

Request for Proposal: Enhancing Services and Decreasing Stress for Caregivers and the Person Living With Dementia (PLWD) in Their Care (Reissue)

Q	Bidder Question	DHS Answer	Section	Pg.
1	What is the grant period? Page 3 says March 1, 2025 to September 26, 2026. Page 21 says January 1, 2026 to September 26, 2028.	The anticipated grant period is March 1, 2026 to September 29, 2026.	I. Purpose and Intent	3
2	If my organization serves only 1 county, how many trainers do we need to maintain, 2 or 3?	Provider agencies awarded one (1) award must maintain a minimum of three (3) Facilitators throughout the grant period and must train one (1) master trainer by the end of the grant period. The Master Trainer fulfills the role of a Facilitator.	IV. Contract Scope of Work	8
3	For an agency awarded 1 grant, how many total trainers must they have to conduct the program? Do they need to have a master trainer or can all of these trainers be regular facilitators?	Agencies awarded one (1) grant must maintain a minimum of three Facilitators. By the end of the grant period, provider agencies shall train one (1) master trainer. A Facilitator may be trained to become a master trainer and would still count towards the three (3) Facilitator requirement.	IV. Contract Scope of Work	8
4	Do all classes in all class series need to be offered outside of regular business hours? (page 8 makes a reference to all classes needing to take place outside of normal business hours and page 10 says "minimum one". Please clarify.)	No, at minimum one 9-week class series is required to be offered outside of regular business hours. All classes in a 9-week series should be offered at the same time each week.	IV. Contract Scope of Work	9
5	I would like to facilitate annual trainings as they would be used for professional development for my staff as well as myself. Is this something I may engage in even if I am not an employee?	Entities not applying for or taking part in this funding opportunity may engage in other Stress-Busting Program opportunities.	IV. Contract Scope of Work	10
6	Are we interpreting this RFP correctly if we say that for an agency conducting in-person classes they will need to conduct 5 class series for a total of 45 total classes?	Yes. Provider Agencies may elect to host one of the following combinations of class series throughout the grant period: Five (5) in-person class series; four (4) in-person class series and two (2) virtual class series;	IV. Contract Scope of Work	10

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		or three (3) in-person class series and four (4) virtual class series.		
7	<p>The grant says a minimum of 3 series of Stress Busting Classes done in person (page 10 sect. iii 1. of the RFP), but in that same paragraph it states: "Provider agencies may elect to host one of the following in combinations of class series throughout the grant period: a). Five (5) in-person class series....."</p> <p>So would we be required to provide 3 in person series of classes (27 weeks) or 5 in person series (45 weeks)? All between March 1 and September 26 (29 weeks and 6 days)?</p>	<p>Provider Agencies may elect to host one of the following combinations of class series throughout the grant period: Five (5) in-person class series; four (4) in-person class series and two (2) virtual class series; or three (3) in-person class series and four (4) virtual class series.</p> <p>Provider Agencies must host a minimum of three (3) in-person class series, required to host four (4) virtual class series if they host three (3) in-person class series.</p>	IV. Contract Scope of Work	10
8	What expenses can be included under "other allowable expenses"?	Other allowable expenses include all expenses necessary to deliver the project Scope of Work which are not included in direct expenses. This includes, but is not limited to: the WellMed license, the Master Trainer training fee, travel expenses, etc.	IV. Contract Scope of Work	12
9	What are allowable expenses for the 50% of the budget not going for the direct service expense?	Please refer to the answer for question 8.	IV. Contract Scope of Work	12
10	Certification Pages (page 17) Does this mean the Authorized Signor for the certification pages must submit the grant in SAGE?	The Authorization Signor is responsible to complete and sign the certification pages in SAGE. SAGE users in the organization may access and contribute to the application, as allowable in SAGE.		
11	Is this program being funded with any federal funds? If so, what is the Federal Award Identification Number (FAIN)	Provider Agencies will be provided this information upon award.		

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	and Assistance Listing (AL) Number?			
12	Are provider agencies expected to have concurrent sessions of different participants each week?	Agencies may schedule the classes as they see fit, so long as all classes are completed by the end of the grant period.		
13	According to the RFP, a provider agency who is applying for one grant must have three trained facilitators to conduct the Stress Busting Program Classes. In addition, the same agency needs to have 2 Master Trainers (page 8 and 9 of the RFP). Will these Master Trainers be trained to conduct the program as facilitators as well/? Or Is that a separate training?	<p>A Master Trainer is able to train Facilitators as well as host Stress Busting classes. A Facilitator may only host Stress Busting classes.</p> <p>Because a Master Trainer can fulfill both a Facilitator and Master Trainer role, an entity may elect to have their Facilitators trained as Master Trainers to fulfill the requirement.</p>		