

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

Includes questions from the Technical Assistance Session on 3/3/2022

### Questions about Program Planning

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#### **Is training for PEARLS counseling covered by the grant?**

Answer: The PEARLS program may be provided as part of the IIID Health Promotion grant. Please review the IIID Health Promotion program description on our RFP webpage: <https://ageguide.org/wp-content/uploads/2022/03/IIID-ARPA-Service-Description-Revised-3.3.22.pdf>

#### **For the PEARLS program under IIID Health Promotion, do we have to fully serve 8 participants to get any reimbursement?**

Answer: PEARLS is a one-on-one intervention over the course of 8-10 months. Applicants can request reimbursement for grant costs including program supplies, participant workbooks, recruiting, and technology. There should be at minimum 8 persons served.

#### **Under IIID Health promotions there are eight suggested areas. Can the organization offer more than one type of class? If so, does a narrative need to be submitted for each class?**

Answer: You can offer more than one class or more than one type of class. Only one narrative needs to be submitted, and you should list the classes/programs you will be providing.

**For IIID health promotions programs like Bingocize, do providers have to be certified to be eligible to potentially receive a grant.**

Answer: Providers do not need to be certified ahead of time, but there is training required to provide those programs. The costs for those trainings will be covered under the grant and should be included in your grant budget.

**Does the proposed program need to follow “traditional” guidelines for the program, or can we propose innovative approaches?**

Answer: Applicants may propose innovative approaches to programs. However, programs must meet the requirements in the Program Description, the applicable Service Standards, and the General Service Standards.

**Can we use IIID Health Promotion funding to purchase tablets for seniors?**

Answer: If your organization does not have technology that would allow you to conduct the Title IIID programs (such as Bingocize) virtually, these funds can be used to purchase equipment, such as a virtual delivery platform like Zoom or Skype, webcam, large monitor and devices for your organization to lend to participants to be able to attend the workshops remotely.

**Can we use IIIB Education funding to purchase tablets for seniors?**

Answer: The primary purpose of the IIIB Education Technology project is to expand educational opportunities/access for persons who have devices. That being said, a minimal amount of tablets could be purchased to assist the applicant in building capacity to demonstrate the technology and/or provide tablets to a very limited number of older adults. The funding should not be used primarily for tablet costs.

**Can AgeGuide provide resources detailing technology training for the IIIB Education/Technology grant?**

Answer: AgeGuide is working on building a resource page that would include examples of technology training.

**Matter of Balance (or any of the other classes)- is it \$3500 for EVERY 8 week session (or length of classes) that has at least 8 participants?**

Answer: \$3500 is the best practice cost for one 8-week session (or one session of other classes). Applicants should request grant costs according to their program plan. The minimum number of participants required may vary depending on the program offered.

**Can grants be used for a one-time purchase for the full amount of the grant award (I.E., expense for purchasing a transportation vehicle)**

Answer: AgeGuide grants are intended to provide services to residents 60+ in a region throughout the funding period. Equipment may be purchased using grant funds to support larger grant activities, but a single equipment purchase does not meet the intent of this grant funding.

**Is there a certain amount of people the organization is expected to serve? Is that number community based or based on the organization's projections?**

Answer: When preparing your grant application, organizations must project the number of people to be served and the units of service to be provided during the grant period. These projections must be included in the grant budget submitted. Each quarter during the grant period, a performance report is due showing the actual units and persons served. A variance will be required if you are over or under on your projected units. This reporting is required for the entire grant period.

## Questions about the Application

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**Does each county require a separate grant proposal?**

Answer: For IIIB Counseling applicants, a separate application is required for each county. IIIB Counseling applicants must propose to serve the entire county and may *not* apply to serve only part of a county.

For Special Project applications, including IIIB Education/Technology, IIID Health Promotion, and IIIB Transportation, applicants have more flexibility in determining the service area.

Applicants may propose to serve a county, part of a county, or a service area that spans several counties within the service area.

