



Tri-County Youth Homelessness Systems Improvement: Youth Action Board Consultant Request for Proposal

RFP Issued: May 30, 2025

Responses Due: June 16, 2025, by 5:00 PM

Interviews: Weeks of June 23rd and 30th

Award Notification: July 7, 2025

Contract Start Date: July 2025

Contract Duration: Six (6) months with the for potential renewal

Contract Maximum: Not to exceed \$37,500.00

Overview

The Lancaster County Housing and Redevelopment Authorities (LCHRA), through the Office for the Homelessness Coalition, is partnering with the Continuum of Care (CoC) lead agencies for Berks and York Counties on a tri-county Youth Homelessness System Improvement (YHSI) grant funded by HUD. This initiative is designed to strengthen coordination within each Continuum of Care's homeless response system, elevate youth voice in decision-making, and address system-level gaps that contribute to youth homelessness.

A core component is the development and support of Youth Action Boards (YABs) in each county, as well as a regional YAB, through the grant's Partnership and Planning (P&P) activity of the grant. YABs are made up of compensated youth and young adults (18-24 years of age) who have lived experience with homelessness or housing instability. Their insights are essential for identifying system gaps, challenging inequities, and driving more effective and inclusive responses to youth homelessness.

To advance this work, we are seeking proposals from qualified individuals or firms to lead youth engagement, build partnerships with youth-serving organizations, and provide project management and leadership development services that support the YABs' growth and long-term sustainability.

To ensure consistency and build trust with youth and community partners, a dedicated staff member must be assigned to the project for a minimum of 25 hours per week. These hours must include availability during weekdays as well as some weeknight or weekend hours to accommodate youth and partner engagement.

Scope of Work

The selected consultant will be responsible for meeting the project milestones outlined in the attached document (Appendix A). These milestones represent key activities and deliverables essential to the development, implementation, and long-term sustainability of Youth Action Boards (YABs) across the tri-county region.

In addition, the consultant is expected to monitor progress and make timely recommendations to revise or update milestones as needed to ensure alignment with HUD's YHSI goals, evolving local needs, and input from youth participants.

A final deliverable under this contract will be a detailed summary, evaluation and next steps package that includes a proposed job description for hiring a full-time YAB Program Coordinator, to join the Lancaster County Office for the Homelessness Coalition at LCHRA, to carry forward this activity of the YHSI grant.

The consultant's key tasks include:

Milestones:

- Finalizing the structure and documentation for the Lancaster County YAB.
- Establishing and documenting YABs in Berks and York Counties.
- Ensuring each CoC governance structure includes a youth-oriented perspective.
- Conducting youth engagement activities to increase YAB membership.
- Building partnerships with local youth-serving organizations.
- Supporting leadership development for YAB members.

Ongoing Responsibilities:

- Participating in YHSI technical assistance and training opportunities to strengthen collaboration with YAB members and apply best practices for driving system-level change.
- Providing regular progress updates to the YHSI leadership.
- Collaborating with grant partner agencies to ensure YHSI activities remain accessible and that YAB members are meaningfully engaged.
- Ensuring all work aligns with HUD's YHSI grant expectations and timelines.
- Engaging with each county's Continuum of Care (CoC) to understand local governance structures and facilitate YAB members' learning and participation in system-level decision-making.
- Building relationships and raising awareness of youth homelessness through in-person meetings or events in each county.
- Ongoing skill development to effectively engage with diverse youth and young adult populations. Emphasis will be placed on understanding how systemic barriers impact housing access and stability.

Proposal Guidelines

The narrative should address each of the items listed below and include examples where applicable. Begin by introducing your organization, or yourself if applying as an individual. Describe your readiness to lead this work and explain why you or the proposed staff member are well-equipped to carry out the project successfully.

Applicants are encouraged to apply even with limited direct experience in youth homelessness. Please describe any related expertise that demonstrates an ability to understand and effectively engage with youth experiencing homelessness or housing instability.

1. **Youth Voice**

Describe ways that youth with lived experience could lead the work and how shared decision-making could guide outcomes.

2. **Youth Recruitment & Support**

Outline two strategies to recruit, and support youth from historically marginalized communities.

