

## **AgeGuide Request for Proposals FY2025**

### **Frequently Asked Questions #9**

**May 29, 2024**

**The Performance Experience and Capacity section states that applicants who have current funding from AgeGuide in the service area will be evaluated by AgeGuide on their past performance in meeting grant requirements for reporting, etc. Others need letters from another grant source verifying experience in meeting grant requirements. Do we meet this requirement?**

If you have a current grant agreement with AgeGuide, you do not need to submit letters of recommendation. This includes Older Americans Act or SHIP grants. If you only receive funding on a contract basis, we would request you to submit letters of recommendation from another funder with which you have a grant agreement.

**We need some clarity about the Cost Allocation Plan. Should we provide a detailed budget narrative for this or are you expecting something else?**

This document provides a definition of a Cost Allocation plan: <https://ageguide.org/wp-content/uploads/2024/02/Budgeting-Basics.pdf> <https://ageguide.org/wp-content/uploads/2024/02/Budgeting-Basics.pdf>

The cost allocation plan is separate from the budget justification. The budget justification is a required part of the budget submission: <https://ageguide.org/wp-content/uploads/2024/02/Title-III-Budget-Instructions-FFY25-FOR-WEBSITE.pdf>

**Under the budget tab, I mistakenly saved a blank budget template. A program budget template was completed and this 2nd budget spreadsheet was also downloaded into the Budget tab. I cannot remove the blank template from the application form. Can you assist?**

As long as the correct completed budget is uploaded into the system, we will disregard the second blank budget. Please feel free to submit as-is.

**If your program serves significantly more persons with more units than are required for your county, do you want the budget to include all of your**

**expenses and the total number of persons that you serve and total number of units provided?**

Budgets should include total expenses and total cost it takes to run the entire program should be reported. You shouldn't be reporting only the AgeGuide allocation.

**For the UEI number, I have been trying to update it (there is an incorrect number populated there). However, as soon as I update it and hit 'save' – it does not indeed save the correction. Is there a way to fix this so I can make the change?**

You can only click "Save" if all other needed components of the page have been updated/uploaded. If any fields or documents are missing, you can only click "Save Draft." This should save the UEI number.

**I don't see in the transportation service description any mention of wheel chair rides. Where could I find this information?**

Please see service standards located at [www.ageguide.org](http://www.ageguide.org): Service Standards: Title III-B Information & Assistance ([ageguide.org](http://ageguide.org)).

Under "Access" located in pg 4. The IIIB Transportation Service Standards state: "2. The transportation service must be accessible to persons with disabilities by providing a wheelchair lift as appropriate. This service may be available by the service provider or through coordination with another transportation service provider"

**There is a 'projected' number of persons and units expected for each of the three CCC categories. If an organization can serve more persons and can provide more units of service than projected, should the actual number be included in the budget template? Is it okay if the cost per unit for an organization is less than the "Median Cost Per Unit by Service' on the AgeGuide reference sheet?**

Yes, applicants can serve greater units and persons than required, and present a lower CPU, if it is feasible for their program.

**Are you able to confirm receipt of our application?**

Once you have submitted your application, it will show in the system as "Submitted."

**What time should applications be submitted?**

Please submit your application by 11PM on Friday, May 31.

**For the persons served and units, should we enter the FY25 Service Projections provided? If we do this the CPU will be higher than the median. Should we be trying to get the cost per units closer to the FY25 Median Cost Per Unit by Service?**

Applicants should plan to serve at least the minimum units and persons for the service/county. Applicants can project greater units and persons than required, and present a lower CPU, if it is feasible for their program.

**Will we be required to provide the units and persons that we enter into our grant budget?**

Yes, the units and persons projections that you enter should represent the number of persons and units you plan to serve during the grant year. Grant recipients will be required to enter data monthly into a database reporting on the persons and units served.

**The IIB Transportation service standards state that it is allowable to provide transportation services to grandchildren being raised by grandparents, family caregivers, and adult children with developmental disabilities accompanying the individual aged 60 and older. Does this mean that it is required to serve these populations?**

Similar to serving persons in a wheelchair, we expect transportation programs to assist any population who is eligible for services either through their own service or through another service provider.