



Request for Proposals

SmartSimple Online Management Platform

Application Instructions

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## Registration

1. To start the registration process, navigate to [www.ageguide.smartsimple.com](http://www.ageguide.smartsimple.com)
2. On the landing page, click the **Register** button underneath “New User?”

The screenshot shows a web browser window with the URL [ageguide.smartsimple.com/s\\_Login.jsp](http://ageguide.smartsimple.com/s_Login.jsp). The page features the AgeGuide logo (NORTHEASTERN ILLINOIS) and a login form on the left. The form includes an 'Email' field, a 'Password' field with an eye icon, a blue 'Log In' button, and a 'Forgot Password?' link. Below the form is a 'New user?' section with a blue 'Register' button. On the right, a welcome message reads: 'Welcome to AgeGuide Northeastern Illinois Grants Management'. Below this, it says 'AgeGuide Northeastern Illinois Grants Management' and provides instructions: 'Welcome to AgeGuide Northeastern Illinois Grants Management portal, SmartSimple. If you have not yet created a SmartSimple account, please register here. As soon as you receive your password by email, you can log in to complete your Organization Profile and apply for funding opportunities.' The footer contains 'Copyright © 2021 SmartSimple. All rights reserved.' and 'Powered by SmartSimple'.

3. The next page requires the user to select an organization type. Applicants should select “Registered Non-Profit Organization” or “Government Organization”



## Registration Options

I am applying as:

**Registered Non-Profit Organizations**

**Government Organizations**

**Individuals**

4. An Eligibility Quiz will appear. All applicants must complete this eligibility quiz to proceed to registration. Once you have made your selections, click “Submit”. If you selected “Government Organizations” skip to step 7.

## Eligibility Information

### Pre-Registration Eligibility Quiz

Welcome to AgeGuide Northeastern Illinois Grants Management system. Before registering an account we would like to ask you a few questions to check whether you are eligible to receive support from us.

**\* AgeGuide grants are for county-wide services. Can your agency provide the service throughout the county applied for?**

Select One 

**\* AgeGuide grant recipients must place special emphasis on providing services to under-served populations, racial and cultural minorities, and low-income, limited-English-speaking, and LGBTQ older adults. Can your agency serve underserved populations at least in proportion to their representation in the county?**

Select One 

**\* All Title III grants, except for III-D, require a recipient match which may include both local cash and in-kind contributions. Can your agency provide adequate match throughout the grant award period?**

If your organization is not applying for Title III funding, or is applying only for Title III-D funding, select "Not Applicable".

Select One 

**\* AgeGuide grant recipients must offer participants the opportunity to contribute to the cost of service, and must be able to track this program income adequately. Can your agency track and manage program income throughout the grant award period?**

Select One 

Save

Submit

## Not Eligible

---

It appears that your organization does not meet the eligibility requirements to begin the AgeGuide grant process.

If you have further questions, please contact AgeGuide at [info@ageguide.org](mailto:info@ageguide.org).

Thank you

5. If you selected “Non Profit,” the next screen will be the Organization Search. SmartSimple maintains a database of nonprofit organizations, and can pull some data automatically into your organizational profile. Read the instructions on the page, complete the required fields, and click “Search.” Do not include spaces when entering the EIN

## Organization Search



### Instructions:

- Enter your organization **name** (keyword search is sufficient, example: "Waco" instead of "The Waco Foundation") or Enter your organization **EIN** (do not include spaces or dashes, example: 123456789).
- Click "Search"
- Click on the name of your organization in the search results.



6. A list of matching organizations will appear. Click the name of your organization from the list.
7. The "Organization Information" page will appear. Complete all required fields and click "Submit."
8. You will receive an email address with a link to create a password and login. Once you have created your account, login with your new credentials.

## Registration Complete

Your registration has been completed. You will receive an email with a link to create a password and login in the next 5 minutes. If you do not receive this email, please check your spam folder.

[Login here](#)

9. You may want to add multiple individuals to the same organization. The second employee will need to register and create a new profile using the same organization name. These individuals will then be able to contribute to the same applications in-progress.

## Home Screen

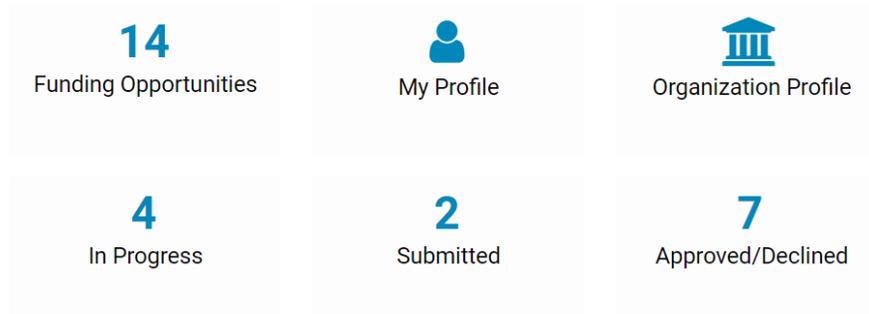
When you log into your account, you will be taken to your “Home Screen.”



