

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

REVISED REQUEST FOR QUALIFICATIONS (RFQ) FROM ORGANIZATIONS INTERESTED  
IN PARTICIPATING IN THE PEER-TO-PARTNERSHIP PROGRAM AS A PILOT  
COMMUNITY OR COMMUNITY PARTNER FOR THE EASTERN/WESTERN PA  
CONTINUUMS OF CARE'S (CoC) YOUTH HOMELESS SYSTEMS IMPROVEMENT  
GRANT PROJECT

---

**RFQ ISSUED: APRIL 7, 2026**

**RFQ RESPONSES DUE: APRIL 30, 2026 (no later than 5:00 p.m. EST)**

## TABLE OF CONTENTS

REQUEST FOR QUALIFICATIONS (RFQ) DESCRIPTION	2
OVERVIEW	2
PROJECT SUMMARY	2
CONTEXT & BACKGROUND	3
PROJECT DETAILS	4
PROJECT DESCRIPTION	4
OVERVIEW OF OTHER YHSI PROJECT ACTIVITIES (BEYOND THIS RFQ)	6
EXPECTED PROJECT ACTIVITIES/DELIVERABLES	7
REPORTING RESPONSIBILITIES	9
TIMELINE	11
YHSI P2P PROJECT FUNDING	12
STATEMENT OF QUALIFICATION REQUIREMENTS	12
FORMAT	12
DEADLINE	12
QUESTIONS & WEBINAR	13
SUBMISSION DETAILS	13
STATEMENT OF QUALIFICATIONS COMPONENTS FOR PILOT COMMUNITIES	13
HISTORY OF REVISIONS	21
APPENDIX A: RESOURCES	22

## REQUEST FOR QUALIFICATIONS (RFQ) DESCRIPTION

### OVERVIEW

#### PROJECT SUMMARY

The Eastern and Western PA Continuums of Care (CoCs) are issuing this revised 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](https://www.hud.gov/program_offices/comm_planning/yhsi)).

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

- The Eastern and Western PA CoCs are soliciting communities/counties and/or community partners for participation in a youth-focused systems coordination pilot program, called the Peer-to-Partnership (P2P) Pilot. The P2P Pilot Program will operate in up to 10 communities/counties/organizations 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 and/or with a Community Partner. 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 (Community Action Association of Pennsylvania (CAAP)). Pilot Communities/Community Partners will not be responsible for recruitment, hiring, providing compensation, or managing payment of the P2P YYA and P2P Project Manager, but may choose to be involved in a limited role in recruitment and hiring (such as providing any conflict of interests to CAAP, may choose to participate in interview and provide feedback).
- The P2P program will accept applications from the following:
  - Pilot Community - A team of identified and committed community partners that will work in a community to foster cross-sector collaboration and develop/implement a community plan to address youth homelessness in the community.
  - Community Partner - An organization may apply to undertake one of the following:
    - Community Partner-Local - Develop a community-level team of partners and stakeholders within a specified community to foster cross-sector

collaboration and develop/implement a community plan to address youth homelessness in the community.

OR

- Community Partner-Regional/CoC - Develop a regional or CoC-wide cross-sector collaboration that can be leveraged in and/or applied at the county/community level to address youth homelessness. Work may focus on a specific issue related to youth homelessness but should involve cross-sector collaboration and be able to be implemented at the community/county level.
- The P2P YYA will work with service providers and representatives from various youth-serving systems in each selected P2P Pilot Community or with Community Partner to:
  - Identify the strengths and gaps of the youth homelessness response system.
  - Identify cross-sector partners/stakeholders who will participate in a collaborative approach to addressing youth homelessness in the targeted communities/counties.
  - Work collaboratively to create a plan for reducing youth homelessness and amplifying the current youth homelessness response system.
  - Begin implementing the agreed upon plan/approach.
- P2P Pilot Program activities will be conducted from 4/1/2026-6/30/2027. P2P YYA placement in each Pilot Community will start between 5/1/2026-7/1/2026 and conclude on 6/30/2027.
- P2P Pilot Program activities must be directed to addressing youth homelessness in the geographic area of the Eastern PA CoC and/or Western PA CoC (see the [CoCs' geography here](#)).

