

EASTERN AND WESTERN PA CONTINUUMS OF CARE (PA-509/PA-601) YOUTH HOMELESSNESS SYSTEMS IMPROVEMENT (YHSI) GRANT: RFQ FOR PEER-TO-PARTNERSHIP PILOT PROGRAM COMMUNITIES

REQUEST FOR QUALIFICATIONS (RFQ) FROM COMMUNITY PARTNERS INTERESTED
IN PARTICIPATING AS ONE OF THE TEN PILOT COMMUNITIES FOR THE
EASTERN/WESTERN PA CONTINUUMS OF CARE'S (CoC) YOUTH HOMELESS
SYSTEMS IMPROVEMENT GRANT PROJECT

RFQ ISSUED: November 21, 2024, **REVISED December 5, 2024**

RFQ RESPONSES DUE: February 26, 2025 (no later than 5:00 p.m. EST)

REQUEST FOR QUALIFICATIONS (RFQ) DESCRIPTION

OVERVIEW

PROJECT SUMMARY

The Eastern and Western PA Continuums of Care (CoCs) are issuing this Request for Qualifications (RFQ) to solicit responses for an opportunity made available through grant funds awarded to the CoCs by the U.S. Department of Housing and Urban Development (HUD) through the Youth Homelessness Systems Improvement (YHSI) Program (https://www.hud.gov/program_offices/comm_planning/yhsi).

This RFQ is being issued to identify 10 communities/counties located within the Eastern PA and Western PA CoCs' combined catchment area interested in participating in a county-level YHSI Peer-to-Partnership (P2P) Pilot Program. Further details:

- The Eastern and Western PA CoCs are soliciting communities for participation in a county-level youth-focused systems coordination pilot program, called the Peer-to-Partnership (P2P) Pilot. The P2P Pilot Program will operate in 10 communities/counties across the CoCs' combined geography, which you can see by visiting the CoCs' [website here](#).

- The P2P Pilot will include the placement of a paid youth and young adult (YYA) with lived experience/expertise of homelessness and housing instability in each participating P2P Pilot Community. YHSI grant funds awarded to the Eastern PA and Western PA CoCs will be used to provide compensation to each P2P YYA, along with oversight provided by a P2P Project Manager. Compensation and general management of the P2P YYA and P2P Project Manager will be provided by a Management Entity to be selected by the CoCs. Pilot Communities will not be responsible for recruitment, hiring, providing compensation, or managing payment of the P2P YYA and P2P Project Manager.
 - **Revision Added 12/05/2025:** The agency/organization selected to be the Management Entity for the YHSI project **cannot** also act as the "Host" and/or lead agency for a county/community selected as a Pilot Community. If an agency applies to serve as the Management Entity (to be selected via a separate RFQ/RFP) and is also included as the "Host" and/or lead agency in a community's application to be a P2P Pilot Community, the community will need to name and provide adequate information about another agency/organization able to step into the "Host" and/or lead agency role if needed.
- The P2P YYA will work with service providers and representatives from various youth-serving systems in each selected P2P Pilot Community to:
 - Identify the strengths and gaps of the youth homelessness response system.
 - Work collaboratively to create a plan for reducing youth homelessness and amplifying the current youth homelessness response system.
 - Begin implementing the agreed upon plan within the pilot community.
- The YHSI project will run for a total of 30 months, from 1/1/2025 to 6/30/2027, with the first six months designated for startup activities and the final 24 months for implementation of project activities. Selection of P2P Pilot Communities and set up for the P2P Pilot will occur during the 1/1/2025 to 6/30/2025 start up period. P2P Pilot Program activities will be conducted from 7/1/2025-6/30/2027. P2P YYA placement in each Pilot Community will start on 7/1/2025 and conclude on 6/30/2027.