Home



### Welcome Brianne Moser



### Progress Reports



**Funding Opportunities:** All of the available funding opportunities are show here. See below for detailed instructions for funding opportunities.

**My Profile:** Your profile as an individual user

**Organization Profile:** Your organization's profile. See below for detailed instructions about creating and maintaining your organization's profile.

**In Progress:** Applications that are in-progress are displayed in this section. Applications for funding do not need to be completed all at once. You can save and return to your applications at a later time.

**Submitted:** Applications submitted by your organization will show in this section. Once an application is submitted, it cannot be edited.

**Approved/Declined:** The status of each application will show in this section.

**Progress Reports:** This section will be used only if your organization is approved for grant funding. Here is where you will find any reports that are due from your organization throughout the year, such as the Grantee Monthly Expense Report, and the Quarterly Program Performance Report.

**In Progress:** Any reports due will show in this section. You will be able to save reports to work on at a later time.

**Submitted:** Completed reports will be found in this section.

# Personal Profile



Home



Brianne Moser



\* First Name:

\* Organization:

\* Last Name:

\* Work Phone Number:

Title:

\* Cell Phone Number:

\* Email:

JUMP TO

- 

## Executive Director

\* Executive Director First Name:

\* Executive Director Cell Phone Number:

\* Executive Director Last Name:

\* Executive Director Work Phone Number:

\* Executive Director Email:

Save

Your personal profile shows information for each individual user. Please ensure that your Personal Profile is up-to-date. This includes your name, email, phone numbers, and the contact information for the Executive Director at your organization.

# Organizational Profile

An organizational profile must be created and maintained for all organizations. Multiple employees may be registered to the same organizational profile. Any profile associated with your organization may update the organizational profile. This information can be updated at any time. Please ensure this information was entered accurately for your organization.



## Testing Organization



\* Organization Name:

Website:

\* Address:

Address 2:

\* City:

\* Country:

\* State:

\* Zip Code:

JUMP TO

- Other Information
- Attachments

### Other Information

\* DUNS Number

\* SAM Registration

\* Mission Statement

196 words left

\* Number of Employees

Save

The first part of the Organizational Profile will be created by the first user who generates an account for your organization . It contains your organization’s address, website, DUNS number, SAM registration, Mission Statement, and Number of Employees.



## Testing Organization

### ▼ Attachments

 Please upload the Following Documents:

\* Upload most recent Audit



\* Upload list of current Board of Directors including term period



\* Upload Organization Chart



\* Upload BOD meeting minutes documenting approval to pursue AgeGuide RFP



\* Upload Cost Allocation Plan



\* Upload Staffing Chart



\* Upload Board of Directors ByLaws



Save

The second part of the Organization Profile must be completed by uploading documents into the system. Your organization must upload:

1. Most recent audit
2. List of current Board of Directors including term period
3. Organizational Chart
4. BOD meeting minutes documenting approval to pursue AgeGuide RFP
5. Cost Allocation Plan
6. Staffing Chart
7. Board of Directors ByLaws
8. Risk Review

## Applying for Funding Opportunities

Once you complete eligibility and set up your organizational profile, you will log in and find this home screen. To access the funding opportunities, click on the “Funding Opportunities” on the home page.

The screenshot shows a web browser window with the URL `ageguide.smartsimple.com/iface/ex/ax_index.jsp?lang=1`. The page header includes the AgeGuide logo (NORTHEASTERN ILLINOIS) and navigation links for Home, a notification bell, and a user profile icon labeled 'L'. The main content area is titled "Welcome Lucinda Hurt" and features a grid of six summary cards:

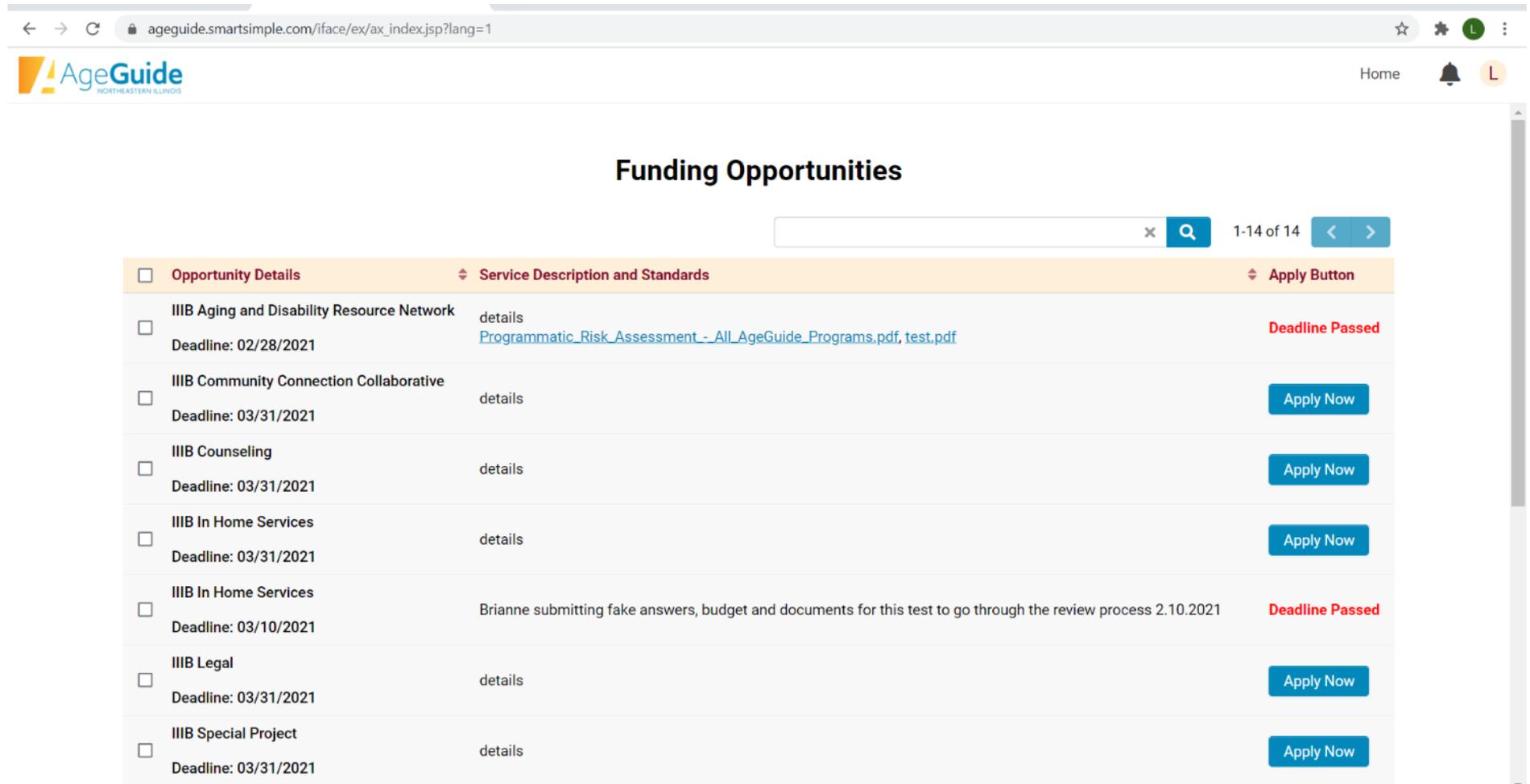
- 14** Funding Opportunities
- My Profile** (with a person icon)
- Organization Profile** (with a building icon)
- 11** In Progress
- 15** Submitted
- 1** Approved/Declined

Below this grid is a section titled "Progress Reports" with two cards:

- 0** In Progress
- 0** Submitted

After clicking on the Funding Opportunities, you will see the screen below. Open funding opportunities will have the “**Apply Now**” button and closed opportunities will show “**Deadline Passed**.” Click “**Apply Now**” on the opportunity you wish to apply for. Be sure to click on any documents associated with the application you are completing. Project Descriptions you will need

to inform your application can be found as links, like the link in the IIIB Aging and Disability Resource Network application in the screen shot below.



The screenshot shows a web browser window with the URL [ageguide.smartsimple.com/iface/ex/ax\\_index.jsp?lang=1](http://ageguide.smartsimple.com/iface/ex/ax_index.jsp?lang=1). The page header includes the AgeGuide logo (NORTHEASTERN ILLINOIS) and navigation links for Home, a notification bell, and a user profile icon. The main heading is "Funding Opportunities". Below the heading is a search bar and a pagination indicator showing "1-14 of 14" with navigation arrows. The main content is a table with three columns: "Opportunity Details", "Service Description and Standards", and "Apply Button".

<input type="checkbox"/> Opportunity Details	↕ Service Description and Standards	↕ Apply Button
<input type="checkbox"/> IIIB Aging and Disability Resource Network Deadline: 02/28/2021	details <a href="#">Programmatic_Risk_Assessment_-_All_AgeGuide_Programs.pdf_test.pdf</a>	Deadline Passed
<input type="checkbox"/> IIIB Community Connection Collaborative Deadline: 03/31/2021	details	Apply Now
<input type="checkbox"/> IIIB Counseling Deadline: 03/31/2021	details	Apply Now
<input type="checkbox"/> IIIB In Home Services Deadline: 03/31/2021	details	Apply Now
<input type="checkbox"/> IIIB In Home Services Deadline: 03/10/2021	Brianne submitting fake answers, budget and documents for this test to go through the review process 2.10.2021	Deadline Passed
<input type="checkbox"/> IIIB Legal Deadline: 03/31/2021	details	Apply Now
<input type="checkbox"/> IIIB Special Project Deadline: 03/31/2021	details	Apply Now

***For the purposes of this user guide, we will use the IIIB Community Connection Collaborative as an example application.***

After clicking “Apply Now,” the application will open. Review the instructions at the top of the page prior to starting your application. When you hit “Save Draft” your Organizational Information will prepopulate from your Organizational Profile. If this information is incorrect, make sure to go back to your home screen to update your Organizational Profile information.

