

SPRINGFIELD-HAMPDEN COUNTY CONTINUUM OF CARE

Youth Homelessness Demonstration Program

REQUEST FOR PROPOSALS

New Springfield-Hampden County CoC YHDP Projects

Total available funding for two years: \$1,491,009

RFP Available: Monday, July 6, 2026

Bidders' Conference Q& A Info Session July 16, 2026, 1-2pm on zoom:

<https://us04web.zoom.us/j/3869699192?pwd=5cUtM05sxbr8JWRiTK1pkA4EvxC33Y.1>

Applications Due: Wednesday, July 29, 2026, 4 pm via email to:

HNelson@SpringfieldCityHall.com

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A. RFP Overview

Youth Homelessness Demonstration Program (YHDP)

YHDP is a national demonstration program which enables local communities to expand capacity and test innovative solutions to prevent and end homelessness among youth and young adults (YYAs). In 2019, the Springfield-Hampden County Continuum of Care (CoC) was awarded a Youth Homelessness Demonstration Program (YHDP) grant of \$2,426,044 by the U.S. Department of Housing and Urban Development (HUD). Since being awarded YHDP funds, the system has been operating at capacity consistently and the Springfield-Hampden CoC is now seeking to compete for additional YHDP funding of up to \$1,491,009 through the HUD FY24/FY25 YHDP NOFO to expand upon its Coordinated Community Plan.

Coordinated Community Plan - Vision and Goals

In 2019, the CoC and a YHDP Planning Team worked with a broad coalition of stakeholders, including YYAs with lived experience of homelessness, to conduct a YYA homelessness needs assessment and create a [Coordinated Community Plan](#) (CCP) to prevent and end YYA homelessness in Hampden County. The CCP provides critical context for this Request for Proposals (RFP) and should be read by any prospective RFP respondent. Our community's vision is that youth and young adults in Hampden County have a safe and stable home, community, resources, and opportunities to live harmoniously and thrive. Achievement of this vision requires commitment to a holistic view of success for YYAs. **YYAs experiencing homelessness, at risk of experiencing homelessness, and leaving systems of care must have:**

System Access	Access to a broad spectrum of services and opportunities through a coordinated system that is well-known, effective, caring, and prioritizes their choice.
Stable Housing	Access to well-maintained and affordable housing in safe, welcoming neighborhoods
Health and Wellbeing	Access to resources to help promote and maintain health and wellbeing at home, school, work, and in the community.
Education and Employment	Access without barriers to a variety of education and employment opportunities to achieve the personal and financial stability necessary to thrive.
Permanent Connections	A consistent, self-identified person or people who can respectfully guide, support, and advocate with YYA to get their needs met.

Since 2019, the YHDP programs and community plan have been reviewed through the YHDP Executive Committee, data trends, conversations with the Youth Action Board, focus groups with young adults, integration of Foster Youth to Independence vouchers, and surveys for young adults in current programming and community stakeholders. This data and feedback drive the direction for YHDP expansion projects for Hampden County's youth homelessness response system.

Eligible YHDP Projects

The CoC seeks applicants to operate the types of programs identified below which will be funded by the YHDP grant. The new programs the CoC looks to fund are:

Activity	Approximate YHDP 1-year Funding	Quantity
(CE) Coordinated Entry Expansion with a focus on YYA Transitioning Out of Systems of Care & Peer Navigation	\$275,000	Serve approx. 50 YYA per year
(SSO) Foster Youth to Independence Voucher-Supportive Services Only	\$470,505	Serve approximately 60 clients /year

More details about these projects can be found in Section B. Core CoC standards and YHDP principles that must be incorporated into the projects are described in Section C.

Eligible Populations to be Served

Projects will serve unaccompanied YYAs up to and including the age of 24 at the time of program entry, including pregnant and parenting YYA. To be eligible for YHDP-funded assistance, YYA must be literally homeless or imminently at-risk of literal homelessness within 14 days. Eligibility is limited to paragraphs 1, 2 and 4 of [HUD's Final Definition of Homeless](#).

