



Eastern PA Continuum of Care (CoC)

Request for Proposals – Connect to Home Lehigh Valley Coordinated Entry Manager Position

DUE: Tuesday, December 15, 2020 by 5:00 PM EST

Instructions for Submission

The Eastern PA Continuum of Care is releasing this Request for Proposals (RFP) for an organization to hire, staff, and supervise a full-time Coordinated Entry Regional Manager for the Lehigh Valley region. Proposal submissions are due no later than 5:00 PM on Tuesday, December 15, 2020.

Proposals and questions related to this RFP should be emailed to the Eastern PA CoC Coordinated Entry Consultant at jason@capacityforchange.com.

Background

The Connect To Home: Coordinated Entry System Of Eastern PA (CES) coordinates and manages access, assessment, prioritization and referral to housing and services for any person(s) experiencing or at imminent risk of homelessness in the following counties in Pennsylvania: Adams, Bedford, Blair, Bradford, Cambria, Carbon, Centre, Clinton, Columbia, Cumberland, Franklin, Fulton, Huntingdon, Juniata, Lebanon, Lehigh, Lycoming, Mifflin, Monroe, Montour, Northampton, Northumberland, Perry, Pike, Schuylkill, Somerset, Snyder, Sullivan, Susquehanna, Tioga, Union, Wayne And Wyoming.

All HUD CoC and ESG funded projects are required to participate in CES as per the Eastern PA CoC Written Standards as follows:

- Street Outreach, Homeless Prevention (including SSVF projects), Emergency Shelter, and Transitional Housing projects receive direct referrals from CES.
- Rapid Rehousing and Permanent Supportive Housing projects enroll eligible households from the By Name List (BNL) in PA HMIS based on prioritization standards and the results of their Vulnerability Index (VI-SPDAT) assessment score.

Other funded HMIS and non-HMIS participating projects are strongly encouraged to participate in CES. To learn more about the Eastern PA CoC's Coordinated Entry System (Connect to Home), visit <https://pennsylvaniacoc.org/balance-stateeastern-pa-coc/connect-home-ces>.

Awards made through this process will be 1-year grants eligible for annual renewal, dependent on the availability of funding from HUD and program performance as a subrecipient of a HUD CoC SSO Coordinated Entry Project Renewal Grant held by the Housing Alliance of Pennsylvania.