Before clicking “Save Draft”

## New Grant



- Please complete the questions in each of the tabs below.
  - \* represents a required field
  - Use the **NEXT** button in the bottom right corner of the screen to advance to the next tab.
  - Use **Save Draft** button to save your answers.
  - Use the **Submit** button only once you have completed all tabs.
- Some of information is copied directly from your organization and user profiles and will appear in a read-only state within this form. If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form.
- If you wish to communicate with staff regarding your application, use the **Notes** tab located within the left side menu.
- You can view your responses by clicking on the **Application Summary** button.

◀ **CONTACT INFORMATION** PROGRAM PLANNING PROGRAM DESIGN & DELIVERY PROGRAM OPERATIONS PERFORMANCE EXPERIENCE AND CAPACITY OUTREACH AND COORDINATION WITHIN THE C ▶

- Select the **Save Draft** button below to review your contact information. See **Application Instructions** above if information is not correct.
- Draft application must be saved prior to uploading documents.

### Organization Information

NEXT ▶

📄 Save Draft

After clicking “Save Draft”-Notice that the Organizational Information is completed based off the information in the organizational profile.

← → ↻ ageguide.smartsimple.com/iface/ex/ax\_index.jsp?lang=1 ☆ ⚙ L

**AgeGuide**  
NORTHEASTERN ILLINOIS

Home 🔔 L

🏠 Main

📄 Notes

## 2021-1119 IIIB Community Connection Collaborative

- Some of information is copied directly from your organization and user profiles and will appear in a read-only state within this form. If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form.
- If you wish to communicate with staff regarding your application, use the **Notes** tab located within the left side menu.
- You can view your responses by clicking on the **Application Summary** button.

[Application Summary](#)

◀ **CONTACT INFORMATION** PROGRAM PLANNING PROGRAM DESIGN & DELIVERY PROGRAM OPERATIONS PERFORMANCE EXPERIENCE AND CAPACITY OUTREACH AND

- Select the **Save Draft** button below to review your contact information. See **Application Instructions** above if information is not correct.
- Draft application must be saved prior to uploading documents.

**Organization Information**

AgeGuide Test  
510 N. Mill St.  
Aroma Park, IL, 60910  
Phone:

**Primary Contact**

Lucinda Hurt  
Phone: 630-785-2411 x  
Email: gidget929@hotmail.com

[Save Draft](#) [Submit](#) [Withdraw](#) [NEXT >](#)

You can now proceed to completing the application. Next to the “Contact Information” are the following Tabs:

1. Program Planning
2. Program Design and Delivery
3. Program Operations
4. Performance Experience and Capacity
5. Outreach and Coordination within the Community
6. Budget

## 7. Additional Documents

## 8. Certification

To Navigate to the next tab, you can click on the tab header or click “Next” in the bottom right corner of the page.

**Program Planning:** For packages, where there are optional services, chose the service(s) you wish to apply for in that package. Answer the questions on the page, click “Save Draft” and then proceed to the next tab by clicking on the tab or “Next” in the bottom right corner.

The screenshot displays the AgeGuide application interface. The browser address bar shows the URL: `ageguide.smartsimple.com/iface/ex/ax_index.jsp?lang=1`. The page title is "2021-1119 IIB Community Connection Collaborative". The left sidebar contains "Main" and "Notes" tabs. The main content area features an information icon and a list of instructions:

- Please complete the questions in each of the tabs below.
  - \* represents a required field
  - Use the **NEXT** button in the bottom right corner of the screen to advance to the next tab.
  - Use **Save Draft** button to save your answers.
  - Use the **Submit** button only once you have completed all tabs.
- Some of information is copied directly from your organization and user profiles and will appear in a read-only state within this form. If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form.
- If you wish to communicate with staff regarding your application, use the **Notes** tab located within the left side menu.
- You can view your responses by clicking on the **Application Summary** button.

Below the instructions is a navigation bar with the following tabs: CONTACT INFORMATION, **PROGRAM PLANNING**, PROGRAM DESIGN & DELIVERY, PROGRAM OPERATIONS, PERFORMANCE EXPERIENCE AND CAPACITY, OUTREACH AND COORDINATION WITHIN THE COMMUNITY, BUDGET, ADDITIONAL DOCUMENTS, and CERTIFICATION. The "PROGRAM PLANNING" tab is active.

The "PROGRAM PLANNING" section includes the following questions and options:

- \* Choose the program(s) your organization wishes to apply for**
  - Education
  - Recreation
  - Health Screening
- \* Which county where your organization provider services**
  - DuPage
- \* Describe how your organization assessed the service area and the target population to be served. Describe how your organization utilizes current demographic information, data and relevant research in order to maximize the number of persons your services will reach and to ensure your services are provided to older adults in greatest economic and social need as outlined in the above Statement on Serving Populations in Greatest Economic and Social Need**
  - Example for the guide.
- \* Describe how your organization will reach and provide services to those in greatest economic and social need as outlined in the Statement on Serving Populations in Greatest Economic and Social Need**
  - Example for the guide.