Literally homeless

- In shelter including emergency shelter, transitional housing, or hotel or motel paid by government or charity; OR
- On the street or another place not meant for human habitation (e.g., car, garage, park, abandoned building); OR
- In an institution (e.g., jail, hospital, juvenile detention) that the youth is exiting and where youth was resident for 90 days or less AND the youth resided in emergency shelter or place not meant for human habitation immediately prior to entering that institution; OR
- Fleeing or attempting to flee domestic violence, dating violence, sexual assault, or

stalking and who lack resources and support networks to obtain other permanent housing.

Imminently At-risk of Literal homelessness

- In own housing, but being evicted within 14 days; OR
- In a hotel or motel paid for by the youth, family, or friends and cannot stay for more than 14 days (often due to lack of ability to continue paying); OR
- With family or friends and being asked to leave within 14 days; AND
- Have no safe alternative housing, resources or support networks to maintain or obtain permanent housing.

HUD has produced three additional briefs that specifically address eligibility among YYA at risk and experiencing homelessness. Please review them on [HUD's YYA homelessness Resource page](#) for more information

Eligible Applicants

Non-profit organizations, local and state government, and instrumentalities of local and state government (such as housing authorities) are eligible to apply for grants. For-profit entities are not eligible.

YHDP and CoC Program Requirements

Funds available through this Request for Proposals (RFP) are subject to requirements of the [FY24/25 YHDP Notice of Funding Opportunity \(NOFO\)](#), and the regulations that guide CoC funding, [24 CFR Part 578](#). Please see Section D for eligible costs.

YYA Collaboration

All funded projects will be required to facilitate/encourage YYA in their YHDP programs to attend the CoC's youth action board. This group meets at minimum monthly and drives decision making for the youth homelessness system as a whole.

All funded projects will need to have or develop mechanisms for YYA served by the project to provide meaningful and ongoing input on project design, rules, service practices and policies. All YHDP funding recipients will need to have a person with lived experience on their board or equivalent governing body, and for boards that already have a person with lived experience, it will be encouraged that an additional board position is created for a YYA with lived experience.

Match Requirement / Waiver

A CoC grants are required to provide 25% match for the total grant, excluding leasing costs.

CoC's may request waiver of the match requirement for YHDP projects if able to identify multiple non-YHDP resources in the community that assist homeless youth and can provide a narrative description of 1) how the resources will assist youth who are clients under the YHDP project and 2) how the recipient will facilitate connections to these resources to ensure that youth are aware of them and able to access the resources.

See Section E of this RFP for more information on match waiver documentation.

Match is actual cash or in-kind resources (or a combination of the two) contributed to the grant. All costs paid for with matching funds must be for activities that are eligible under the YHDP grant, even if the recipient is not receiving YHDP grant funds for that activity. In-kind match is the value of any real property, equipment, goods, or services contributed that would have been eligible costs under the YHDP if the recipient was required to pay for such costs with YHDP grant funds. Match may be from public or private resources, as long as they are not statutorily prohibited from being used as match and not otherwise leveraged. Existing CoC grants cannot be used as match, but this does not preclude other federal funding sources.

Grant Management; Reporting and Evaluation Requirements

The City of Springfield, as the unified funding agency for the CoC, is the direct recipient of the YHDP funds from HUD, and will enter into subrecipient contracts with successful applicants. See the City's Springfield-Hampden County CoC [Guidance for Subrecipients](#) for details regarding grant management.

Funded programs will be required to comply with all CoC and YHDP reporting requirements. Programs will be required to enter client-level data in the CoC's Homeless Management Information System (HMIS), and YHDP-funded programs will include data elements that are not required in existing CoC-funded programs, such as Runaway and Homeless Youth (RHY) data elements. Programs may be required to track and report additional data outside HMIS. HMIS and HMIS training will be made available to all programs without cost.

Funded programs services will be required to participate in coordinated entry. Coordinated entry is a county-wide standardized process for accessing front door services, assessing YYA for their needs, prioritizing YYA based on their needs for housing and services, and referring YYA to those resources.

Application Submission Requirements

YHDP Project applications are due Wednesday, Jul 29, 2026 by 4:00 pm.

Applicants must submit via email to: HNelson@SpringfieldCityHall.com

Email Subject Line: FY24/25 YHDP New Project Application - [Agency Name] - [Project Name]

See section E for more details about the application process.