NOTE: *This Requests for Qualifications is being issued solely to solicit communities/counties interested in participating as one of the 10 Pilot Communities.* To facilitate the implementation of other aspects of the P2P Pilot Program, the Eastern and Western PA CoCs will issue a separate Requests for Qualifications/Proposal (RFQ/RFP) to solicit/identify a single "Management Entity" to manage the employment of the ten P2P YYA and a YHSI-funded

P2P Project Manager. Additional RFQs/RFPs will be issued for other activities included in the CoCs' project proposal, including program evaluation/continuous quality improvement, data matching, a needs/gaps analysis, an equity analysis, and training. Please note that RFQs/RFPs may be issued by the PA Department of Economic and Community Development on behalf of the two CoCs.

All RFQs/RFPs or solicitations and updated information related to the Eastern and Western PA CoCs' YHSI project will be posted online at: <https://pennsylvaniacoc.org/yhsi>.

CONTEXT & BACKGROUND

The Eastern PA CoC (<https://pennsylvaniacoc.org/balance-state/eastern-pa-coc>) and Western PA CoC (<https://pennsylvaniacoc.org/balance-state/western-pa-coc>) are each groups of organizations and individuals working together to prevent & end homelessness across 53 counties in Eastern and Western Pennsylvania. Each CoC coordinates activities, advances systems change, and expands resources to end homelessness in their respective regions.

In 2024, the Eastern and Western PA CoCs applied jointly/collaboratively for and were awarded funding through HUD's YHSI program. The project funded under this award was created by the CoCs' Youth Action Board (YAB) - Advocates for Change (A4C) - and a designated YHSI Planning Team. The highlight of the award is the Peer-to-Partnership (P2P) Pilot Program designed to make YHA homelessness rare, brief and non-recurring through the engagement of persons with lived expertise. The P2P Pilot Program presents an opportunity to uplift YHA voices and experiences with housing insecurity to create systems level change within the CoCs' combined geography. The YHSI Planning Team, A4C, and the Boards of the CoCs will select 10 Pilot Communities across the 53-county region to implement the P2P program locally.

PROJECT DETAILS

PROJECT DESCRIPTION

The CoCs are soliciting for 10 pilot communities to participate in the P2P Pilot Program, a youth-focused system coordination effort. The CoCs seek to meet communities where they are at and assist communities in building effective systems to prevent and address youth homelessness. Through the P2P Pilot, selected communities will assemble a collaborative team to work at the county level, bringing together providers/partners from across sectors

that engage with/serve YYA to identify the pathways into homelessness among YYA and the resources needed to prevent and end YYA homelessness/housing instability. Sectors that engage with/serve youth may include the following: human services, child welfare, independent living, juvenile justice, mental health, homeless and housing systems, gender-based violence (domestic violence, human trafficking, rape and sexual assault) prevention and response, education, and others.

Communities responding to this RFQ for consideration should include at least two to three county-level partners in their initial team. The CoCs will accept RFQ responses from communities based in one or multiple municipalities (city, township, borough, town), but the preference for this pilot is to engage in county-level work. If a community wishes to use the pilot project as a mechanism to engage with county-level partners, please be prepared to explain this in the submitted response.

Pilot communities selected are expected to work with the contracted P2P YYA to facilitate new connections in their community and implement this work across multiple sectors. Each pilot community will be expected to name at least one local provider that will be expected to “host” and provide daily supervision to their assigned YYA and to support their work in coordination with the YHSI P2P Project Manager. Assigned YYA will work in their pilot communities for 30 hours/week, and 6 hours/month will be dedicated to engagement with general YHSI project activities.

The YHSI P2P Project Manager will engage with P2P Pilot Communities on a regular basis to: help direct the work of the P2P YYA to ensure compliance with the overall YHSI project implementation; act as a liaison, as needed, for each P2P YYA, P2P Pilot Community, a Management Entity (ME) (to be determined through a separate RFQ/RFP), and the CoCs; and provide information, technical assistance, tools, data, and ongoing support to help each Pilot Community advance its local efforts. The selected ME will facilitate the recruitment, hiring, and placement of the P2P YYA, along with providing ongoing HR support. The CoCs' YHSI Core Team and A4C will serve as advisors to the YHSI project, including the P2P Pilot, and the CoCs' Governing Boards will oversee the work plan and project implementation.

