

BILH RFP Frequently Asked Questions (FAQs)
Updated March 19, 2026

1. Can a bidder submit a proposal for more than one of the communities? Would the bidder need to submit two separate responses?

BILH recognizes there are organizations who may already be providing services in more than one of the focus communities (Waltham or Medford). If the organization meets all the eligibility criteria outlined in the Request for Proposals (RFP), then yes, they may submit a proposal for more than one of the focus communities. However, each proposal must be submitted separately.

2. Is it possible to be awarded a grant for more than one community (e.g., \$300,000 for Waltham and \$300,000 for Medford)?

If the organization meets all eligibility criteria outlined in the Request for Proposals (RFP) and is selected by the BILH Grant Review Committee, then yes, an organization may be awarded a grant in more than one of the focus communities.

3. Can an organization apply for a grant and provide a letter of support and agree to partner with other organizations submitting their own proposal?

Yes, an organization can both submit their own proposal and formally support/partner with other organizations who are submitting a proposal. BILH strongly encourages partnerships and collaborations for all submitted proposals to increase the impact of navigation services and community education activities.

4. Is 10% the maximum amount of the total budget we can include for evaluation?

Applicants may allocate more than 10%, provided the budget contains sufficient justification regarding the increase.

5. Can grant funding cover outreach activities, and if so, how detailed does that plan need to be?

Yes, funding can cover outreach and promotional activities. The plan and budget narrative should include as much detail as possible to help the review committee understand the scope of your proposal and how outreach fits into grant implementation.

6. Is the RFP flexible for us modifying/adding additional evaluation measures if we can provide a justification for why and how they are relevant to our population?

The RFP does not currently support changes to the shared evaluation measures. If Applicants have additional measures that are meaningful to their program specifically, they are welcome to share those as part of their proposal, but this is not a requirement. BILH recognizes the value of program evaluation aligning with programs to support a clear, practical understanding of how implementation is unfolding and how it connects to outcomes. During the three-month planning process, grant recipients will be engaged in validating the shared evaluation measures.

7. Are there guidelines for the number of individuals the Navigator would be expected to assist per year? Or number of community outreach events planned and provided?

There is no requirement for the number of individuals assisted or number of outreach events planned/provided. Both are dependent on what the organization thinks is feasible, based upon their understanding of the focus communities/populations as well as capacity for partnerships and collaborations. An Applicant may choose, for example, to start with smaller goals for both metrics and scale up in subsequent years of the grant cycle.

8. Is there flexibility in how staff time is dedicated to supporting project goals, or does it have to be one individual dedicated full-time?

Though the RFP assumes one full-time Navigator. If the population served requires multiple staff involvement due to factors such as complex language or expertise needs, the Applicant should document identified needs and staffing capacity in both the proposal and budget narrative.

9. Can applicants partner with organizations (universities, etc.) to provide technical assistance?

Partnering with academic institutions is acceptable, as long as the award is made to an eligible entity. Proposed sub-contracts or consulting arrangements should be articulated in the budget template.

10. How does BILH define youth?

For the purposes of this RFP, we recognize that definitions of “youth” vary across sectors and institutions. For example, the Centers for Disease Control and Prevention commonly

distinguishes between adolescents (ages 12–17) and young adults (ages 18–24), while other frameworks define youth more narrowly as individuals under age 18.

We also recognize young adults ages 19–24 as a critical transitional population, facing elevated risks related to mental health, substance use, violence, and access to care as they move out of child-serving systems. While young adults are not always included in formal definitions of youth, proposals that address their needs—particularly where there is a clear connection to youth outcomes or prevention—are encouraged.

11. How does BILH define older adults?

We define older adults as ages 65 and older in our Community Health Needs Assessment. This aligns with the Centers for Disease Control and Prevention’s definition.

12. Can partners use funds to support our existing staff for behavioral health navigators?

Yes. Funds can be used to support existing staff working as behavioral health navigators, if they are taking on a new and/or expanded role.

13. RFP states that funds may be used for travel. What about patient travel? Can funds support client transportation?

Yes.

14. Can funds be used for translated materials?

Yes.