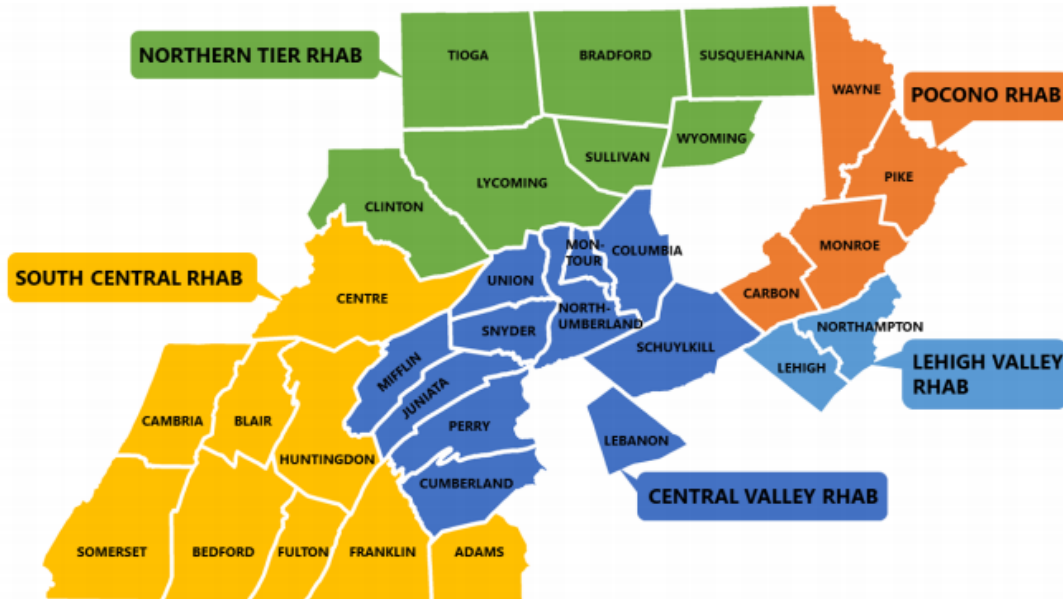
Geographic Area to be Served

The Eastern PA CoC includes 33 counties located in five regions, represented by Regional Housing Advisory Boards (RHABs):

- Central Valley – Columbia, Cumberland, Juniata, Lebanon, Mifflin, Montour, Northumberland, Perry, Schuylkill, Snyder, Union
- Lehigh Valley – Lehigh, Northampton
- Northern Tier – Bradford, Clinton, Lycoming, Sullivan, Susquehanna, Tioga, Wyoming
- Pocono – Carbon, Monroe, Pike, Wayne

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- South Central – Adams, Bedford, Blair, Cambria, Centre, Franklin, Fulton, Huntingdon, Somerset



The Lehigh Valley Coordinated Entry Regional Manager will oversee Coordinated Entry policies, procedures, enrollments, provider outreach and training, client transfers, client grievances, reporting, PA HMIS data quality improvement, By Name List management, and other Coordinated Entry responsibilities as needed for the Lehigh Valley RHAB, including both Lehigh and Northampton Counties.

Proposals from eligible organizations across all five (5) RHABs are invited to apply for this funding opportunity. Preference will be given for organizations that are either located in, or if not, familiar with working in, the Lehigh Valley RHAB.

Please review the information provided below regarding eligible applicants, project type, eligible participants, eligible activities, expectations and requirements of the project recipient, and selection/scoring criteria to be used in the selection of project applicants.

Eligible Applicants

Eligible applicants for Department of Housing and Urban Development (HUD) CoC Program funding consist of nonprofit organizations, State and local governments, instrumentalities of local governments, and public housing agencies.

Budget Information

Lehigh Valley Coordinated Entry Regional Manager Project Grant Budget

Amount Available for Award: \$55,000.00

Eligible Expenses: Salary, benefits, technology, equipment, and travel expenses for a 1.0 FTE Lehigh Valley Coordinated Entry Regional Manager

Contract Year: January 1 – December 31, 2021 (eligible for annual renewal as funding allows)

The contracting organization is expected to provide Supervisor and overhead expenses in-kind as match.

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Coordinated Entry Regional Manager Job Responsibilities

- Manage the Pennsylvania Homeless Management Information System (PA HMIS) By Name List (BNL), including the facilitation of monthly BNL case conferencing meetings with other RHAB providers, to assure literally homeless households are enrolled in Rapid Rehousing and Permanent Supportive Housing projects appropriately, quickly, and prioritized based on their vulnerability according to their VI-SPDAT assessment score and additional prioritization detailed in the Eastern PA CoC Written Standards.
- Interpret and enforce Coordinated Entry System Written Standards, policies, and procedures.
- Review and distribute monthly CES HMIS reports to all CE partners and funders.
- Participate in all meetings of the Lehigh Valley Regional Homeless Advisory Board (RHAB), CE Managers, and the Eastern PA CoC CE Committee as needed. In addition, all applicants must be or must become a member of the Eastern PA CoC, attend semi-annual meetings of the full CoC, and attend required trainings provided through the CoC.
- Coordinate Coordinated Entry enrollment and exit for Domestic Violence Survivors, often in partnership with Victims Service Providers, who wish to remain anonymous and protect their Personally Identifying Information (PII).
- Conduct community outreach, marketing and training to housing, homeless and other human service providers, first responders, police, health systems, county and municipal governments, consumers and the public.
- Field Coordinated Entry intakes as needed to fill gaps in coverage during CE business hours.
- Respond to consumer grievances with the CES promptly and courteously.
- Complete other duties as assigned to ensure the successful implementation of CES.
- Regular travel throughout the Lehigh Valley Region and to CoC Membership/CES Committee Meetings held in various locations throughout the CoC is required (until the end of the COVID-19 pandemic, all meetings may be joined via conference call or videoconference).
- Enter complete and accurate data into the PA Homeless Management Information System (PA-HMIS). This will include adhering to the data quality and data timeliness expectations outlined within the PA HMIS User Agreement.
- Submit monthly reports as required by your employer's contract with the Housing Alliance of Pennsylvania.
- Comply with the CoC Program Interim Rule.