The CoCs anticipate entering into an MOU with the selected P2P Pilot Communities to establish the responsibilities of the P2P Pilot Communities to the CoCs and vice versa.

This project will run for 30 months – from 1/1/25-6/30/27 – with the first six months set aside for startup. P2P YYA placement in P2P Pilot Communities is anticipated to run for 24 months, from

7/1/25-6/30/27. P2P Pilot Communities should expect to complete a monthly report/survey regarding the community's efforts and progress related to the P2P Pilot.

Additionally, the Eastern and Western PA CoCs' YHSI project includes a range of activities that will be available to and benefit the P2P Pilot Communities. See the "Overview of YHSI Projects" section for more on this.

The P2P Pilot Communities will work with various stakeholders to gather input on the design of and implementation of the P2P Pilot. Specifically, Pilot Communities will be asked to:

- Collaborate directly with the CoC's YAB, Advocates for Change (A4C).
 - A4C is a group of youth and young adults with lived experience of homelessness and housing instability that coordinates with the Eastern and Western PA CoC to end homelessness. A4C covers the Eastern and Western PA CoCs' 53-county region (map: <https://pennsylvaniacoc.org/about-coc>). A4C's mission is to expand services for youth, creating and maintaining support systems that can meet youth where they are, thereby reducing housing instability. A4C believes that systems change is only possible when the voices of people with lived experience are elevated and honored. They believe that ending homelessness is possible, that housing is essential to ending homelessness and homelessness should not define those who experience it. (More information about A4C is available on [the A4C website](#).)

- Convene with additional CoC stakeholders, including:
 - The selected Management Entity;
 - Other consultants working on the YHSI project for data analysis and evaluation, Continuous Quality Improvement, training, Coordinated Entry evaluation;
 - Agencies in the 10 P2P Pilot Communities working to end homelessness for YYA;
 - CoCs' Governing Boards;
 - CoCs' YHSI Core Team; and
 - CoCs, DMA (CoCs' consultant), DCED staff, and HUD YHSI TA consultants.

OVERVIEW OF OTHER YHSI PROJECT ACTIVITIES

As noted above, the Eastern and Western PA CoCs' YHSI project, including the P2P Pilot, is designed to increase youth-dedicated housing resources through bolstering cross-system collaboration across the CoCs' combined geography using strategies that center YYA voice and expertise. In addition to the P2P Pilot Program, the YHSI project includes a range of other

activities that will be available to and benefit the P2P Pilot Communities, including the following:

- **Data Matching:** Cross-system data matches &/or data integration between different data systems (homeless response system, education, human services, etc.) will be conducted to better understand the various pathways into homelessness and support improved targeting of resources. This data will be made available to P2P Pilot Communities to help advance their local efforts.
- **Cross-systems Needs/Gaps Analysis:** This will be conducted as the P2P Pilot starts to identify some of the major system gaps/needs and help inform the work of the P2P Pilot Communities. P2P YYA will assist in gathering information & data for the analysis.
- **Equity Analysis and Training:** A racial & gender equity analysis will assist the CoCs & P2P pilot counties in identifying disparities and barriers that impact YYA experiencing homelessness/housing instability and inform P2P program cross-systems work. Related training materials will be developed & utilized in the Pilot Communities and across both CoCs.
- **P2P Pilot Program Evaluation:** This evaluation will start at the beginning of the project by identifying data points to be collected throughout the pilot to facilitate a meaningful evaluation of the P2P program, utilizing both qualitative & quantitative data, much of which will be collected by/from the P2P YYA. The evaluation will be ongoing with continuous quality improvement methods used throughout to help improve implementation of the Pilot.
- **Coordinated Entry System (CES) Evaluations:** Evaluation of each CoC's CES will be conducted to determine improvements for better serving youth, focusing on the four key elements of CES: identification, assessment, prioritization, & referral. The evaluation will look at how CES can better coordinate with other systems, including county-level systems, to improve YYA outcomes.