3. **Relationship-Building Across the Region**

Outline a tentative plan to engage with youth focused organizations and build authentic, trust-based relationships with youth, community members, and system partners in each county.

4. **Milestones & Deliverables**

Summarize your understanding of the YHSI milestones and deliverables, and your capacity to identify and plan tasks as needed to ensure timely execution and alignment with project goals.

5. **Project Management & Communication**

Identify the tools and methods you will use to manage workflow, coordinate with YAB members and partner agencies, and keep YHSI leadership informed of progress in real time. Describe how your approach will incorporate feedback and adapt to changing needs throughout the project.

6. **Relevant Knowledge & Experience**

Highlight knowledge with HUD-funded programs, such as Continuum of Care, Coordinated Entry, and HMIS. Include experience with youth-led initiatives and cross-system partnerships.

7. **Training and Engagement**

Describe your experience facilitating both virtual and in-person sessions across a wide range of stakeholders. Highlight your ability to engage youth meaningfully and effectively communicate complex information.

8. **Budget**

The budget should include the proposed hourly rate and estimated project hours. Costs for YAB participation, training, and essential supplies are covered by the YHSI grant and will be reviewed with the selected applicant. Mileage within and between the tri-county region is reimbursable. Travel outside this area, including hotel stays, requires prior written approval. The grant will not cover ongoing hotel invoices for out-of-area consultants.

Supporting Materials

- Resume of the individual proposed to be assigned this project.
- Two examples of relevant or transferable work that demonstrate the applicant's capacity to engage youth, manage complex projects, or support systems-change efforts, particularly those involving underrepresented communities or cross-sector collaboration.

Submission Instructions

All proposals should be submitted electronically as a Word or PDF document.

Email proposal to: Beth Dryer-DeGoede, Executive Administrative Assistant

bdegoede@lchra.com

Subject: Tri-County YAB Consultant Proposal

Deadline: June 16, 2025, by 5:00 PM

Questions regarding this RFP will be addressed during open office hours on June 5th and June 12th at 11:00 AM. To receive the meeting link, please RSVP by contacting bdegoede@lchra.com.

LCHRA reserves the right to accept or reject any or all proposals, to waive or modify any provisions of this RFP, and to select based on criteria other than cost. Issuance of this RFP does not obligate LCHRA to award a contract.

Small and Minority-Owned Business Participation:

Certified Minority Business Enterprises or Women's Business Enterprises are encouraged to respond to this request. A copy of the MBE/WBE certification must be included with the application.