**Is the budget intended just for the program or the entire organization?**

Answer: The budget is for the program you are proposing with AgeGuide grant funds. The budget should include all expenses associated with the program, so that AgeGuide can have a full picture of the expenses associated with your program. If AgeGuide funding does not fully cover the program cost, you should include other sources of funding in your budget to reflect how the program costs are covered.

**If we apply for multiple programs do we need to submit a proposal narrative for each program area?**

Answer: Yes. If submitting a proposal for multiple grants, agencies will need to submit a narrative for each application. For the budget portion of the application, one budget template may be used, but the budget for each proposed program must be entered on a separate column.

**Does the program grant request need to span the entire 18-month grant period?**

Answer: Yes, you should plan to provide the applied-for service through the 18-month period of the grant award.

**Do we need to submit multiple Programmatic Risk Assessments if we are applying for multiple counties?**

Answer: No. Only one assessment is required per agency.

**Is match required for this funding?**

Answer: No. Match is no longer required for this grant.

**What are the funding amounts for these grants?**

Answer: Funding amounts can be found in the document: FY22 Request for Proposals Instructions which is available on our RFP webpage: <https://ageguide.org/wp-content/uploads/2022/01/FY22-Request-for-Proposals-ARPA.pdf>

**Do you have a cost allocation plan template?**

Answer: We do not have a specific template for the cost allocation plans. Plans are typically developed by an organization's fiscal staff and must adhere to the guidelines in the 2CFR200 Uniform Administrative Guidance.

**If an agency holds AgeGuide grants in one division, but a different division is applying for these grants, would the agency be considered a new applicant?**

Answer: If you are a current grantee with AgeGuide, applying for a new service does not make you a new applicant.

**My organization previously received a grant from AgeGuide. Do we have to submit the 6 additional requirements listed under 'Applicants who are not current recipients of AgeGuide funding?'**

Answer: Anyone who is not a current recipient of AgeGuide funds needs to submit the additional documents for new grantees. Even if your organization was funded in the past, if you are not currently a grant recipient, the additional forms are required

**I do not know if my agency has previously received funding from AgeGuide. Do I need to submit the additional documents for new agencies?**

Answer: Anyone who is not a current recipient of AgeGuide funds needs to submit the additional documents for new grantees. If you are not sure if you are currently receiving AgeGuide funds, please submit the additional documents.

**Do the additional forms for new applicants also apply to governmental organizations?**

Answer: Yes. Any new applicant, whether a non-profit organization or a government entity, must submit the additional documents for new grantees.

**How much funding is available for each service and each county?**

Answer: Please visit <https://ageguide.org/rfp/>. This information can be found in the document "FY22 Request for Proposals Instructions."

**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. A single employee advising they have authority is not sufficient.

## Questions about receiving the award

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**If agencies are awarded funding from AgeGuide, are they required to attend Funded Partner meetings? Do these meetings take place virtually, or in person?**

Answer: Agencies who are awarded funded are asked to attend bi-monthly funded partner meetings with AgeGuide staff. Agencies should plan for at least one staff member to attend these meetings. Currently the funded partner meetings are held virtually. This may change in the future.

**If we receive an award from AgeGuide, how will funds be disbursed?**

Answer: AgeGuide grants are paid on a reimbursement basis. Expenses are typically disbursed monthly. Each month, agencies will submit a cash request for the prior month. AgeGuide reimburses based on the amount the grantee reports monthly. There is always a possibility that the funding will be delayed from the federal government. If that is the case

funding may be delayed to the grantee. AgeGuide asks agencies to be able to provide services for 120 days without payment.

**If an organization is requesting a certain amount for their project, what happens if the organization doesn't spend all of their money? Is the organization required to give back their unspent money, or can it be used for future endeavors?**

Answer: Any funds provided with this grant must be used for the services applied for. At the end of the grant there is a closeout period where agencies must report total expenses for the year. Any funds that were unspent need to be returned to AgeGuide.