The YHSI project's rich and robust data activities and training will allow the CoCs to create a baseline for measuring successes, establish datasets from which future P2P cohorts work can be identified, and evaluate and conduct continuous quality improvement.

EXPECTED PROJECT ACTIVITIES/DELIVERABLES

The Pilot Communities participating in the YHSI project are expected to engage in the project activities and/or be able to provide the deliverables described below:

1. Assemble a collaborative team composed of community providers/partners from across sectors that engage with/serve YYA. This team will ideally work at the county level to identify the pathways into homelessness among YYA and the resources needed to prevent and end YYA homelessness/housing instability.
 - a. Sectors that engage with/serve youth may include the following: human services, child welfare, independent living, juvenile justice, mental health, homeless and housing systems, gender-based violence (domestic violence, human trafficking, rape and sexual assault) prevention and response, education, and others.
 - b. Communities should attempt to include at least two to three county-level partners in their initial team but more can be added as the pilot progresses.
 - c. Communities based in one or multiple municipalities (city, township, borough, town) within a county may participate, but the preference for this pilot is to assemble a team capable of engaging in county-level work. Counties that work together under a joinder contract/agreement may apply as a single "community" and assemble a single team if appropriate.
2. "Host" the P2P YYA assigned to their community within an organization in the county/community to provide a space for them to work and support as needed.
 - a. A4C believes the space should be one of belonging and graciousness, as outlined in their truths and values statements, which are linked below.
 - b. This will involve ongoing collaboration with the YHSI Project Manager and may involve coordination with the Management Entity to ensure the P2P YYA receives an appropriate level of support and supervision.
3. Assist/participate in convening the community's team of service providers and representatives from youth-serving systems to collaborate/work with the P2P YYA to develop and implement a community-wide plan to address youth homelessness in the community, including any specific issues the community has already identified and prioritized.
 - a. The plan will identify needs and gaps as well as strengths and assets within the community/county youth homelessness response system. The plan will also identify steps/strategies the community can/will take to prevent, reduce, and end youth homelessness, including addressing any specific issues the community may have already identified. The YHSI Project Manager will work with the community to identify useful tools and information to facilitate this process.

4. Participate in other YHSI project activities, as needed, including: continuous quality improvement, cross-systems data matching, equity analysis, cross-systems needs/gaps analysis, CES improvement, Equity Training, HUD YHSI training and TA, etc.
5. Provide information and data regarding project activities for the purpose of reporting back to HUD. It is anticipated that a reporting template or survey will be used to collect this information.
6. Participate in annual convenings of the P2P Pilot Communities to share information, discuss progress and lessons learned, review outcomes, etc.

TIMELINE

The YHSI project will run for a total of 30 months, from 1/1/2025 to 6/30/2027. The first six months of the YHSI project, 1/1/2025-6/30/2025, are designated for startup activities, such as selection of Pilot Communities (and the Management Entity), contracting, hiring, etc. The implementation of the P2P program and other YHSI project activities will occur over the remaining 24 months of the project, from 7/1/2025-6/30/2027.

Related to this RFQ, the CoCs anticipate the following timeline related to this project:

Date	Activity
11/21/2024	P2P Pilot Communities RFQ Released
12/19/2024, 1:00PM-2:30PM; 01/16/2025, 1:00PM-2:30PM	Revision Added 12/05/2025: Two informational webinars on the RFQ to be held from 1:00PM to 2:30PM on 12/19/2024 and on 01/16/2025: <ul style="list-style-type: none"> • Click here to register for December 19 webinar • Click here to register for January 16 webinar
01/01/2025-6/30/2025	YHSI project startup period
2/21/2025	Pilot Communities RFQ Question Period Closed at 10:00AM EST
2/26/2025	Pilot Communities RFQ Responses Due (by 5:00PM EST)
3/1/2025-3/7/2025	Internal review of Pilot Communities submissions for eligibility
3/8/2025-3/28/2025	Pilot Communities Review and Selection Process
3/31/2025	Pilot Communities Notification