Project Review and Selection

All timely applications will be subject to threshold review by the City of Springfield. Applications which meet the threshold will be scored by an Application Review Committee, which will be made up of subject-matter experts not associated with any applicant organizations and YAB members. The Application Review Committee will make the final applicant selection decision.

Successful applicants will need to coordinate with City staff to complete the project submission into the HUD on-line portal *esnaps* by August 7, 2026.

Selected projects will be awarded funds for a 24 month term with potential for renewal through future HUD CoC competitions as part of the Springfield-Hampden County CoC. The initial term may begin as early as Oct 1, 2026, but will depend on contract execution and the satisfaction or program start requirements as determined by HUD.

For the application scoring criteria see section F.

Timeline

July 6, 2026	YHDP RFP Released.
July 16, 2026 1-2pm	Bidders' Conference Q& A Info Session 1-2pm on zoom: https://us04web.zoom.us/j/3869699192?pwd=5cUtM05sxbr8JWRiTK1pkA4EvxC33Y.1
July 17, 2026 4:00 pm	Deadline for submitting written questions to HNelson@springfieldcityhall.com.
July 21, 2026	Written responses to questions provided to all applicants.
Wednesday July 29 2026 4:00 pm	Project Applications due via email. Applicants must submit via email to: HNelson@SpringfieldCityHall.com Email Subject Line: FY24/25 YHDP New Project Application - [Agency Name] - [Project Name] See section E for more details about the application process.
July 30-31, 2026	Application review/scoring by committee.
July 31, 2026	Projects notified of selection.
August 3-7, 2026	Project applications entered into <i>esnaps</i> by City, with support from applicants.
August 10, 2026	Collaborative application submitted to HUD by City Staff.
September 15, 2026	Award announcements from HUD expected.

B. Eligible YHDP Projects

1. Coordinated Entry & Navigation Project (Expansion) – serving approx. 50 YYA (approximately \$550,000 for 24 months)

The Coordinated Entry and Navigation Project is currently the primary front door to services for YYA in Hampden County who are experiencing a housing crisis. It currently includes and all new projects will include:

- A well-publicized dedicated phone number that will be answered during extended and weekend hours by a person knowledgeable about community emergency resources
- Capacity to assess the needs of YYA, engage in housing problem-solving, access financial assistance to resolve immediate issues where appropriate, and refer YYA with services to meet their needs
- Family Engagement staff, skilled in family mediation and conflict resolution, with capacity to assist families in crisis, where the crisis is likely to cause or maintain YYA homelessness
- Permanency Navigators who will:
 - Assist YYA with connection to appropriate state and community services, including obtaining identification, accessing the Department of Children and Families (DCF) re-entry process, applying for benefits such as Supplemental Nutrition Assistance Program (SNAP) and social security benefits, connecting students with the McKinney-Vento liaison or a college Single Point of Contact (SPOC), and identification of needed health and mental health referrals
 - Assist YYA in determining goals and needs for connection to education, job training and employment resources
 - When deemed appropriate by YYA, assist YYA to connect with YYA's potential natural supports such as immediate or extended family,
 - Guide YYA through immediate and longer-term housing options, including family reunification, DCF resources, training-related housing (such as Job Corps), school-related campus housing, and YHDP and CoC resources
 - Provide direct referrals to UHY Flex funds and other CoC/YHDP programs to be used in connection with the problem-solving protocol and with family engagement
 - Be peers or near-peers (24-30 years old) with lived experience of homelessness (for the permanency navigator positions)
 - Landlord engagement through outreach to landlords for the purpose of identifying landlords willing to rent to YYAs

The *expanded project* will add staffing to assist with the existing key components that have been identified as needed to assist YYA to access and navigate through services:

- YYA exiting out of DCF care
- YYA who are pregnant/parenting
- YYA with SUD concerns

The Coordinated Entry and Navigation Expansion Project is a single cohesive program which will join a collaboration between multiple organizations.

2. (SSO) FYI Supportive Services Only – serving approx. 60 YYA who have vouchers (approximately \$941,009 for 24 months) - one or more projects

The FYI Supportive Services Only (SSO) project will provide housing-focused case management and supportive services to youth and young adults participating in the Foster Youth to Independence (FYI) Voucher Program. The project will assist eligible FYI voucher recipients in obtaining and maintaining permanent housing through individualized support and coordination with housing authorities, child welfare agencies, and community-based service providers.