At the bottom of the page, there are navigation buttons: **← BACK**, **Save Draft**, **Submit**, **Withdraw**, and **NEXT →**.

**Program Design and Delivery:** Answer the questions on the page, click “Save Draft” and then proceed to the next tab by clicking on the tab or “Next” in the bottom right corner.

The screenshot shows a web browser window with the URL `ageguide.smartsimple.com/iface/ex/ax_index.jsp?lang=1`. The page title is "2021-1119 IIIB Community Connection Collaborative". The left sidebar has "Main" and "Notes" tabs. The main content area features an information icon and a list of instructions:

- Please complete the questions in each of the tabs below.
- \* represents a required field
- Use the **NEXT** button in the bottom right corner of the screen to advance to the next tab.
- Use **Save Draft** to save your answers.
- Use the **Submit** button only once you have completed all tabs.
- Some of information is copied directly from your organization and user profiles and will appear in a read-only state within this form. If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form.
- If you wish to communicate with staff regarding your application, use the **Notes** tab located within the left side menu.
- You can view your responses by clicking on the **Application Summary** button.

Below the instructions is a navigation bar with the following tabs: **Application Summary**, CONTACT INFORMATION, PROGRAM PLANNING, **PROGRAM DESIGN & DELIVERY**, PROGRAM OPERATIONS, PERFORMANCE EXPERIENCE AND CAPACITY, OUTREACH AND COORDINATION WITHIN THE COMMUNITY, BUDGET, ADDITIONAL DOCUMENTS, and CERTIFICATION.

The "PROGRAM DESIGN & DELIVERY" section contains three text input fields with the following prompts:

- \* Describe your organization's plan to provide the proposed services. Include when and where (locations, times, days of week) and how (methods of delivery) the service will be delivered and by whom. In addition, describe how your agency has been successful in engaging target populations as defined above and is a trusted and respected source for these populations. Example for the guide
- \* Describe how participant information and documentation will be maintained, including methods to ensure confidentiality of all records. New applicants: provide a sample data collection form (e.g. Intake Form) or describe the types of participant data to be collected. Example for the guide
- Upload a sample data collection form (e.g. Intake Form)

Below these fields is a fourth text input field with the prompt: \* Describe how your organization would adjust program design and delivery in the event of a natural disaster and/or pandemic. Example for the guide

At the bottom of the page, there are navigation buttons: **BACK**, **Save Draft**, **Submit**, **Withdraw**, and **NEXT**.

**Program Operations:** Answer the questions on the page, click “Save Draft” and then proceed to the next tab by clicking on the tab or “Next” in the bottom right corner.

← → ↻ ageguide.smartsimple.com/iface/ex/ax\_index.jsp?lang=1

AgeGuide

Home

Main

Notes

### 2021-1119 IIIB Community Connection Collaborative

- Please complete the questions in each of the tabs below.
  - \* represents a required field
  - Use the **NEXT** button in the bottom right corner of the screen to advance to the next tab.
  - Use **Save Draft** button to save your answers.
  - Use the **Submit** button only once you have completed all tabs.
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- You can view your responses by clicking on the **Application Summary** button.

**Application Summary**

CONTACT INFORMATION PROGRAM PLANNING PROGRAM DESIGN & DELIVERY **PROGRAM OPERATIONS** PERFORMANCE EXPERIENCE AND CAPACITY OUTREACH AND COORDINATION WITHIN THE COMMUNITY BUDGET ADDITIONAL DOCL

\* Describe your plan for staff (and if applicable, volunteer) screening, training, supervision and retention for the proposed services

Example for guide

\* Describe your process to evaluate service delivery, including participant satisfaction and outcomes. Explain how program adjustments will be implemented based on results. Describe a scenario where your organization used feedback to improve programs and services

Example for guide

\* Describe how your organization provides services that are culturally competent and responsive to diverse populations, including your plan to provide barrier-free access to inquirers who speak languages other than English; inquirers with hearing or speech impairments; and for persons with disabilities at the facility (or facilities) where the proposed services are provided

Example for guide

← BACK

Save Draft Submit Withdraw

NEXT →

**Performance Capacity and Experience:** Review this question, specific to current and new grantees. There are no questions for this tab. **New grantees applying for this service will need to upload letters of recommendations. To upload letters, click on the upload button  in the bottom left corner under “Upload Letters of Recommendation.”**

- Please complete the questions in each of the tabs below.
  - \* represents a required field
  - Use the **NEXT** button in the bottom right corner of the screen to advance to the next tab.
  - Use **Save Draft** button to save your answers.
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Application Summary

[CONTACT INFORMATION](#)
[PROGRAM PLANNING](#)
[PROGRAM DESIGN & DELIVERY](#)
[PROGRAM OPERATIONS](#)
[PERFORMANCE EXPERIENCE AND CAPACITY](#)
[OUTREACH AND COORDINATION WITHIN THE COMMUNITY](#)
[BUDGET](#)
[ADDITIONAL DOCL](#)