Application Review & Selection Criteria

All Proposals will be evaluated by the Eastern PA CoC Coordinated Entry Committee based on the following criteria. The selected applicant will be notified no later than Monday, January 4, 2021 and will need to complete all required contract terms required by the Housing Alliance of Pennsylvania as soon as possible upon notification.

The Eastern Pennsylvania CoC CES Committee reserves the right to request additional information by email, telephone or an in-person interview.

The CoC is not obligated to accept any proposals nor to provide a rationale for its decision on whether to accept or reject a given proposal.

Key selection criteria will include:

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- Organizational capacity to ensure successful program operation. This includes new organizations not currently receiving CoC-funding, as well as organizations already receiving funds.
- For current and previous CoC/ESG project providers, considerations will include meeting HUD/DCED's grant management requirements, implementation of HUD policy priorities such as housing first, as well as performance outcomes of current/previous grants.
- The ideal Regional Manager has experience working directly with both families and individuals in crisis and is trained in Housing First, trauma-informed care, motivational interviewing and culturally responsive service delivery. Experience using HMIS or similar case management data systems is preferred.

Ideally, the applicant will be able to provide the name, resume, qualifications, and experience of a current staff member being identified for the position. If so, preference will be given for a person already familiar with the Eastern PA CoC Coordinated Entry System.

If the selected applicant has not yet identified or hired a current/new staff member to fill the position, the CE Committee anticipates being given the courtesy of meeting the potential hire before a job offer is made.

Proposal Requirements

Proposals for the Connect to Home Lehigh Valley Coordinated Entry Regional Manager should address the following questions/statements:

1. Organization name (or organizations if a collaborative application), primary contact and contact information.
2. Organization profile, highlighting programs, services or functions related to crisis response, housing/homeless services, and/or coordinating systems or multi-organization/cross-sector collaborations.
3. If the organization has a specific candidate in mind to fill the position, please identify their name and current job title and submit their resume/CV with the proposal as a separate attachment.
4. The organization's and, if possible, the candidate's, experience and expertise related to the Coordinated Entry System Manager's essential roles and responsibilities.
5. Brief description of the Manager's private office space (with the means to maintain confidentiality), remote work policy, technology access (Internet, computer/laptop, mobile device, smartphone, etc.), and means of transportation.
6. Supervisory plan for the Manager.
7. Disclosure of any conflicts of interest.
8. Cost proposal, including a total annual budget for the full-time Manager's salary and benefits, as well as in-kind contributions for Supervisory time and overhead provided by the organization (or funded through another grant) as match. Identify what percentage/amount of the total budget would require HUD CoC Project Grant funding. If part or all of the Manager's salary and benefits can be provided in-kind by the organization, please list other funding sources that will be used.
9. Timeline for staffing the position if proposal is selected and contract issued on January 4, 2021.

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Next Steps if Selected

You will be notified no later than Monday, January 4, 2021 if your proposal has been selected for this funding opportunity. Next steps will include working with the Housing Alliance of Pennsylvania to establish a contract and with the Eastern PA CoC Coordinated Entry Committee to support hiring, orientation, and training for the Lehigh Valley Coordinated Entry Regional Manager.

Questions?

Send an e-mail to jason@capacityforchange.com. The subject line should include the following to ensure a quick response: Question About CE Regional Manager RFP.