NOTE: *This Requests for Qualifications is being issued solely to solicit communities/counties/ community partners interested in participating as one of the Pilot Communities or Community Partners.* To facilitate the implementation of other aspects of the P2P Pilot Program, the Eastern and Western PA CoCs have issued/will issue separate Requests for Qualifications/ Proposals (RFQ/RFP) for other activities included in the CoCs' project proposal, including program evaluation/continuous quality improvement, data matching and needs/gaps analysis, and youth-focused coordinated entry systems evaluation. Please note that some 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 (also known as the Eastern PA Coalition for Housing) (<https://pennsylvaniacoc.org/balance-state/eastern-pa-coc>) and Western PA CoC (also known as the Housing Coalition of Western PA) (<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 the voices and experiences of YHA with housing insecurity to create systems level change within the CoCs' combined geography. The YHSI Core Team will work with A4C to select up to 10 Pilot Communities or Community Partners across the 53-county region to implement the P2P program locally.

## PROJECT DETAILS

### PROJECT DESCRIPTION

The CoCs are soliciting for up to 10 pilot communities or community partners 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 or community partners will assemble a collaborative team to advance community- or county-level approaches, bringing together providers/partners from across sectors that engage with/serve YHA to identify the pathways into homelessness among YHA and the resources needed to prevent and end YHA 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 as a Pilot Community would include at least two to three county-level partners as part of their local project. Alternatively, organizations responding to this RFQ for consideration as a Community Partner should indicate a feasible plan for engaging with other organizations and stakeholders to advance their proposed project. Both Pilot Community and Community Partner applicants must be able to host YHA and describe how P2P YHA can help implement local efforts to address youth homelessness, with a focus on cross-systems collaboration. The CoCs will accept RFQ responses from communities/community partners based in one or multiple municipalities

(city, township, borough, town). The preference for this pilot is to engage in county-level work and Pilot Communities or Community Partners may use the pilot project as a mechanism to engage with county-level partners to advance county-level work.

Pilot Communities/Community Partners selected are expected to work with the P2P YYA to facilitate new connections in their targeted 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 act as the “host” agency. Applicants that are responding as a Community Partner will be expected to serve as the “host” agency. Host agencies will provide daily supervision to their assigned YYA and support their work in coordination with the YHSI P2P Project Manager. Assigned YYA will work in their Pilot Communities or with the Community Partner for 30-40 hours/week (to be determined in consultation with Management Entity), with 6-10 hours/month dedicated to engagement with general YHSI project activities. The “host” agency will report any management concerns to the project manager/management entity, which will respond to performance management issues, conduct evaluations, etc., with input from the host agency.

The YHSI P2P Project Manager will engage with P2P Pilot Communities/Community Partners 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, the Management Entity (ME) (CAAP), the fiscal agent for YHSI (United Way of PA), and the CoCs; and provide information, technical assistance, tools, data, and ongoing support to help each Pilot Community/Community Partner advance its local efforts. As the ME, CAAP 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 YHSI fiscal agent, United Way of PA, will process invoices, expenses, and payments.

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

The YHSI project will run for 30 months in total – from 1/1/25-6/30/27. P2P YYA placement in P2P Pilot Communities/with Community Partners is anticipated to run for 12-15 months, starting 4/1/26-5/1/26 and ending 6/30/27. P2P Pilot Communities/Community Partners 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/Community Partners. See the “Overview of YHSI Projects” section for more on this.

The P2P Pilot Communities/Community Partners will work with various stakeholders to gather input on the design of and implementation of the P2P Pilot. Specifically, Pilot Communities/Community Partners 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.
- Convene with additional CoC stakeholders, including:
  - The selected Management Entity (CAAP);
  - Other consultants working on the YHSI project for data analysis and evaluation, Continuous Quality Improvement, training, Coordinated Entry evaluation;
  - Other agencies in the P2P Pilot working to end homelessness for YYA;
  - CoCs' Governing Boards;
  - CoCs' YHSI Core Team; and
  - CoCs, Framework Strategies (CoCs' consultant), DCED staff, United Way of PA staff (fiscal agent), and HUD YHSI TA consultants.

---

## **OVERVIEW OF OTHER YHSI PROJECT ACTIVITIES (BEYOND THIS RFQ)**

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/Community Partners, including the following:

- Data Matching & Cross-systems Needs/Gaps Analysis: 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 and Community Partners to help advance their local efforts. The Needs/Gaps Analysis will identify some of the major system gaps/needs and help inform the work of the P2P Pilot Communities and Community Partners as they advance their work. P2P YYA will assist in gathering information & data for the analysis.

