

AgeGuide Request for Proposals FY2025
Frequently Asked Questions #7
May 13, 2024

Can we submit a budget with a higher matching amount? For IIIB grants, the match is 15%. Can I submit a budget with 16% match?

Yes, for IIIB grants, applicants must contribute a minimum 15% match. You are welcome to budget as much match as is needed to cover the cost of the program.

Do I budget for the entire allocation amount, + the 15% match? And then it turns my calculations into a cost per unit? Then would we bill you for each client we serve for that cost per unit price?

The AgeGuide grant amount, plus your matching share, equals the total program cost. Your matching share should be 15% of that total program cost. We suggest reviewing the slides that were sent out to applicants from the Technical Assistance Session, which shows the calculation for matching share on slide 27.

For disbursements, Please review pages 9-12 of the [FY25 RFP Introduction](#) document, which describes terms related to AgeGuide financial assistance, disbursements, and earned share. Earned grant amounts are based on quarterly expenses. Grant recipients report the total expenses for the quarter. AgeGuide will pay no more than 85% of the total expenses for IIIB grants. The exact percentage will vary based on the approved program budget and the amount of match committed by the recipient. AgeGuide does not make payments based on units or persons served.

Are you able to send me the link so I may begin working on the applications?

Here is the login link for SmartSimple: https://ageguide.smartsimple.com/s_Login.jsp

This link was sent out by email to all entities who submitted an LOI for the RFP.

For IIIB Recreation, we are thinking this could be some of the classes we already currently host, does that sound correct?

Your program needs to conform to all requirements in the Service Standards. We do not have specific recreation programs which are required. Please be aware that Federal Older Americans Act funds should be used to supplement, not supplant, other Federal, State, and local funds used to deliver the program.

We noticed that the Stressbusters program is listed under IIID Health Promotion. As a current AgeGuide grant recipient, we do a lot of work with Stressbusters every year under IIIE. Is we want to continue our Stressbuster programs, does this mean we need to apply for IIID?

IIIB Stressbusters, as an evidenced-based program, is eligible to be delivered under IIIB Education, IIID Health Promotions and IIIE Training and Education. If you are already a IIIE Training and Education provider, you can continue delivering Stressbusters under this funding. Specific funding for IIIE ADRD Stressbusters is being discontinued for FY25 in favor of IIIE providers delivering under Training and Education.

I am currently in SmartSimple and the system is asking me to submit an “Organizational Chart” and a “Staffing Chart”, what is the difference between the two?

The organizational chart shows the structure of your organization. The staffing chart provides detailed information about the positions budgeted for the grant. Here is a link to a template for the staffing chart: [FY25-Applicant-Staffing-Chart.docx \(live.com\)](#). This template is posted on AgeGuide's website under the RFP section: [Request for Proposal Opportunities – AgeGuide](#).

We are hoping to submit a grant just for IIIB Recreation. Is that possible?

No. IIIB Recreation is part of the IIIB Community Connection Collaborative package. Applicants applying for this package must apply to deliver all 3 services in the package: IIIB Education, IIIB Health Screening, and IIIB Recreation. Please review the [IIIB Community Connection Collaborative Service Description](#) for more information about this package.

I am trying to get registered in SmartSimple to apply for the AgeGuide RFP. I got as far as the Verification Code step, entered the code emailed to me and kept getting an "invalid verification code" notice. After several attempts, I was locked out. Can you tell me how to get past this lock out and log in?

We are able to resend your password. If you are having difficulty logging in, please notify RFPs@ageguide.org so we can assist.

I do not see the link for budget template on the budget tab for IIIB Targeted Outreach. I also do not see the upload button even after clicking "Save Draft".

This issue has been resolved and you should now be able to access and submit the budget template. If you have any further issues accessing the budget template, please email RFPs@ageguide.org