Date	Activity
7/1/2025	YHSI P2P Pilot Program officially starts in selected Pilot Communities
6/30/2027	YHSI project end date

YHSI P2P YYA & PROJECT MANAGER FUNDING

The CoC will pay for this work through HUD YHSI grant funds awarded to the CoCs. The recipient of the CoC's YHSI grant funds is the Pennsylvania Department of Community and Economic Development (DCED) on behalf of the two CoCs. At the behest of the CoCs' Governing Boards, DCED will contract with various entities to administer the YHSI project activities on behalf of the CoCs.

The implementation of specific elements of the P2P Pilot Program will be sub-awarded from DCED to the selected Management Entity, including funds to support the YHSI P2P Project Manager (1 FTE) and 10 contracted P2P YYA (30 hours/week for each YYA), along with related costs for equipment (laptops, etc.), travel costs (mileage, hotel, conference, etc.), fringe benefits (for P2P Project Manager), and meeting spaces.

P2P Pilot Communities are not asked to pay any portion of the P2P Project Manager or contracted P2P YYA salary or wages. P2P Pilot Communities will be expected to provide space and general office supplies for the P2P YYA placed in their community.

As previously noted, additional RFPs/RFQs will be released for other aspects of this YHSI project, including to solicit and select the P2P Management Entity. **Revision Added**

12/05/2025: Also as noted earlier, the agency/organization selected to be the Management Entity for the YHSI project **cannot** also act as the "Host" and/or lead agency for a county/community selected as a Pilot Community. If an agency applies to serve as the Management Entity (to be selected via a separate RFQ/RFP) and is also included as the "Host" and/or lead agency in a community's application to be a P2P Pilot Community, the community will need to indicate and provide adequate information about another agency/organization able to step into the "Host" and/or lead agency role if needed.

STATEMENT OF QUALIFICATION REQUIREMENTS

FORMAT

- Please limit your written statement of qualifications (SOQ) to no more than 15 single-spaced pages.

- Please use Times New Roman 12-point font. Please number all pages. Please use margins no smaller than 0.5 inches from the edge.
- The written SOQ should use the section/lettering format provided to ensure all questions have been addressed.
- The written SOQ should be submitted in a single email as a single PDF document.
- Attachments are not counted toward the page limit but should be included as part of the single PDF document.

DEADLINE

- **Pilot Communities applicants:** RFQ responses must be received by 5:00 P.M. on 2/26/2025. Late submissions will not be considered.

QUESTIONS

- Questions about this RFQ and the SOQ requirements should be directed to Ciarra Johnson, CoC System Specialist, at ciarra@dma-housing.com.
- For the Pilot Communities opportunity, all questions should be submitted no later than 10:00 a.m. EST on Friday, February 21, 2025.
- **Revision Added 12/05/2025:** Informational webinars on the RFQ will be held from 1:00PM to 2:30PM on 12/19/2024 and 01/16/2025. Each webinar will include time for Q&A. Each webinar will be recorded and posted online at <https://pennsylvaniacoc.org/yhsi>.
 - [Click here to register for December 19 webinar](#)
 - [Click here to register for January 16 webinar](#)
- Additional information about this RFQ, including any written Q&A, will be posted online at <https://pennsylvaniacoc.org/yhsi>

SUBMISSION DETAILS

- Responses MUST be submitted by email to breauman@pa.gov.
- DO NOT submit RFQ responses by mail, fax or hand delivery.
- The email subject line should be: "YHSI P2P Pilot Communities RFQ Response: Community/County Name"
- Incomplete submissions will not be considered.