- 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/Community Partners 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 directly at the community/county level or develop strategies/approaches that can be applied at the community/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. Pilot 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. Alternatively, a Community Partner can apply without identifying additional specific partners but should have a plan for how they will engage with cross-system partners and advance county- or community-level work.
  - c. The preference for this pilot is to assemble a team capable of engaging in county-level work. However, communities based in one or multiple municipalities (city, township, borough, town) within a county may participate. Counties that work together under a joinder contract/agreement may apply as a single "community" and assemble a single team if appropriate. Additionally, a Community Partner may work at the regional or CoC level but should engage in a project where learnings/strategies/approaches can be implemented at the community/county level.

2. "Host" the P2P YYA assigned to the Pilot Community/Community Partner within an organization in the county/community to provide a space for them to work and support as needed. Each Pilot Community must identify the organization in their group that will serve as the "host" agency. Community Partners that apply will be expected to serve as the "host" agency for the YYA. A Community Partner can apply to host multiple P2P YYA to work in different communities/counties.
  - 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. Advance a cross-sector collaboration to address youth homelessness at the community/county level.
  - a. For a Pilot Community (applying as a Community Team), this will involve assisting/participating 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.
  - b. For Community Partners that will develop a county-level team (applying as a Community Partner-Local), the Community Partner will be expected to assist/participate in the development of the team by identifying potential services providers and other partners to participate in planning efforts. This team is expected 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 identifies and prioritizes.
  - c. For Community Partners working at the regional or CoC level (applying as a Community Partner-Regional/CoC), the Community Partner will be expected to identify and engage with a "team" of cross-sector organizations and stakeholders to participate in planning efforts. This team is expected to collaborate/work with the P2P YYA to develop a plan or strategies to address youth homelessness that can be implemented/applied at the community/county level. The plan or strategies may be focused on specific issues related to youth homelessness that the team identifies and prioritizes.
  - d. Plans will identify needs and gaps as well as strengths and assets within the community/county youth homelessness response systems. Plans will also identify steps/strategies the community can/will take to prevent, reduce, and end youth homelessness, including addressing any specific issues the community/team may have already identified. The YHSI Project Manager will work with the community/team 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, cross-systems needs/gaps analysis, CES improvement, 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 YHSI convenings of the P2P Pilot Communities/Community Partners to share information, discuss progress and lessons learned, review outcomes, etc.

---

## REPORTING RESPONSIBILITIES

For the P2P Pilot, participating Communities/Community Partners will need to complete deliverables and report on progress. Roles and responsibilities related to reporting for the P2P Pilot are expected to be as follows:

- Communities/Community Partners: Responsible for engaging in the P2P Pilot and ensuring deliverables are met.
  - Host agency: Responsible for hosting the P2P YYA on-site, providing daily supervision and support, and verifying hours worked by P2P YYA.
  - Lead agency: Responsible/accountable for coordinating activities among community partners and for ensuring project deliverables and pilot reporting requirements are met. (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.)
- P2P YYA: Responsible for assisting the Pilot Community/Community Partner in advancing their efforts to improve the youth homelessness response system. This will involve assisting in data collection and reporting. P2P YYA will also be responsible for tracking and reporting their hours, participating in onboarding and ongoing training, and participating in cohort-wide and pilot-wide activities.
- P2P Project Manager: Responsible for overseeing the cohort of P2P YYA, disseminating information to Pilot Communities/Community Partners, and collecting data and information from each Pilot Community/Community Partner on progress in meeting deliverables. Responsible for acting as a liaison among the P2P YYA, Pilot Communities/Community Partners, and Management Entity. Responsible for implementing pilot-wide and cohort-wide programming and technical assistance.
- Management Entity (CAAP): Responsible for the recruitment and employment of the P2P YYA and P2P Project Manager, including collecting timesheets, paying salaries, providing benefits, and handling HR issues, which will include addressing performance issues and conducting employee evaluations. Responsible for coordinating onboarding and training for P2P Pilot staff. Responsible for ensuring the P2P Project Manager and P2P YYA fulfill their duties and responsibilities.
- Fiscal Agent (UWPA): Responsible for collecting documentation of expenses and providing funds to CAAP for costs related to the P2P Pilot employees.

