

Eastern PA Continuum of Care (CoC) FY2026 Request for Proposals - Seeking New Project Applicant for Coordinated Entry Expansion Project

RFP Response due by 12pm (noon) on Tuesday, August 25th

The Eastern PA CoC submits an annual application to HUD in response to their CoC NOFO in order to secure federal funding for new and existing projects that work to reduce and end homelessness throughout the CoC's 33-county geographic area. As part of the CoC's NOFO response, the Eastern PA CoC's Governing Board has approved a \$1.3M expansion of the CoC's Coordinated Entry System.

The purpose of this expansion is to provide funding to support Coordinated Entry Specialist staff working in the CoC's authorized Coordinated Entry Access Sites, specifically to increase dedicated staffing for:

- 1) Coordinated Entry intake, assessment, and referral;
- 2) helping participants navigate behavioral health, employment, and legal services; and 3) to support high acuity heads of household on the By Name List to obtain the documents needed to demonstrate eligibility for housing project enrollment upon referral.

Description of Connect To Home: Coordinated Entry System of Eastern PA (CES)

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

Participation in CES is required for all projects funded by HUD Continuum of Care or Emergency Solutions Grants (including those administered by the Commonwealth of Pennsylvania) and strongly encouraged for all other housing and service providers to ensure equitable and coordinated access for all.

Coordinated Entry is the process by which anyone who is unhoused and experiencing literal homelessness (or is at imminent risk of becoming homeless) can access all the services and housing available offered by the Eastern Pennsylvania CoC network of service providers.

In the Eastern Pennsylvania CoC region, Coordinated Entry may be accessed in any of the following ways:

- Calling or texting 211 toll-free from anywhere within the CoC region.
- Scheduling an appointment with one of over thirty Coordinated Entry Access Sites located in communities throughout the CoC region (some allow walk-ins).
- Access points at participating Domestic Violence service providers partnering with the CoC.

The Coordinated Entry intake, assessment, referral, and Housing By Name List placement is identical regardless of whether a person calls 211 or visits an Access Site.

Purpose of this RFP

In order to submit this new project application to HUD, the CoC is seeking an organization to apply for and administer this funding. While the CoC has created a 501(c)(3) organization that will eventually apply for and administer this type of funding on behalf of the CoC, the Board is still working to stand up the organizational and fiscal capacity of the organization.

If this project is awarded by HUD through the annual NOFO process, the selected applicant will administer the grant for up to two years until the Eastern Pennsylvania Coalition for Housing (EPCH, the new non-profit organization being established by the Eastern PA CoC Governing Board) has the fiscal and administrative capacity to assume responsibility for the grant directly.

Administering this HUD CoC grant on behalf of the CoC/EPCH will include the following:

- Writing and submitting the project application in e-snaps, HUD's online application system
 - Assistance with HUD's project application narratives and budget can be provided through the CoC's consultants..
- Meet/follow all HUD requirements of CoC-funded organizations
- Entering into a grant agreement with HUD
- Completing all HUD related grant requirements (e.g. Annual Performance Report, no less than quarterly draw down of funding, etc.)
- Developing and executing contracts/ MOUs with provider organizations throughout the CoC who will receive funding to support Coordinated Entry Access Sites and provide other staffing to the project
- The chosen entity will not select the organizations receiving the CoC funding, but may opt to participate in the process for selecting these subgrantees.
- Facilitate a monthly invoicing and reimbursement process from subgrantees
- Document and track all in-kind and cash match, per HUD requirements
- Follow all applicable HUD CoC grant requirements, including monitoring

subgrantees as needed

- Ensure HMIS data entry is completed timely and accurately
- Provide quarterly spending updates to the CoC's Governing Board
- Participate in the CoC's Coordinated Entry Committee

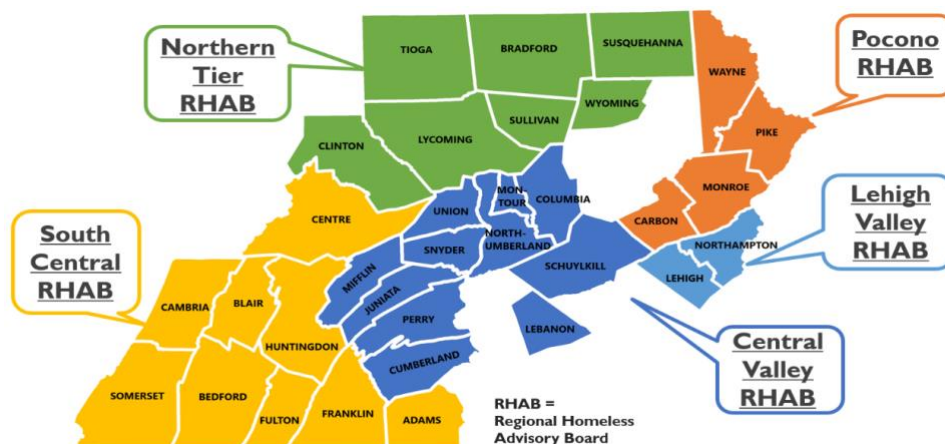
Project budget

- Supportive Services = \$1,170,000
- Administration = \$130,000*
 - *Note: Per CoC regulation, at least 50% of project administrative funds must be shared with subrecipients/ subgrantees (§ 578.59(b)(2))
- Total Project = \$1,300,000

Selection Criteria

- Experience and proven track record applying for and administering federal grants as a direct recipient
- Demonstration of capacity to execute contracts/ MOUs with dozens of organizations providing Coordinated Entry services (subgrantees)
- Demonstration of capacity to provide timely payments to subgrantees
- Member, or willingness to become a member of the Eastern PA CoC/ Eastern Pennsylvania Coalition on Housing

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



- Central Valley – Columbia, Cumberland, Juniata, Lebanon, Mifflin, Montour, Northumberland, Perry, Schuylkill, Snyder, Union
- Lehigh Valley – Lehigh, Northampton
- Northern Tier – Bradford, Clinton, Lycoming, Sullivan, Susquehanna, Tioga, Wyoming
- Pocono – Carbon, Monroe, Pike, Wayne
- South Central – Adams, Bedford, Blair, Cambria, Centre, Franklin, Fulton, Huntingdon, Somerset

To respond to this RFP

- Responses to this RFP are due by 12pm (noon) on Tuesday, August 25th
- Responses must be submitted through Alchemer, an online system utilized by the Eastern PA CoC. Click here to access the application - <https://survey.alchemer.com/s3/8964606/Eastern-PA-CoC-FY2026-RFP-for-CES-Applicant>
- To view the application questions in advance, a Word version of the online survey is available on the CoC website - <https://pennsylvaniacoc.org/eastern-pa-coc-fy26-coc-nofo-competition>
- Questions should be submitted via email to easterncoc@pennsylvaniacoc.org with the subject line including “CES RFP question”.

Next Steps

- An ad hoc group will be reviewing all responses received on August 26. The CoC Consultant will be in touch after that date to notify all project applicants whether or not they were selected.
- Organization selected will work with CoC Consultants to complete HUD’s project application in e-snaps.

NOTE: selection under this RFP does not guarantee funding. The CoC will be submitting the CES expansion project to HUD as part of the CoC’s Consolidated Application, however, HUD will determine which projects ultimately are awarded funding.