

**UPDATED SCHEDULE FOR REQUESTS FOR PROPOSALS
DEPARTMENT OF HUMAN SERVICES
DIVISION OF AGING SERVICES**

Enhancing Services and Decreasing Stress for Caregivers and the Persons Living with Dementia (PLWD) in their Care

The New Jersey Department of Human Services, Division of Aging Services, is issuing this notice to inform interested parties that the submission deadlines for the Requests for Proposals titled “Enhancing Services and Decreasing Stress for Caregivers and the Persons Living with Dementia (PLWD) in their Care” have been extended.

Letters of Interest previously submitted to Doas@DHS.NJ.Gov will be retained and do not need to be resubmitted. Any interested party that has not yet submitted a Letter of Interest to Doas@DHS.NJ.Gov must do so by July 11th, 2025 **by 3:00 PM ET**.

Submission of a Letter of Interest is mandatory; organizations that do not submit a Letter of Interest by the deadline will **not be given access to the proposal application via SAGE and thus be unable to apply**.

Any questions previously submitted in response to this request will be included in the Q&A that will be posted following the deadline for submission of question on July 21st, 2025

Please see the revised schedule.

	PREVIOUS DEADLINE	AMENDED DEADLINE
Notice of Funding Availability	June 26, 2025	N/A
Deadline for submission of Letter of Interest (3:00 p.m. ET)	July 2, 2025	July 11, 2025
Opening of applications in SAGE (3:00 p.m. ET)	July 3, 2025	July 14, 2025
Deadline for submission of questions (3:00 p.m. ET)	July 10, 2025	July 21, 2025
Deadline for receipt of proposals (3:00 p.m. ET)	July 31, 2025	August 11, 2025
Preliminary grant award announcement		TBD
Appeal deadline		TBD

Relevant sections are updated as follows:

VI. Letter of Interest and Question Submission

Applicants shall submit a letter of interest as well as the completed SAGE Registration form (Attachment B) by 3:00 p.m. ET on **July 11, 2025**. Both documents must be submitted in a single email to Jennifer Rutberg at Doas@DHS.NJ.Gov.

Any questions regarding this RFP should be directed via email to Doas@DHS.NJ.Gov no later than 3:00 p.m. ET on **July 21, 2025**. All questions and responses will be compiled and posted on the DHS website at www.state.nj.us/humanservices/providers/grants/rfprfi. Applicants are guided to rely upon the information in this RFP and the responses to questions that were submitted by email to develop their proposals. Specific guidance, however, will not be provided to individual applicants at any time.

All proposals must be submitted through the SAGE online system. Paper and email submissions will not be considered. Applicants may begin submitting their proposals after 3:00 p.m. ET on **July 22, 2025**.

VIII. Submission of Proposal Requirements

DoAS assumes no responsibility and bears no liability for costs incurred by the applicant in the preparation and submittal of a proposal in response to this RFP. The narrative portion of the proposal should be no more than 10 pages, single-spaced with one (1") inch margins, normal character spacing that is not condensed, and not be in smaller than twelve (12) point Arial, Courier New or Times New Roman font. DoAS will not consider any information submitted beyond the page limit for RFP evaluation purposes.

Proposals must be submitted no later than 3:00 p.m. ET on **August 11, 2025**.

1. Upon approval of the Letter of Interest submitted by the applicant, an account will be created for the applicant, if the applicant does not already have an active account. Then on **July 22, 2025**, at 3:00 p.m. ET applicants will be granted access to the Enhancing Services and Decreasing Stress for Caregivers and the Persons Living with Dementia (PLWD) in their Care proposal on SAGE.

Attachment B

Instructions:

1. Complete Form for Adding Agency Organizations Into SAGE.
2. Identify your Authorized Official.
 - a. In SAGE, an Authorized Official (“AO”) has the broadest abilities. The AO is responsible for management of the organization’s grants and other documents in SAGE. The AO can add and remove staff access to SAGE. The AO is typically a staff member who is identified on the Standardized Board Resolution as having the authority to contract on behalf of the organization.
3. If the Authorized Official does not have current access to this version of SAGE (<https://njsage.intelligrants.com/Login2.aspx?APPTHEME=NJSAGE>), the Authorized Official will use this web page and complete the New User request page. The new Authorized Official will be validated and assigned to the applicant when the organization is validated.
4. Sign a hard copy of the Form for Adding Agency/Organizations into SAGE and submit it, along with the Letter of Intent, via email to Jennifer Rutberg at Doas@DHS.NJ.Gov by 3 p.m. ET on **July 11, 2025.**