**Performance Experience and Capacity**

AgeGuide will evaluate current and past performance of applicants, including the degree of experience the provider has in the proposed area, the organization's capacity to provide oversight of the project and the organization's capability to submit and maintain fiscal and program reporting. Applicants who have current funding from AgeGuide for the proposed service do not need to submit a response to this question. AgeGuide will review internal data to evaluate current and past performance in meeting standards over time as defined by AgeGuide. This evaluation will include timeliness and accuracy of their current data, fiscal reports and program reports; past productivity (clients and units) for the proposed service in the proposed service area; and performance findings related to financial audits and AgeGuide monitoring reviews. Applicants who do not have current funding from AgeGuide for the proposed service should submit letters of recommendation/reference showing that the applicant organization has met grant or contract requirements from another funding source. The letters must specifically address timeliness and accuracy of fiscal reports and program reports; timeliness and performance findings related to financial audits; whether applicant has a history of providing the proposed service in the proposed service area; whether applicant met or exceeded projections for units and clients; whether applicant met or exceeded grant or contract requirements related to compliance; and overall performance in meeting standards of the grant or contract. AgeGuide also will look at the applicant's experience fulfilling other Title III grants through AgeGuide

Upload letters of recommendation



[BACK](#)

[NEXT](#)

[Save Draft](#)
[Submit](#)
[Withdraw](#)

Chose a document from your computer to upload via the browse folder in the pop up window or drag and drop the file. Once the file is uploaded, you will see the screen below. Follow the same steps to upload multiple documents. When finished, click the “x” at the top right hand corner. Click “Save Draft” and proceed to the next tab by clicking on the next tab or clicking “Next” in the bottom right hand corner.

← → ↻ ageguide.smartsimple.com/iface/ex/ax\_index.jsp?lang=1

AgeGuide

Home

Main 2021-1119 IIIB Community Connection Collaborative

Notes

- Please complete the questions in each of the tabs below.
- \* represents a required field
- Use the **NEXT** button in the bottom right corner of the screen to advance to the next tab.
- Use **Save Draft** button to save your answers.

### File Upload

Drag and drop files here.

Maximum file size: 2 GB

File Name	Size	Date
FY20-PID-final.pdf	1.7 MB	03/15/2021 9:59PM

Total Files: 1

Upload letters of recommendation

File Name	Size	Date
FY20-PID-final.pdf	1.7 MB	03/15/2021 9:59PM

Total Files: 1

**Outreach and Coordination within the Community:** Answer the questions on the page, click “Save Draft” and then proceed to the next tab by clicking on the tab or “Next” in the bottom right corner.

← → ↻ ageguide.smartsimple.com/iface/ex/ax\_index.jsp?lang=1

AgeGuide  
NORTHEASTERN ILLINOIS

Home

Main

Notes

## 2021-1119 IIIB Community Connection Collaborative

- Please complete the questions in each of the tabs below.
  - \* represents a required field
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Application Summary

< ERY PROGRAM OPERATIONS PERFORMANCE EXPERIENCE AND CAPACITY **OUTREACH AND COORDINATION WITHIN THE COMMUNITY** BUDGET ADDITIONAL DOCUMENTS CERTIFICATION >

\* Describe how you plan to maintain a physical presence in the county, including the public awareness efforts your organization will undertake to assure that older adults, those caring for them, and the public know about the proposed services and how to access them

\* Describe how your organization will coordinate with other service providers in your community

< BACK

Save Draft Submit Withdraw

NEXT >

**Budget:** Click in the middle of the screen on the link to the budget. In this application it says [IIIB Budget](#). The budget template will download to Excel. Once completed, click on the upload button  and upload the complete budget back to SmartSimple.

← → ↻ ageguide.smartsimple.com/iface/ex/ax\_index.jsp?lang=1

AgeGuide

Home

2021-1119 IIIB Community Connection Collaborative

Main

Notes

- Please complete the questions in each of the tabs below.
  - \* represents a required field
  - Use the **NEXT** button in the bottom right corner of the screen to advance to the next tab.
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Application Summary

PROGRAM PLANNING   PROGRAM DESIGN & DELIVERY   PROGRAM OPERATIONS   PERFORMANCE EXPERIENCE AND CAPACITY   OUTREACH AND COORDINATION WITHIN THE COMMUNITY   **BUDGET**   ADDITIONAL DOCUMENTS   CERTIFICATION

\* Upload IIIB Services Budget Template

To complete the Budget Table, you will need to complete the Budget Excel Template, which can be downloaded here: [IIIB Budget](#)  
Upon completion of this template:

1. Save the Excel budget file
2. Upload the budget form into the system below.
3. Select the "Save Draft" button below and you will see it will fill in the appropriate table fields. If the table does not update, then you might be using an old form, please use the one mentioned above.



After you have uploaded the Budget Excel Template, click "Save Draft" to update the information in the table below.

