



**Request for Proposal (RFP)**  
**Housing First Training and Technical Assistance**  
**Eastern Pennsylvania Continuum of Care (PA-509)**

**Background**

The Eastern Pennsylvania Balance of State Continuum of Care (PA-509) is dedicated to ensuring that HUD-funded homeless assistance programs operate with fidelity to Housing First. The goal is to equip CoC/ESG-funded providers with the tools and knowledge necessary to serve households with the most complex needs and vulnerabilities in alignment with Housing First principles.

The Eastern PA CoC covers 33 counties across rural, suburban, and urban areas of eastern and central Pennsylvania. These counties include urban centers such as Allentown and the Lehigh Valley, as well as some of the state's most rural regions, such as Sullivan, Fulton, and Tioga counties, with population densities as low as 40 people per square mile. The CoC is organized into 5 Regional Homeless Advisory Boards (RHABs) that guide local planning and implementation efforts. The CoC currently operates 463 CoC Program funded PSH units and 680 CoC Program funded RRH units, including 402 DV-dedicated RRH units.

The Eastern PA CoC seeks a qualified entity to provide a comprehensive, multi-series Housing First training and technical assistance to ensure that these programs adhere to Housing First principles, resulting in improved outcomes for households experiencing homelessness.

**Scope of Work**

The Eastern PA CoC is requesting proposals for the following services:

**1. Training:**

- Provide a series of in-person Housing First training sessions targeting direct service providers, specifically those managing CoC/ESG program funded Permanent Supportive Housing (PSH) and Rapid Re-Housing (RRH).
- The training should be tailored to the needs of providers in rural and urban areas, with an emphasis on supporting organizations to enhance their fidelity to Housing First.
- While training for all providers is needed, training for RRH providers, in particular, should be specific to the challenges of supporting households with significant barriers, including no/ very low income, to achieve housing stability in time-limited rapid re-housing.

## **2. Technical Assistance:**

- Provide virtual individualized technical assistance sessions to support ESG/CoC Program-funded agencies implement Housing First principles in both provision of services and program policies and procedures
- Provide technical assistance session with executive leadership of ESG/CoC Program-funded agencies to support leadership increase their understanding of Housing First and identify ways to support housing first implementation within their organization, including financial, policy, and professional development recommendations
- These sessions should include:
  - Consultation and coaching for ESG/CoC Program-funded agencies

## **3. CoC Evaluation and Assessment:**

- Provide expert guidance to the CoC and its Coordinated Entry Team to help the CoC assess and improve fidelity to Housing First
- This may include:
  - Support developing or refining organizational policies and procedures to align with Housing First

### **Timeline**

The CoC envisions that this project will commence as soon as late February 2024 and conclude by June 30, 2024. Applicants may propose an alternative timeline if it allows for more meaningful and productive engagement or enhances the scope of work.

### **Contracting**

The Pennsylvania Department of Community and Economic Development (DCED) is the Collaborative Applicant for the Eastern Pennsylvania CoC. Diana T. Myers & Associates, Inc. (DMA) contracts with DCED to provide staffing and consulting services to support the CoC. The qualified entity selected to carry out this project will contract with DMA to deliver the services outlined in this RFP.

### **Submission Instructions**

Interested entities should submit a proposal to the Eastern PA BoS CoC via email at [easterncoc@pennsylvaniacoc.org](mailto:easterncoc@pennsylvaniacoc.org) by **4:00 PM Eastern Time on Friday, January 31, 2024**. Any questions related to this RFP should also be submitted via email to the same address by no later than **January 28, 2024**.

Proposals should include the following elements:

#### **1. Applicant Background and Experience:**

- Description of the applicant's experience in providing training and technical assistance on Housing First or related topics (maximum 1 page).
- Relevant past projects and successes.

#### **2. Credentials and Experience of Trainers/Consultants:**

- Resumes or bios of trainers, consultants, or other key personnel assigned to the project, detailing their qualifications and relevant experience.

### 3. **Scope of Work:**

- Detailed description of the training and technical assistance approach, including format, any limits on the number of registrants/ participants per training if applicable, proposed training topics/agenda, and schedule/timeline
- Description of the materials and resources that will be provided to participants to support the implementation of Housing First principles in their organizations
- Roles and responsibilities of each individual involved in the project, including trainers, consultants, and any administrative or support staff
- Any restrictions, if any, on recording trainings; use of, access to, and distribution of materials post-training

### 4. **Budget:**

- A detailed, itemized budget, including:
  - Number of trainers/consultants involved in each deliverable
  - Hourly or daily rates for each individual or service
  - Estimated costs for preparation, follow-up, and post-training support
    - DMA will provide support/ coordination with training registration, Zoom access for virtual meetings, and will make arrangements for in-person trainings.
  - Travel and accommodation expenses
  - Any other relevant costs associated with delivering the training and technical assistance services

## **Selection Criteria**

Proposals will be evaluated based on the following factors:

- Demonstrated experience and expertise in Housing First training and technical assistance
- Qualifications and experience of the trainers and consultants assigned to the project
- Relevance and quality of the proposed approach to the CoC's needs
- Clear and reasonable timeline and budget
- Demonstrated experience working in different communities / geographies (rural, suburban, urban) to be responsive to the various regional differences within the CoC

## **Point of Contact**

For questions or additional information, please contact:

**Diana T. Myers & Associates, Inc. (DMA)**

Email: [easterncoc@pennsylvaniacoc.org](mailto:easterncoc@pennsylvaniacoc.org)

We look forward to reviewing your proposal.