

**LANCASTER COUNTY REDEVELOPMENT AUTHORITY AND  
LANCASTER COUNTY HOMELESSNESS COALITION**

**Request for Letters of Interest for Street Outreach Staff Expansion – City of Lancaster**

**Introduction:** Lancaster County Redevelopment Authority (LCRA) and Lancaster County Homelessness Coalition (LCHC) are seeking Letters of Interest from agencies interested in expanding the Lancaster County Homelessness Street Outreach staff aimed at providing essential services to individuals experiencing homelessness in Lancaster City. There will be no low-barrier emergency shelter beds operating from July until December 2024. This funding opportunity provides for two full-time staff or equivalents in the Homelessness Street Outreach program. The funding anticipated is \$70,000-\$80,000 per FTE position, which includes program costs but not client financial assistance. Expectations include working daytime, several evening and weekend hours with individuals experiencing homelessness within the City of Lancaster. These positions are 100% engaged in community settings and expect to continue through June 30, 2025. Agencies must be ready to start providing additional outreach before May 31<sup>st</sup> to begin working with those who will be without shelter.

**Scope of Work:** The selected organization or agency will be responsible for:

1. Identifying and engaging with individuals experiencing homelessness, building rapport, assessing their immediate and long-term housing needs, providing coordinated entry and vulnerability assessments.
2. Providing essential services such as food, water, clothing, hygiene kits, collaborating with the Street Medicine team or emergency services for medical needs, and equipping individuals for sustainable solutions or next steps.
3. Offering referrals and connections to social services, mental health support, substance abuse treatment, employment resources, and housing assistance.
4. Collaborating with existing Street Outreach providers, government agencies, non-profit organizations, emergency shelters, and housing providers for coordination of resources.
5. Recording engagements and financial resources in Empower Lancaster and attending weekly Street Outreach meetings and other collaborative meetings.

**Proposal Requirements:** Interested agencies are invited to submit a Letter of Interest that includes:

1. Agency Introduction: Brief overview of your organization and mission, and experience in street outreach or similar programs.
2. Staffing and Expertise: Information on key staff members involved in the program, their qualifications, and experience with mental health and substance abuse working with vulnerable populations.
3. Service Delivery: Provide a brief statement about how your organization will provide effective street outreach services in Lancaster City given the lack of available low barrier emergency shelter.
4. Deliverables: Describe how your organization will meet or exceed the deliverables outlined in the Scope of Work.
5. Service Documentation: Provide a statement that the agency agrees to fully utilize Empower Lancaster, adhere to the PA-510 Standards and Procedures, prioritization policy, and collaborate with other providers.

**Submission Instructions:** Letters of Interest must be submitted by email by April 9, 2024 at 5:00pm to Beth Dreyer-DeGoede (bdegoede@lchra.com). Please include "LOI - Street Outreach" in the subject line of your email. An intentional meeting will be held with the selected agencies shortly thereafter.

**Evaluation Criteria:** Proposals will be evaluated based on the following criteria: alignment with the scope of work and objectives outlined, demonstrated knowledge and expertise in mental health, substance abuse, or Street Outreach or similar programs, and capacity to effectively collaborate with local stakeholders.

We encourage organizations of all sizes and backgrounds to apply. Should you have any questions or require further information, please contact Deb Jones, Office for the Homelessness Coalition at [djones@lchra.com](mailto:djones@lchra.com).