- DCED: Responsible for submitting expenses to HUD and drawing down funds from HUD's eLOCCS (Electronic Line of Credit Control System) and for reporting on YHSI progress to HUD through the HUD Sage system. Participates on the YHSI Core Team to ensure coordination across HUD, CoCs, and local communities.
- YHSI Core Team: Responsible for overseeing implementation of the YHSI project.
- YAB (A4C): Responsible for providing specific input from YYA with lived experience of homelessness and housing instability on the implementation of the YHSI project.

For reporting purposes, the general flow of reporting will be as follows:

- Reporting on deliverables:
  - DCED will work with the YHSI Core Team and CoC consultants to develop general reporting requirements. These will be shared with the UWPA and CAAP.
  - CAAP will provide reporting requirements to the P2P Project Manager.
  - The Project Manager will develop any additional tools needed to share the requirements with P2P Pilot Communities/Community Partners and P2P YYA and to gather data needed from them.
  - P2P YYA will assist in gathering the required information needed for reporting on deliverables.
  - The lead agency will review the data and information gathered by the P2P YYA for accuracy and completeness. If no lead agency is designated, the host agency will conduct these activities.
  - The P2P YYA will submit data and information reports to the P2P Project Manager.
  - The P2P Project Manager will review all reports.
    - Where additional information or data is needed or corrections are needed, the P2P Project Manager will follow up with the P2P YYA and lead agency.
    - The P2P Project Manager will submit all completed reports to designated representatives from DCED and the YHSI Core Team, cc'ing CAAP supervising staff and UWPA as needed.
  - DCED and the YHSI Core Team will review reports to ensure accuracy and completeness. DCED will submit reports to HUD as needed.
- Reporting on expenses:
  - UWPA will work with DCED and CAAP to develop financial reporting requirements.
  - CAAP will provide expense tracking and timesheet reporting requirements to the P2P Project Manager, P2P YYA, and host agency.
  - The P2P YYA will submit timesheets and expense reports to the host agency rep for verification. Verified timesheets and expenses will be sent to the P2P Project Manager.
  - The P2P Project Manager will review all timesheets and expense reports.

- Where additional information or data is needed or corrections are needed, the P2P Project Manager will follow up with the P2P YYA and host agency.
- The P2P Project Manager will submit all completed reports to CAAP supervising staff.
- CAAP supervising staff will submit financial reports and documentation of expenses to UWPA for review and approval.
- UWPA will submit financial reports and documentation of expenses to DCED for review and approval.
- DCED will submit vetted expenses to HUD for reimbursement.

---

## TIMELINE

The YHSI project will run for a total of 30 months, from 1/1/2025 to 6/30/2027. The implementation of the P2P program will occur from 4/1/2026-6/30/2027.

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

Date	Activity
4/7/2026	P2P Pilot Communities/Partners RFQ Released
4/14/2026, 3:00PM-4:00PM	Informational webinar on the RFQ to be held from 3:00PM to 4:00PM on 04/14/2026. Click <a href="#">here</a> to register for the webinar.
4/23/2026	Pilot Communities/Partners RFQ Question Period Closed at 10:00AM EST
<b>04/30/2026</b>	<b>Pilot Communities/Partners RFQ Responses Due (by 5:00PM EST)</b>
4/30/2026-5/1/2026	Internal review of Pilot Communities/Partners submissions for eligibility
5/1/2026-5/7/2026	Pilot Communities/Partners Review and Selection Process: YHSI Core Team to review submitted proposals and
5/8/2026	Pilot Communities/Partners Notification
5/13/2026	YHSI P2P Pilot Program officially starts in selected Pilot Communities
5/1/26-7/1/26	Recruitment, employment, onboarding of P2P staff (Project Manager and YYA)
6/30/2027	YHSI project end date

## YHSI P2P PROJECT 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 has contracted with the United Way of PA (UWPA) 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 UWPA to the selected Management Entity, including funds to support the YHSI P2P Project Manager (1 FTE) and up to 10 P2P YYA (30-40 hours/week for each YYA), along with related costs for equipment (laptops, etc.), travel costs (mileage, hotel, conference, etc.), fringe benefits, and meeting spaces.

P2P Pilot Communities/Community Partners are not asked to pay any portion of the P2P Project Manager or contracted P2P YYA salary or wages. P2P Pilot Communities/Community Partners will be expected to provide space and general office supplies for the P2P YYA placed in their community. P2P Pilot Community host agencies or Community Partners may request up to \$7,500 in funds to reimburse costs related to hosting the P2P YYA, including costs related to supervision or insurance. Specific costs will be reviewed for eligibility. Additional funds may become available.

