

**Springfield-Hampden County Continuum of Care
FY26 YHDP Request for Proposals for New Projects
RFP Questions & Answers
July 20, 2026**

GENERAL QUESTIONS

- 1. Can you let me know whether applicants have to submit two separate applications if we're applying for both the CE expansion and the FYI Voucher SSO?**

Yes, two separate applications. They will be scored separately and competing for separate pools of funds.

- 2. What is the administrative costs amount allowed for each grant?**

Final admin costs cap will be determined by HUD upon project award. For planning purposes, please cap admin at 5% for all applications.

- 3. Is mileage reimbursement (for staff doing direct service with youth) an allowable cost? If so, should that go under the Supportive Services or Administration budget line item?**

Yes, it is allowable under Supportive Services.

- 4. Can you explain the match section of the project application?**

YHDP applicants can apply to waive the 25% match if the applicant can show alternative in-kind community resources.

If the project applicant **does** have a 25% match; please list it in 8.3a and provide documentation.

If the project applicant **does not** have match, on section 8.3b of the project application, please list community partners that provide in-kind resources for youth homelessness if applicable. The CoC will review if any submitted resources can be leveraged as match for the waiver.

COORDINATED ENTRY PROJECT QUESTIONS

- 5. The RFP indicates the project will serve approximately 50 YYA. Is that number intended to represent only the new expansion project, or is it inclusive of youth currently being served through the existing CE & Navigation providers?**

It is not inclusive of the YYA already being served, but the expansion project will serve new/returning YYA as they enter the existing Coordinated Entry system.

- 6. Is the expectation that approximately 50 YYA will be served annually, over the full 24-month grant term, or as an active caseload at any given time?**

As an active caseload for the project funding at any given time. A YYA stays on the navigation caseload for at least 90 days.

- 7. During the bidder's conference, a staffing ratio of approximately 1:10 was discussed. Can you confirm whether that ratio is the CoC's recommended caseload guidance for the CE & Navigation Expansion project?**

Based on the role expectations listed on page 9 of the RFP for each permanency navigator, the CoC (as advised by YYA) considers this an ideal ratio for the project, however there is no required ratio. Alternative staffing ratios are acceptable as long as they are reasonable.

FYI SERVICES ONLY PROJECT QUESTIONS

- 8. Does this potential grant change how referrals for supportive services for youth with FYI vouchers will be made? In other words, will the grantee(s) take on all supportive services for youth holding FYI vouchers in the region?**

To be determined upon grant award(s) collaboratively with subgrantees and voucher holders.