STATEMENT OF QUALIFICATIONS COMPONENTS FOR PILOT COMMUNITIES

The Statement of Qualifications submitted by agencies interested in applying to be the **Pilot Communities** should include the following components:

***Revision Added 12/05/2025:** The agency/organization selected to be the Management Entity for the YHSI project **cannot** also act as the “Host” and/or lead agency for a county/community selected as a Pilot Community. If the entity/partner listed as the “Host” and/or lead agency also applies to serve as the YHSI Management Entity (to be selected via a separate RFQ/RFP), please indicate that and provide adequate information about another agency/organization able to step into the “Host” and/or lead agency role if needed. Components of the State of Qualifications below are marked with an * where this may be applicable.

A. **Community Information.**

- a. Provide the name of the county that will be the focus of the pilot.
 - i. Note: Two counties that have joinder contracts/agreements may apply as a single community, if appropriate. Such applicants should explain the nature of the relationship and why applying together makes sense.
- b. Provide the community's point of contact for this response, including name, organization, title, email address, and phone number.
- c. Provide a brief statement of interest describing why your community is interested in participating in the P2P Pilot program.

B. **Community Partners.**

- a. Explain the organizations and local/county government entities or other community partners that will be involved in this effort.
- b. Include whether or not each of these entities has provided a written commitment to participating in the P2P pilot if your community is selected.
- c. Describe the entity/partner that will operate as the “Host” organization* for the P2P YYA and why this entity is suited for that role.
- d. Describe the level of participation/engagement expected from other entities/partners named in A.
- e. Describe/explain the role of other stakeholders in your community that have not yet committed to serving as a partner in this work but that you expect will be engaged in this effort or that you would like to engage in this effort.

- f. Describe your approach to engaging with stakeholders or partners that may be reluctant to participate in the P2P Pilot.

C. "Host" Organization & Community Capacity.*

- a. Describe the "Host" organization's plan for hosting the P2P YYA placed in your community, including the organization's ability/capacity to:
 - i. Provide an adequate workspace and general office supplies for the YYA. (Please note that YHSI project funds are available to cover various costs related to the P2P YYA placement, including laptops, cell phone costs, and travel costs.)
 - ii. Provide on-site daily supervision.
 - iii. Provide any additional support. Please describe what this might include, such as professional development, transportation to/from meetings with partners, mentoring, etc..
 - iv. Coordinate/collaborate with the YHSI Management Entity and P2P Project Manager on various aspects of the P2P Pilot Program, including: P2P YYA placement, human resources issues, and ongoing work; P2P YYA professional development; P2P YYA status reports for reporting progress to HUD (the funder); and other issues that arise related to the P2P YYA's work.
- b. Describe your community's ability/capacity to engage with the Eastern and Western PA CoCs, the YHSI Core Team, and A4C (the Youth Action Board) throughout the P2P Pilot Program to share lessons learned, progress and successes, challenges and setbacks, etc.

D. Community Goals & Outcomes.

- a. Please explain why you believe the community partners being brought together have the ability and capacity to work together to identify shared goals and to develop and implement a community plan to address YYA homelessness.
- b. Describe any specific goal(s) or issue(s) your community has already identified regarding youth homelessness and housing instability that you would like to address through this pilot and the development of a community plan to address YYA homelessness.

- c. Describe the ideal outcomes your community would like to achieve through its participation in this 24-month pilot and the development of a community plan to address YYA homelessness.
- d. The P2P Pilot includes a program evaluation that will be used to implement a continuous quality improvement (CQI) process throughout the term of the pilot. Describe your community's approach to receiving feedback and implementing recommended changes that may be made as part of the program evaluation/CQI process.