The project(s) will incorporate housing navigation, landlord engagement, lease-up support, housing stability planning, benefits acquisition, employment and education connections, life skills development, crisis intervention, and ongoing case management. Services will be tailored to the needs and preferences of each participant and delivered using a youth-centered, and trauma-informed approach and will last for the duration of the 3 year voucher assistance provided to each youth.

Case management services are intended to support successful voucher utilization, increase housing retention, and help participants achieve long-term housing stability. Providers will be expected to coordinate closely with the local Public Housing Authority(ies), the Continuum of Care, and other youth-serving partners to ensure participants have access to the resources necessary to maintain permanent housing.

Applicants may apply to serve less than the full caseload identified through this competition; there may be multiple recipients of FYI SSO project funds.

C. Core CoC Standards and YHDP Principles

All projects must adhere to the following standards and principles:

Coordinated Entry

YYA will access housing and services through the coordinated entry (CE) and navigation system which is described in section B. CE will use standardized assessment tools and practices which prioritizes those with the highest needs to be served first. CE will incorporate common forms and releases of information between programs. Housing projects may only fill vacancies from CE referrals.

Youth Choice

The CoC is firmly committed to client choice. Programs must be based on voluntary choice and participants must not be penalized for not accepting certain proposed services or outcomes. Programs offer services, and YYA choose whether to accept what is offered.

Immediate Access to Housing with No Preconditions

YHDP serves YYA without first having to prove they are “ready” (for example, through abstaining from substance use, engaging in treatment or counseling programs, or having a certain level of income to be able to contribute to housing costs). Programs will accept YYA without regard to credit barriers, landlord screening, or criminal background.

Positive Youth Development

Positive youth development (PYD) is an approach to working with youth that emphasizes building on youths’ strengths and providing supports and opportunities that will help them achieve goals and transition to adulthood in a productive, healthy manner. For more information, see [Involving Youth in Positive Youth Development | Youth.gov](#).

Trauma-Informed Care

Many YYA who experience homelessness have experienced trauma, and homelessness itself is traumatizing. Trauma Informed Care (TIC) is an organizational structure and treatment framework that involves understanding, recognizing, and responding to the effects of trauma. For more information see [Trauma-Informed Care Toolkit for Youth Service Providers - National Network for Youth](#).

Family Engagement

For YYAs for whom it is safe, family engagement should be a priority part of programming, even

for youth who are over 18. Family engagement is the systematic inclusion of families in activities and programs that promote youth's development and wellness. Just as youth voice should be central to case management, so should families. Families can also be key partners in design and development of projects designed to support YYAs.

D. Eligible Costs

The following guidance indicates the costs that may be included in program budgets, to be paid for by the CoC grant or by matching funds.

Supportive Services

The eligible costs of supportive services that address the special needs of the program participants.

Eligible supportive services costs:

- Annual assessment of service needs
- Reasonable one-time moving costs
- Case management
- Child care
- Education services
- Employment assistance and job training
- Food—meals or groceries for program participants
- Housing search and counseling services
- Legal services
- Life skills training
- Mental health
- Outpatient health services
- Outreach services
- Substance abuse services
- Transportation
- Utility deposits (one-time fee, paid to utility companies)

If the service described in the above bullets is being directly delivered by the recipient, eligible costs for those services also include: 1) costs of labor, supplies, and materials; and 2) salary and benefit packages of service delivery staff. If the supportive services are provided in a supportive service facility not contained in a housing structure, the costs of day-to-day operation of the supportive service facility, including maintenance, repair, building security, furniture, utilities, and equipment are eligible as a supportive service.

Project Administration

Projects may use 5% of the grant for administrative costs.

E. Application Process

Required Application Materials

Application

Applicants must submit a Project Application containing narrative responses, proposed budget, performance measurements, and certifications. The application is attached to this RFP.

