AgeGuide Request for Proposals FY2025
Frequently Asked Questions #5
April 19, 2024

Questions from Technical Assistance Session

Where can I get the slides and a recording of the Technical Assistance session?
A link to the recording and a copy of the slides was sent out to all RFP applicants by email.

What is the "Data Collection Form"?
The "Program Design & Delivery" section of the application asks: "Describe how participant information and documentation will be maintained, including methods to ensure confidentiality of all records." In support of this question, you will be asked to upload a sample data collection form, i.e. a client Intake Form.

For Total Program Expenses - does 85% come from total program expense for AgeGuide eligible clients? For example, our program serves seniors but also people living with disabilities. Would Total Program Expense refer to entire cost of program or just Total cost of AgeGuide eligible service?

You will need to develop a cost allocation plan to determine how costs will be allocated between various programs. Once you have identified which specific costs from the program will be allocated to the AgeGuide grants, this represents the "Total Program Costs" for the AgeGuide grant program. It's this pool of total costs which you will need to match at 15% for IIIB programs.

What if some of the total program cost came from county senior grants funds?
When you are developing your budget, you will include all costs for the grant program in the expenses section of your budget. Then, you will list all of the resources that will be used to pay these expenses. This will included the requested amount of AgeGuide grant funding. If you also have a local cash source, such county grant funds or others cash sources, these would be listed on the "Local Cash" line. You do not need to designate which specific costs the local cash will be paying for within the grant program. On the "Local Cash" tab you will describe the source of the local cash.

Can program receive federal funds and still qualify to apply for this grant? if yes, how do you represent it in the budget?

Yes, you still qualify to receive a grant if you receive other sources of Federal funds. You just cannot use the federal funding as part of your match. You will need to develop a cost allocation plan to designate which costs to allocate to the AgeGuide grant, and which costs to allocate to your other Federal grants. You must develop this cost allocation plan and follow it consistently throughout the year.

Are the match amounts determined by the OAA or AAA's? Just curious why some are 10 and some are 15%

The amount of match is determined by the Older Americans Act and the Illinois Department on Aging. AgeGuide does not determine the required match amounts.

Grantees cannot charge for programming, correct?

Recipients of Older Americans Act services must not be charged for the service. You may only ask recipients for a voluntary donation toward the cost of the service.

What is the age cut off for AgeGuide eligibility?

For the most part, Older Americans Act service recipients should be aged 60 or older. However, there are some exceptions. Please review the service standards for more detailed information about potential exceptions to the Age requirement.

What designation is "Transportation Grants"?

The Transportation service is funded through Title IIIB of the Older Americans Act.

If we provide legal education is this allowable to be billed to the AgeGuide grant? If yes, what specifically can we bill -- staff hours spent on providing education, materials, admin overhead to provide the education?

Please refer to the IIIB Legal Service Standards for the definition of a unit:

B. Unit of Service: (IDOA 603.18, C)

1. Representation by an Attorney, a Paralegal and/or a Law Student: One hour of time spent by one person working on a case constitutes one unit of service
2. Legal Information and Community Education: One hour of staff time expended on behalf of a client(s) constitutes one unit of service. The unit includes case documentation, preparation, and travel time

Education, including documentation, preparation, and travel time, may therefore be counted toward units.

Are community outreach activities allowable to be billed to the AgeGuide grant? If yes, what specifically can we bill -- staff hours spent on these activities, materials, admin overhead to engage in outreach? Can it be any type of staff?

Outreach must be conducted for services. This is included in the General Service Requirements. However, outreach does not constitute a unit of service for most programs. Refer to the Service Standards for each specific program for a definition of a unit of service. Only activities that meet these requirements may be counted as units.

If we do plan to bill for certain activities, does that mean we would need to provide specifics in the budget -- line item for them, and the expense we expect to incur?

Yes, all activities charged to the grant will need to be included in the grant budget.

Can you explain units?

When you provide a service, there are specific designations for what constitutes a "unit" of service. This designates "how much" of a service you have delivered. The Service Standards for each service described what constitutes a unit of service for each program. The Service Standards are available on the AgeGuide RFP Webpage and all applicants must review these standards before submitting an application.

Can you please review the 10% match for IIIE Respite and IIIE Gap-Fill and the 10% admin-on admin fee?

This RFP is for Title IIIB and IIID services. IIIE services will not be reviewed.

If we apply for Targeted Outreach funds, do we still have to collect the data from each person? Typically outreach to the public doesn't get captured in the same way as intake of clients/patients?

Yes, you must collect information for recipients of services, for all AgeGuide grant programs. The IIIB Targeted Outreach Service Standards defines a unit of outreach as "one-on-one contact."