E. Community Approach.

- a. Describe in general terms your community's approach to participating in this pilot. Indicate whether you have a specific structure identified (e.g., task force, committee, cross-systems collaborative, etc.) and/or existing structures that this work would leverage.
- b. Indicate whether there will be a lead agency/organization* designated for this project. (Note: the lead agency/organization can be the same agency/organization that will serve as the P2P YYA "Host" but it can also be a different agency/organization.)
 - i. If so, describe which agency/organization will be the lead and why is this a suitable role for that agency/organization.*
 - ii. If you plan to designate a lead agency/ organization but have yet to determine which agency/organization will fill this role, please explain how this decision will be made.
- c. Please describe steps your community partners will take to effectively collaborate with the P2P YYA placed in your community to develop a community-wide plan to prevent and address homelessness and housing instability among unaccompanied and parenting youth, including working on any issue(s) your community has already identified. Please also address the following:
 - i. Describe the tasks you anticipate the P2P YYA being responsible for as part of your community's work on this Pilot and the development of a community-wide plan to address youth homelessness.
 - ii. Describe how the P2P YYA will be supported in accomplishing these tasks.

- iii. Describe how your community partners will assist the P2P YYA in gathering data and information to inform the development of the community-wide plan and to contribute to other YHSI project activities, such as the needs/gaps analysis, equity analysis, CES evaluation, P2P program evaluation, etc.
- d. Please describe how the partners participating in the pilot will share the workload.
 - i. Describe the frequency and duration with which your community partners will meet as a group to advance the work of this pilot.
 - ii. Describe the level of availability of the various community partners when it comes to working on this project outside of meetings. Indicate the number of hours on a weekly or monthly basis that the various partners will be able to set aside to further the work being done through this pilot.

F. Community/Organization Experience.

- a. Summarize any similar/relevant projects on which the community has worked.
 - i. Describe the community partners involved in any prior projects and their roles. Include any lessons learned regarding how to engage with community partners or stakeholders that were reluctant to participate in the prior projects being described.
 - ii. Describe successes and challenges your community experienced through such efforts.
 - iii. Describe whether/how such projects resulted in changes and/or improvements in how your community approached an issue/problem. If your community had difficulties implementing changes or improvements in response to previous similar projects, describe lessons learned from that experience and what you might do differently in this pilot.
- b. Describe the “Host” organization’s* experience with the following (if the “host” organization lacks the specific experience asked about, please indicate this and describe if your organization has any similar experience):
 - i. Working specifically with groups of youth and young adults in settings such as the CoCs’ YAB and/or other groups of people with lived

experience of homelessness/housing instability (see Appendix for resources related to this topic).

- ii. Working with groups in the homelessness, housing instability, human services, juvenile justice, child welfare, education, or related sectors.
- iii. Implementing programs/projects that serve persons experiencing homelessness at the local level. Include familiarity with HUD's Continuum of Care Program, Emergency Solutions Grant Program, Youth Homelessness Demonstration Program, or other similar programs (e.g., HHS Runaway and Homeless Youth Program, McKinney-Vento education programs, etc.).

G. Key Staff Qualifications and Experience.*

- a. Identify the key staff who will work on this project at the "host" organization,* along with any key staff at partner organizations. By "key staff," we mean those who will be working on advancing the P2P Pilot in your local community and working with the P2P YYA on a regular basis.
- b. Describe the youth-specific skills and experience of the key staff who will work on the development and implementation of the P2P Pilot Program in your community. Your response should focus on any staff at the "host" organization* who will be providing direct supervision to the P2P YYA. It should also include any key staff at other partner organizations who were listed in a.
 - i. Indicate whether key staff who will work on this project have ever been trained on the following topics/approaches: Positive Youth Development, Trauma-Informed/Healing-Centered Care, Equity and Power Sharing, and Racial and LGBTQIA+ Equity.
 - ii. If any of the key staff listed do not have youth-specific expertise, describe what your community will do to ensure that the staff working on the P2P Pilot are able to effectively collaborate with the P2P YYA, along with the YAB and YHSI Core Team, throughout the implementation of the P2P Pilot.
- c. Describe how the skills and experience of key staff who will work on this Pilot will be employed to ensure success in the development and implementation of the P2P Pilot.* This should include staff skills and experience related to:

- i. Evaluation of projects or programs targeted to those experiencing homelessness or housing instability or similar populations.
- ii. Homeless Management Information System data and other similar/relevant data/data systems.
- iii. Supporting authentic and meaningful engagement of youth and people with lived experience of homelessness/housing instability.