Summary of Budget Pages

CATEGORY & LINE ITEM	Information & Assistance	Outreach	Options Counselling	Transportation	Legal	Counseling	Education	Health Screening	Recreation	Friendly Visiting	Telephone Reassurance	Targeted Outreach	Flexible Comm Services	Special Project	PAGE TOTALS
<p>← BACK</p> <p style="text-align: right;">NEXT →</p> <p style="text-align: center;">    </p>															

Once the budget is uploaded, click “Save Draft” and you will see the budget populate on the page. You must do this before submitting the application.

ageguide.smartsimple.com/iface/ex/ax\_index.jsp?lang=1

AgeGuide  
NORTHWESTERN ILLINOIS

Home

Main 2021-1119 IIIB Community Connection Collaborative

Notes

GRAM PLANNING PROGRAM DESIGN & DELIVERY PROGRAM OPERATIONS PERFORMANCE EXPERIENCE AND CAPACITY OUTREACH AND COORDINATION WITHIN THE COMMUNITY **BUDGET** ADDITIONAL DOCUMENTS CERTIFICATION

Summary of Budget Pages

CATEGORY & LINE ITEM	Information & Assistance	Outreach	Options Counseling	Transportation	Legal	Counseling	Education	Health Screening	Recreation	Friendly Visiting	Telephone Reassurance	Targeted Outreach	Flexible Comm Services	Special Project	PAGE TOTALS
PERSONNEL	\$0	\$0	\$0	\$0	\$0	\$0	\$9000	\$0	\$6000	\$0	\$0	\$0	\$0	\$0	\$15000
FRINGE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRAVEL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT (Excludes Technology Systems)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CONSULTANT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OCCUPANCY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TECHNOLOGY SYSTEMS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRAINING/EDUCATION	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FOOD (NUTRITION PROVIDERS ONLY)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DIRECT ADMINISTRATIVE COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
VEHICLE MAINTENANCE/GAS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OTHER TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL DIRECT COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$9000	\$0	\$6000	\$0	\$0	\$0	\$0	\$0	\$15000
TOTAL INDIRECT COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$9000	\$0	\$6000	\$0	\$0	\$0	\$0	\$0	\$15000
NSIP REIMBURSEMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NET COSTS - INCLUDES IN-KIND	\$0	\$0	\$0	\$0	\$0	\$0	\$9000	\$0	\$6000	\$0	\$0	\$0	\$0	\$0	\$15000
NON-FEDERAL IN-KIND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NET CASH COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$9000	\$0	\$6000	\$0	\$0	\$0	\$0	\$0	\$15000
PROGRAM INCOME	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NON-FEDERAL CASH	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NON-FEDERAL MATCHING SHARE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
AOA SHARE (Can be = to or LESS than allocation)	\$0	\$0	\$0	\$0	\$0	\$0	\$9000	\$0	\$6000	\$0	\$0	\$0	\$0	\$0	\$15000
AOA GRANT %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.00%	0.00%	1.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
GRANTEE GRANT %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
UNITS OF SERVICE *	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL UNIT COST	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
BE SERVED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Save Draft Submit Withdraw

Once the budget is completed, uploaded and has been populated, proceed to the next tab by clicking on the tab or clicking “Next” in the bottom right corner.

**\*\*You can proceed to the next page without completing the budget, however, the application cannot be submitted without the budget being uploaded or populated.**

**Additional Documents:** Upload any other additional documents relevant to the application. These documents may include information requested on other pages or documents the applicant feels appropriate to support the application. Once documents are uploaded, proceed to the Certification Tab by clicking on it or clicking “Next” in the bottom right corner.

🏠 Main

📄 Notes

## 2021-1119 IIIB Community Connection Collaborative

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**i**

- Please complete the questions in each of the tabs below.
  - \* represents a required field
  - Use the **NEXT** button in the bottom right corner of the screen to advance to the next tab.
  - Use **Save Draft** button to save your answers.
  - Use the **Submit** button only once you have completed all tabs.
- Some of information is copied directly from your organization and user profiles and will appear in a read-only state within this form. If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form.
- If you wish to communicate with staff regarding your application, use the **Notes** tab located within the left side menu.
- You can view your responses by clicking on the **Application Summary** button.

 Application Summary

< ERATIONS PERFORMANCE EXPERIENCE AND CAPACITY OUTREACH AND COORDINATION WITHIN THE COMMUNITY BUDGET ADDITIONAL DOCUMENTS CERTIFICATION >

Upload any additional documents



< BACK

NEXT >

**Certification:** Review the certification, click agree and the agency director enters his/her name and click “Submit.”

← → ↻ aageguide.smartsimple.com/iface/ex/ax\_index.jsp?lang=1

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Home 🔔 👤

🏠 Main 2021-1119 IIIB Community Connection Collaborative

📄 Notes

**i**

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  - \* represents a required field
  - Use the **NEXT** button in the bottom right corner of the screen to advance to the next tab.
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**Application Summary**

◀ 4G PROGRAM DESIGN & DELIVERY PROGRAM OPERATIONS PERFORMANCE EXPERIENCE AND CAPACITY OUTREACH AND COORDINATION WITHIN THE COMMUNITY BUDGET ADDITIONAL DOCUMENTS **CERTIFICATION** ▶

**\* Certification**

I certify that the statements herein are true, complete and accurate to the best of my knowledge. I agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001)

I agree

**\* Signature, Applicant Agency Director**

Jane Smith

**Submission Date**

◀ BACK

**Save Draft** **Submit** **Withdraw**

**Submission Errors:** For reference-if you click submit and have information missing, you will receive an error message informing you of which information is missing. As you go back to correct errors, the errors messages will disappear.

