

AgeGuide Request for Proposals FY2025
Frequently Asked Questions #8
May 21, 2024

The budget is locked and I cannot enter any data. I am trying to enter in-kind but the template will not allow me to.

Some cells are locked within the spreadsheet. In-Kind may be entered beginning on line 10. If you try to enter in-kind on line 9, you will not be able to. Please refer to the [Budget Instructions](#) which are posted on the RFP webpage.

Are there any service projections for Targeted Outreach services? I'm unable to find any in the provided Service Description document.

Projections for Targeted Outreach can be found at: [Request for Proposal Opportunities – AgeGuide](#), under "Service Descriptions" please select "FY25 IIIB Targeted Outreach" and scroll to the last page

Our Agency's process does not include seeking approval from BOD for each grant application, therefore we do not have meeting minutes documenting approval. What might you seek in place of meeting minutes? Would a signed letter from our BOD president be adequate?

Yes, for agencies that do not have minutes from a BOD meeting documenting approval, you may submit a signed letter from your BOD chair approving the submission. This topic and others related to the Organizational Profile were discussed at our TA session; please be sure to review the recording which was sent out to all applicants. If you have a different approving entity, for example a Board of Health, then minutes or an approval letter from that entity is acceptable.

In order to determine the appropriate priority rate for the various groups in the target population to be served, referred to on pg 2 of the General Service Requirements, I'm assuming we can utilize the data that you have provided in this link on the RFP page. Can you confirm that's what we should be utilizing as our base for determining population groups to serve?

The demographic data is provided for your reference as you plan your application. The first question in the application asks:

“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.”

In short, AgeGuide is asking for you to share with us how you plan to determine the appropriate priority rate.

In the Contact Information section of our applications, our *Organization details* are not showing up properly.

For your contact information to show up in a specific application, you must first save your application. Once you have saved a draft application you should be able to see your organization detail populate in the first tab.

In the Program planning section, we are asked to select a county. If we are applying for and serving all counties, do we complete a separate entry in the portal for EACH county?

Applicants must submit a separate application for every county. If you are applying for the same service in 3 counties, you need to submit 3 separate applications.

We applied during the last RFP cycle. Do you want us to delete old documents that were uploaded into the Smart Simple Portal? For example our old financial audit?

Yes, please delete the old documents in the SmartSimple portal.