Required Attachments

A single set of the following materials are required for each agency submitting one or more project applications. If an organization is submitting multiple applications, please include one set of these documents with one of the project applications:

- SAM.gov / UEI confirmation Documentation of 501(c)(3) status
- Certified Organization Audit/Financial Statements of most recent year:
 - Copy of Single Audit (Required by 2 CFR 200 Subpart F if \$750,000 or more in aggregate Federal funds expended); or
 - Financial statements audited by a CPA (if not bound by the requirements of 2 CFR 200 Subpart F)
- Match documentation (if applicable)

Documentation of Match

As part of the Budget Narrative in section 8.3 of the Project Application, applicants should describe in-kind resources, community partnerships, donated services, or other non-YHDP resources that will support the proposed project. This information will be used by the Continuum of Care to determine whether the project may qualify for HUD's alternative approach to the standard 25% match requirement by demonstrating the availability of community resources that assist youth experiencing homelessness. Applicants should describe how these resources will support project participants and, where available, include any supporting documentation.

Alternatively, applicants may:

Provide written documentation of 25% matching funds. The documentation of cash match must show a committed dollar amount, state the time frame in which the match may be used, and indicate the source and allowable uses of the match funds. For in-kind match, there are two types, goods and services. Services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient and the third party that will provide the services. Services provided by individuals must be valued at rates consistent with

those ordinarily paid for similar work in the recipient's organization. If the recipient or subrecipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market.

Documentation of in-kind goods must be provided on agency letterhead signed and dated by an authorized representative, and should include the following:

- Value of donated goods to be provided to the recipient for the project
- Specific date the goods will be made available
- The actual grant and fiscal year to which the match will be contributed
- Time period during which the donation will be available
- Allowable activities to be provided by the donation
- The value of commitments of land, buildings, and equipment are one-time only and cannot be claimed by more than one project or by the same project in another year.

Questions and Technical Assistance

Bidders' Conference

Applicants are encouraged to attend the Info Session on July 16, 2026 1pm on Zoom:

<https://us04web.zoom.us/j/3869699192?pwd=5cUtM05sxbr8JWRiTK1pkA4EvxC33Y.1>

Questions about the RFP

Applicants may not contact City staff or Review Committee members directly to discuss the RFP. If an applicant has questions about the RFP, the question can be submitted in writing to hnelson@springfieldcityhall.com no later than 4 pm on July 17, 2026. Questions will be answered in writing, with all questions and answers made public via the [CoC website](#).

Threshold Review

To be eligible for consideration by the Application Review Committee, all projects must meet minimum threshold requirements. City of Springfield CoC staff will perform a threshold review of all submitted projects. Each project must meet the following minimum standards:

1. The application must be complete and submitted on time.
3. The applicant demonstrates sufficient organizational capacity and financial stability to operate the proposed program, as evidenced by the listed Supporting Materials submitted.

Competitive Review

Applications which pass threshold review will be forwarded to the Application Review Committee for scoring. Scoring criteria are provided in section F. The Committee will rank projects in each of the application categories and will select the highest-scoring proposal(s) in each category which meet community needs. In addition to composite scores, the Committee may include consideration of overall community needs, such as geographic diversity and specific subpopulations to be served, in making its final decision.

F. Application Scoring Criteria

The following scoring criteria will be used:

Scoring Description	Application Question	Maximum Points
Organization Experience Application demonstrates that applicant has a minimum of three years' experience in the following areas: • Serving YYA (2 points) • Serving people experiencing homelessness (2 points) • Depending on project type: ○ Coordinated entry: Outreach, assessment and/or housing navigation (3 points) ○ FYI SSO: Providing housing supportive services (3 points) • Experience with receipt and reporting on federal grants (3 points)	3.1 3.2	10
Project Design • Responds to needs identified in the draft coordinated community plan and FY24/25 RFP (5 points) • Incorporates all required components in Section B of RFP and provides a realistic plan for supporting stability of YYA served (5 points) • Youth collaboration and voice in ongoing project management and evaluation (5 points)	4.1	15
Incorporation of Core YHDP Principles Application describes how the project incorporates: • Principles of Positive Youth Development & Trauma Informed Care (5 points) • Youth Voice & Choice (5 points) • Family Engagement (5 points) • Support for the four key YHDP outcomes: ○ Stable Housing (5 points) ○ Health & Well-Being (5 points) ○ Education/Employment (5 points) ○ Permanent Connections (5 points)	4.2a 4.2b	35