As previously noted, additional RFPs/RFQs will be released for other aspects of this YHSI project.

## 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/Community Partner applicants:** RFQ responses must be received by 5:00 P.M. on 4/30/2026. Late submissions will not be considered.

## QUESTIONS & WEBINAR

- Questions about this RFQ and the SOQ requirements should be directed to Idelia Robinson-Confer of Framework Strategies at [idelia@framework-strategies.com](mailto:idelia@framework-strategies.com).
- For the Pilot Communities/Partners opportunity, all questions should be submitted no later than 10:00 a.m. EST on 4/23/2026.
- An informational webinar on the RFQ will be held from 3:00PM to 4:00PM on 4/14/2026 and will include time for Q&A. The webinar will be recorded and posted online at <https://pennsylvaniacoc.org/yhsi>.
  - Register for the 4/14/26 webinar [here](#).
- 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](mailto: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 Name/County Name/Community Partner Name"
- Incomplete submissions will not be considered.
- Applicants who previously applied under the Dec 2024-Feb 2025 RFQ are advised to review the prior application against the questions in this application. Most questions are unchanged but there are additional options/questions in this RFQ compared to the prior RFQ that should be reviewed and answered. Additionally, applicants should ensure their responses are up to date.

---

## STATEMENT OF QUALIFICATIONS COMPONENTS FOR PILOT COMMUNITIES

All responses will be reviewed by a selection committee comprised of representatives from DCED, Framework Strategies, The YHSI Core Team, and Advocates 4 Change (A4C). The selection process will be based on the Statement of Qualifications (SOQ) outlined below. Proposals will be evaluated based on the application type, host organization capacity, approach to collaborate with community partners, the organization's plan to authentically engage and support young people throughout the project, key staff qualifications and experience, written partner commitments, and the proposed approach to project deliverables and activities.

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

### A. General Project & Community Information.

- a. State the type of application: Pilot Community Team, Community Partner-Local, Community Partner-Regional/CoC
  - i. A Pilot Community Team is expected to have multiple community/county partners committed to working on the project.

- ii. A Community Partner-Local is expected to have the capacity to engage with community/county partners to advance county-level work.
- iii. A Community Partner-Regional/CoC is expected to have the capacity to engage with cross-sector partners to advance strategies that can be implemented at the community/county level.
- b. Community Partner applicants only: Indicate whether your organization would like to host multiple P2P YYA to work across more than one community/county.
- c. Provide the name of the county or counties that will be the focus of the pilot.
  - i. 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.
  - ii. Community Partner-Regional/CoC applicants should indicate whether their efforts will be applied to a specific area, group of counties, or across one or both CoCs.
- d. Provide the point of contact for this response, including name, organization, title, email address, and phone number.
- e. Provide a brief statement of interest describing why your community or organization is interested in participating in the P2P Pilot program.

**B. Community/County Partners.**

Provide the following information for each community/county/region that will be served through this project:

- a. Explain the organizations, 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 proposal 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.
  - i. Organizations applying as Community Partners are expected to act as the "Host" organization.
- d. Describe the level of participation/engagement expected from other entities/partners named in B.a.
- e. Describe/explain the role of other stakeholders 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 but whose participation would be beneficial.

**C. "Host" Organization & Community Capacity.**

- a. Describe the "Host" organization's plan for hosting the P2P YYA placed in each community to be served through this proposal. If your organization is applying as a Community Partner and would like to host multiple P2P YYA, be sure to address the organization's ability/capacity to host multiple P2P and oversee the work of each. The response should describe 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.
    - Note: The "host" agency will report any management concerns to the project manager/management entity, which will respond to performance management issues, conduct evaluations, etc., with input from the host agency.
  - 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. Indicate whether the "Host" organization plans to request funds to help offset the costs of hosting P2P YYA.
  - i. As of the issuance of this RFQ, "Host" organizations may be able to request up to \$7,500 per YYA that is hosted. Additional funds may be made available.
  - ii. Agencies making such requests must be able to provide documentation justifying the expenses. Expenses that may be reimbursed could include costs related to supervision, liability insurance, transportation costs related to work done within the county, etc. (YYA will be provided with laptops through the Management Entity.)
- c. Describe your organization's and/or 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. Goals & Outcomes.**

a. Community Team applicants only:

- i. 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.
- ii. 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.
- iii. Describe the ideal outcomes your community would like to achieve through its participation in this pilot and the development of a community plan to address YYA homelessness.
- iv. 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.

b. Community Partner applicants only:

- i. Please explain your organization's ability and capacity to serve as a community partner able to bring together other partners/stakeholders to work together to identify shared goals and to develop and implement community-level plans to address YYA homelessness.
- ii. Describe any specific goal(s) or issue(s) your organization has already identified regarding youth homelessness and housing instability that you would like to address through this pilot and community-level planning efforts to address YYA homelessness.
- iii. Describe the ideal outcomes your organization would like to achieve through its participation in this pilot to advance community-level planning efforts to address YYA homelessness.
- iv. 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 organization's approach to receiving feedback and implementing recommended changes that may be made as part of the program evaluation/CQI process.

**E. Community/Community Partner Approach.**

- a. Describe in general terms your community's or organization'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.

- i. If you are proposing to work in multiple counties/communities that (will) have different structures, please describe each.
- b. Community Team applicants only: 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. In such cases, the lead agency will be responsible/accountable for coordinating activities among community partners and for ensuring project deliverables and pilot reporting requirements are met.)
  - 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 organization and/or community team partners will take to effectively collaborate with the P2P YYA placed in your community to develop cross-systems collaborations and a community-level plans to prevent and address homelessness and housing instability among unaccompanied and parenting youth, including working on any issue(s) your community or organization has already identified. Please also address the following:
  - i. Describe the tasks you anticipate the P2P YYA being responsible for as part of your organization's or community's work on this pilot and the development of a community-level plan to address youth homelessness.
  - ii. Describe how the P2P YYA will be supported in accomplishing these tasks.
  - iii. Describe how your organization and/or community partners will assist the P2P YYA in advancing cross-systems collaboration, gathering data and information to inform the development of the community-level plan, and contributing to other YHSI project activities, such as the needs/gaps analysis, equity analysis, CES evaluation, P2P program evaluation, etc.
- d. Community Team applicants only: Please describe how any organizations participating in the pilot as partners 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.

- e. Community Partner applicants only: Please describe if/how your organization will engage with other organizations, encourage their participation in the pilot, and share the workload.
  - i. Describe your plan for engaging with other community partners and stakeholders. If possible, provide the frequency and duration with which community partners will meet as a group to advance the work of this pilot.
  - ii. Where possible, describe the level of availability of the community partners/stakeholders when it comes to working on this project outside of meetings. Where possible, 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 or organization has worked.
  - i. Community Team applicants only: 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. Community Partner applicants only: Describe your organization's role in prior similar projects. Include any lessons learned regarding how to engage with community partners or stakeholders, including those that were reluctant to participate in the prior projects being described.
  - iii. Describe successes and challenges your community or organization experienced through such efforts.
  - iv. Describe whether/how such projects resulted in changes and/or improvements in how the community, your organization, or a sector approached an issue/problem. If your community/organization/sector 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 the "Host" 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 that have been identified. By "key staff," we mean those who will be working on advancing the P2P Pilot in your local community or organization 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. 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 G.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 or organization 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. Community Team applicants only: 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.
- b. Community Partner applicants only: Include written commitments from community partners interested in participating in this Pilot.
  - i. One of the letters must be from the Community Partner/“host” organization.
  - ii. Other letters should be from organizations/agencies that have agreed to participate.
  - 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 or organization will take to ensure completion of each deliverable.
- b. Indicate your community's or organization'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 and/or organization's commitment to the following if selected to participate in the P2P Pilot Program:
  - 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/organization 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/organization 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 <b>cannot</b> also act as the "Host" and/or lead agency for a county/community selected as a Pilot Community.
12/05/2024	Informational webinar dates and registration links added.
04/07/2026	RFQ was re-issued with the following key changes: <ul style="list-style-type: none"> <li>● This RFQ creates different types of applicants: Community Team, Community Partner-Local, or Community Partner-Regional/CoC.</li> <li>● This RFQ allows a Community Partner to host more than one YYA.</li> <li>● This RFQ allows for a host to request funds up to a specified amount to help support hosting YYA.</li> </ul>

## 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>