← → ↻ ageguide.smartsimple.com/iface/ex/ax\_index.jsp?lang=1

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NOTHING BUT THE BEST

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Main

## 2021-1119 IIIB Community Connection Collaborative

Notes

**Submission failed due to the following:**

- Describe how you plan to maintain a physical presence in the county, including the public awareness efforts your organization will undertake to assure that older adults, those caring for them, and the public know about the proposed services and how to access them cannot be empty.
- Describe how your organization will coordinate with other service providers in your community cannot be empty.
- Signature, Applicant Agency Director cannot be empty.

Please complete the questions in each of the tabs below.

- \* represents a required field
- Use the **NEXT** button in the bottom right corner of the screen to advance to the next tab.
- Use **Save Draft** button to save your answers.
- Use the **Submit** button only once you have completed all tabs.
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Application Summary

< 4G PROGRAM DESIGN & DELIVERY PROGRAM OPERATIONS PERFORMANCE EXPERIENCE AND CAPACITY OUTREACH AND COORDINATION WITHIN THE COMMUNITY BUDGET ADDITIONAL DOCUMENTS **CERTIFICATION** >

**\* Certification**

I certify that the statements herein are true, complete and accurate to the best of my knowledge. I agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001)

I agree

← BACK

Save Draft Submit Withdraw

Once you hit submit, you will see a pop up window confirming you want to continue. Click “Yes” if you are ready to submit your application.

The screenshot shows a web browser window with the URL `ageguide.smartsimple.com/iface/ex/ax_index.jsp?lang=1`. The page title is "2021-1119 IIIB Community Connection Collaborative". The interface includes a sidebar with "Main" and "Notes" tabs, and a main content area with instructions and a progress bar. A modal alert dialog is displayed in the center, with the following text:

**Alert**  
You will not be able to make any changes on this application once you submit it. Do you want to proceed?

The dialog has two buttons: "YES" (highlighted in yellow) and "NO".

The background page shows a progress bar with steps: "IG", "PROGRAM DESIGN & DELIVERY", "PROGRAM OPERAT...", "WITHIN THE COMMUNITY", "BUDGET", "ADDITIONAL DOCUMENTS" (underlined), and "CERTIFICATION". Below the progress bar, there is a section for "Upload any additional documents" with a file upload icon and a "BACK" button. At the bottom, there are buttons for "Save Draft", "Submit", and "Withdraw", along with a "NEXT" button.

**Submission Confirmed:** Once you have officially submitted your application you will see the screen below. Click “Home” to return to the home page where you can review and complete other applications.

## Submission Successful

Application submitted successfully.

 [Home](#)

In addition, you will receive an email confirming receipt of your application. Please check your “junk” folder for this notice.

From: <[noreply@smartsimple.com](mailto:noreply@smartsimple.com)>

Date: Thu, Feb 25, 2021, 4:15 PM

Subject: Application Received

To: <[brianne.moser@gmail.com](mailto:brianne.moser@gmail.com)>

Dear Brianne,

We have received your final grant application. Please see the attached PDF for a summary of the information submitted. We will be reviewing the application and will notify you should you be asked to proceed.

Best regards,

AgeGuide Northeastern Illinois Grants Management

## Notice of Funding Decision

Applicants who are approved for funding will receive an email notice generated from SmartSimple. These emails will arrive from the address [noreply@smartsimple.com](mailto:noreply@smartsimple.com). Please be sure to check your “junk” folder throughout the RFP process, as the emails may be sent there.

Following the email notice, an official Notice of Grant Award will be sent to approved applicants. This NGA will contain detailed award information and terms. NGAs will be sent through the AdobeSign platform. Applicants will be required to digitally sign and return this NGA.

Should your application be declined, you will receive communication directly from AgeGuide.

From: <[noreply@smartsimple.com](mailto:noreply@smartsimple.com)>

Date: Thu, Feb 25, 2021, 4:15 PM

Subject: Application Approved

To: <[brianne.moser@gmail.com](mailto:brianne.moser@gmail.com)>

Dear Brianne,

It is my pleasure to inform you that we have approved a \$86,810.00 grant to Testing Organization for 2021-1117 IIIB Legal, as outlined in the application provided to us. A grant agreement is forthcoming. In the interim, should you have any questions, please contact [bmoser@ageguide.org](mailto:bmoser@ageguide.org).

We wish you every success with your important work, and look forward to hearing the results.

Sincerely,

AgeGuide Northeastern Illinois Grants Management