is available on our website for your review. In some cases, AgeGuide may reach out for additional information. However, applicants will not be given the opportunity to "present" their applications. It's important that you provide adequate detail in your program narrative so that reviewers have a strong understanding of the program you intend to deliver.

Many of the questions in the Programmatic Risk Assessment don't apply to my organization.

If a question doesn't apply, please enter "N/A." Complete the form to the best of your knowledge.

Which part of my organization's audit should I submit?

Please submit the full audit report.