

BILH RFP Frequently Asked Questions (FAQs)
Updated June 23, 2025

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 (Lowell and Chelsea). 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 in the BILH Community Benefits Database (CBD).

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

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. What entity should an applicant select when requesting access to the Community Benefits Database (CBD)?

Applicants must select “System (BILH)” when filling out the CBD login form to access the grant application.

5. The budget section of the Application in the BILH Community Benefits Database (CBD) states to refer to the RFP to determine how many years to submit. Should we be submitting a budget for all three years of funding?

Yes, the grant budget you submit should include funding for all 3 years, not to exceed \$300,000.

6. 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.

7. What are the anticipated startup costs, and will that funding rollover to the next funding period?

Startup costs may include hiring the navigator, advertising, working with evaluation, etc. If there are additional needs i.e. data collection or translation, please make sure to include them in your budget.

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

Yes, funding would cover outreach activities. The plan for outreach 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. The budget should also align with proposed outreach activities and contain more information/justification for the expected vision for the same.

9. 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 evaluation measures. That said, this is something that can be discussed if there are justifications/successes that merit additions or modifications to the predetermined measures.

10. 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. 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.

11. 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/community served requires multiple staff involvement due to factors such as complex language or expertise needs, there is room for discussion if the organization demonstrates identified need and capacity.

12. 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.