H. Written Commitments.

- a. Include a minimum of three (3) written commitments from community partners interested in participating in this Pilot.
 - i. One of the letters must be from the "host" organization.*
 - ii. Two letters should be from county-level organizations/agencies.
 - iii. If an agency/organization has "key staff" included in the responses to section G, it is expected a written commitment will be provided by that agency/organization.

I. Approach to Deliverables.

- a. Review the anticipated deliverables and provide a brief description (1-3 sentences) of the approach your community will take to ensure completion of each deliverable.
- b. Indicate your community's willingness/ability to meet with the YHSI P2P Project Manager and the YHSI Core Team and/or YAB, as needed, to ensure effective coordination and deliverables are met.
- c. Describe which key staff and/or other representatives will be responsible for ensuring effective coordination and completion of deliverables.

J. Additional Information.

- a. Review the [YAB's Truth and Value Statements](#) and indicate your organization's willingness to abide by them for this project.
- b. Please affirm your community's commitment to the following if selected as a P2P Pilot Community:

- i. The agencies/organizations and individuals that will participate on behalf of our community are committed to being meaningfully engaged in the process and will fully participate in the P2P Pilot activities, as needed.
- ii. The agencies/organizations and individuals that will participate on behalf of our community will treat the P2P YYA placed in our community with respect and do our best to create a space of belonging and graciousness, as outlined in the A4C truths and values statements.
- iii. The agencies/organizations and individuals that will participate on behalf of our community will respond appropriately to the P2P Project Manager, P2P YYA, the YHSI Core Team, and/or the Eastern PA/Western PA CoCs in the event that our community is not meeting the milestones or expectations set through the P2P Pilot.

HISTORY OF REVISIONS

The table below summarizes the revisions that have been made to this RFQ document.

DATE OF REVISION	SUMMARY OF REVISION
12/05/2024	Statements added in various sections to state that the agency/organization selected to be the Management Entity for the YHSI project cannot also act as the “Host” and/or lead agency for a county/community selected as a Pilot Community. If the entity/partner listed as the “Host” and/or lead agency also applies to serve as the YHSI Management Entity (to be selected via a separate RFQ/RFP), please indicate that and provide adequate information about another agency/organization able to step into the “Host” and/or lead agency role if needed.
12/05/2024	Informational webinar dates and registration links added.

APPENDIX A: RESOURCES

- U.S. Department of Housing and Urban Development's (HUD) Youth Homelessness Demonstration Program (YHSI) information:
<https://www.hudexchange.info/programs/yhsi/>
- Advocates 4 Change (Eastern and Western PA CoC's Youth Action Board) Truth and Values Statement:
<https://docs.google.com/document/d/1Xklq83uocYnC7W1w4DSS-yXh04kYxG2-LbxktOsr0Y4/edit?usp=sharing>
- Resources Related to Collaborating/Engaging with People With Lived Experience:
 - U.S. Department of Health and Human Services Office of the Assistant Secretary for Planning and Evaluation - Engaging People with Lived Experience to Improve Federal Research, Policy, and Practice :
<https://aspe.hhs.gov/lived-experience#:~:text=In%20the%20context%20of%20ASPE's,policies%2C%20practices%2C%20and%20programs.>
 - U.S. Department of Housing and Urban Development - Youth Collaboration Roadmap:
<https://www.hudexchange.info/resource/6269/youth-collaboration-102-and-201-roadmaps/>
<https://www.hudexchange.info/homelessness-assistance/resources-for-homeless-youth/resources-for-homeless-youth-service-providers/#youth-collaboration>
 - U.S. Department of Housing and Urban Development - Centering Lived Experience:
<https://www.hudexchange.info/programs/coc/centering-lived-experience/#:~:text=Those%20with%20lived%20experiences%20of,are%20the%20most%20effective%20solutions>
 - True Colors United Youth Collaboration Toolkit:
<https://truecolorsunited.org/resources/youth-collaboration-toolkit>