Berks, Lancaster, York Counties YHSI Grant

Proposed Project Activity	Milestone(s)	Deliverable(s)	Length of Projects 30 Months /Dates for completion of Milestone(s)
YAB Development	YAB and CoC leadership will develop job description for Youth Program Coordinator Position	Youth Program Coordinator Job Description Created by YAB and CoC Leadership	Duration 3 Months, Activity Completed by Month 3
YAB Development	YAB and CoC Leadership will recruit, select and onboard a Youth Program Coordinator	Youth Program Coordinator is hired for project	Duration 2 Months, Activity Completed by Month 5
YAB Development	Three Part time YAB Leadership roles will be filled by youth and young adults	YAB Leadership Roles will be filled on a rolling and as needed basis	Duration 2 Months, Activity Completed by Month 2
YAB Development	Youth Program Coordinator and YAB Leadership Roles will run duration of Project	Youth Program Coordinator and YAB Leadership Roles will lead the YAB, support its development and assist with YHSI Project Activities	Duration: 24 Months, Activity Completed by Month 30
YAB Development	An actionable plan is developed in conjunction with YAB and CoC Leadership	Comprehensive plan outlining steps to directly engage with youth who are or have experienced homelessness, inviting their participation as YAB members.	Duration 3 Months, Activity Completed by Month 3 and reviewed quarterly
YAB Development	Youth and Young Adults are recruited from intersecting systems and communities as apart of the YAB	Detailed strategy to connect with local youth service organizations within each county to identify potential YAB members.	Duration: 30 Months, Activity will be completed quarterly
YAB Development	YAB Members Collaborate with Existing Youth Boards	Collaboration with existing youth boards to further expand opportunities for YAB membership	Duration: 30 Months, Activity will be completed quarterly
YAB Development	An Onboarding Process for New YAB members is developed with Handbook	Handbook outlining the structure, roles, and responsibilities of the youth board, including bylaws and governance guidelines.	Duration 6 Months, Activity Completed by Month 9
YAB Development	Youth Program Coordinator and CoC Development Departments meet Quarterly	Sustainability plan to ensure the long-term viability of the YAB	Duration: 24 Months, Activity will be completed quarterly
YAB Development	Youth Program Coordinator and YAB will incorporate these into governance structure	Comprehensive mission and vision strategy for each YAB outlining their specific goals, objectives, and long-term vision.	Duration 9 Months, Activity Completed by Month 9
YAB Development	CoC governance documents include YAB participation and methods to integrate feedback	Integration of YAB members into CoC governance including: chairing a committee, sitting on the CoC's governing board, and participating in planning activities.	Duration: 12 Months, Activity completed by Month 12
CoC Leadership / YAB Development	Reports reflect actionable and concrete policies that have been changed as a result of YAB feedback.	Internal and external CoC and community policies reflect the feedback of their YABs	Duration: 30 Months, Activity will be completed quarterly
YAB Development	YAB members will have recognition for their work that can be used to acquire higher education and employment as resume builders	Recognition program to acknowledge and celebrate the achievements and growth of youth leaders	Duration 30 Months, Activity will be completed annually
YAB Training	YAB Summit 1	YAB will plan and Implement YAB Summit 1	Duration 6 Months, Activity Completed by Month 12
YAB Training	YAB Summit 2	YAB will plan and Implement YAB Summit 2	Duration 6 Months, Activity Completed by Month 24
YAB Training	Monthly Leadership Development Training	A Monthly Leadership Development Training is Established	Duration: 30 Months
YAB Training	Weekly Public Speaking and Advocacy Training	Public speaking and presentation skills training to boost confidence and effectiveness in conveying their messages about youth homelessness.	Duration: 30 Months
YAB Training	Half Day Professional Development Training for Professionals 1 (Berks)	Professionals receive training on best practice for addressing Youth and Young Adult Homelessness	Activity Completed by Month 9
YAB Training	Half Day Professional Development Training for Professionals 2 (Lancaster)	Professionals receive training on best practice for addressing Youth and Young Adult Homelessness	Activity Completed by Month 18
YAB Training	Half Day Professional Development Training for Professionals 3 (York)	Professionals receive training on best practice for addressing Youth and Young Adult Homelessness	Activity Completed by Month 27
YAB Training	Half Day Professional Development Training for YAB Members 1 (Berks)	YAB Members receive training on best practice for addressing Youth and Young Adult Homelessness	Activity Completed by Month 9
YAB Training	Half Day Professional Development Training for YAB Members 2 (Lancaster)	YAB Members receive training on best practice for addressing Youth and Young Adult Homelessness	Activity Completed by Month 18

Milestones and deliverables may be adjusted at the discretion of the YHSI Leadership Team to support long-term sustainability and meaningful system improvement.

Proposed Project Activity	Milestone(s)	Deliverable(s)	Length of Projects 30 Months /Dates for completion of Milestone(s)
YAB Training	Half Day Professional Development Training for YAB Members 3 (York)	YAB Members receive training on best practice for addressing Youth and Young Adult Homelessness	Activity Completed by Month 27
YAB Training	YAB Members will attend 1 Conference - Year 1	Youth attendance at retreats and conferences to learn leadership styles and determine what best suits their needs	Activity Completed by Month 9
YAB Training	YAB Members will attend 1 Conference - Year 2	Youth attendance at retreats and conferences to learn leadership styles and determine what best suits their needs	Activity Completed by Month 18
YAB Training	YAB Members will attend 1 Conference - Year 3	Youth attendance at retreats and conferences to learn leadership styles and determine what best suits their needs	Activity Completed by Month 27
YAB Training	Current and New YAB Members will have ongoing opportunities to learn from CoC Leadership	Training and education from CoC leadership about CoC-level system work, advocacy, and planning.	Duration: 30 Months
YAB Training	YAB Members will facilitate team building exercises	Team-building exercises and activities to enhance collaboration, conflict resolution, and team leadership skills	Duration: 30 Months