

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

RFP Issued: February 6, 2026

Responses Due: February 16, 2026 at 4:00 p.m.

Interviews: February 25, 2026 between 8:30 a.m. – 11:00 a.m. EST and February 26, 2026 between 8:30 a.m. – 12:00 p.m. EST

Award Notification: March 6, 2026

Contract Start Date: No later than April 2026

Contract Duration: 12 months

Contract Maximum: Not to exceed \$240,000

Overview

The Lancaster County Housing and Redevelopment Authorities (LCHRA), through its Office for the Homelessness Coalition, is partnering with the Continuum of Care (CoC) lead agencies in 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 provide project management and leadership development services that support the YABs' growth and long-term sustainability, lead youth engagement, and build partnerships with youth-serving organizations.

To ensure consistency and build trust with youth and community partners, a dedicated staff member must be assigned to the project for 35-40 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.

The final deliverables under this contract will be established YABs in each CoC, methods for regional YAB communication and collaboration, and a YAB sustainability plan for each CoC.

The consultant's key tasks include:

Milestones:

- Conducting youth engagement activities to increase YAB membership as needed
- Building partnerships with local youth-serving organizations.
- Supporting leadership development for YAB members.
- Creating methods for regional YAB communication and collaboration
- Working with the YABs to ensure sustainability beyond the completion of the grant

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.
- Authentically collaborate with YAB members to address related CoC needs and YAB tasks, facilitating opportunities for youth voice to be centered and amplified.
- 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: February 16, 2026 at 4:00 p.m.

Questions regarding this RFP will be addressed via email. Questions must be submitted no later than 4:00 p.m. on February 11, 2026. Please send email questions to bdegoede@lchra.com with the subject line "YHSI RFP Questions."

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.

Appendix A

Proposed Project Activity	Milestone(s)	Deliverable(s)	Responsible Organization(s)	Length of Projects 30 Months
CoC Leadership	CoCs will update inner governance documents and share them with YAB members	CoCs will have updated YAB participation in governance documents; then YAB members will be asked if they are feeling included	CoC Leadership	Duration: 2 Months, Completed by Month 7
CoC Leadership	CoC Leadership will establish a working YHSI Team	YHSI Team is developed and staffed with CoC, Providers, YAB Members and other decision makers	CoC Leadership and YHSI Team	Duration 6 Months, Completed By Month 7
CoC Leadership	Establish protocols for Fund disbursement and MOUs are signed	Fund Disbursement and MOUs are developed between the CoCs to ensure oversight and efficiency	CoC Leadership	Duration: 2 Months, Activity Completed by Month 3
CoC Leadership	Final Report	Final report for the YABs and CoCs summarizing the YHSI TEam and YAB's activities, achievements, and areas for improvement.	CoC Leadership	Activity Completed by Month 30
CoC Leadership	Each Project Activity will report at least quarterly on activities and fund use.	Project Activity has oversight and YHSI team works towards successful completion	CoC Leadership	Duration 30 Months, Activity Completed Quarterly
System Mapping	Complete initial rapid scan of youth-serving systems and resources in Berks, Lancaster, and York County by December 2025.	Landscape scan summary report (services, gaps, considerations).	BCEH	Month 14
System Mapping	System Map Lead and Support appointed by CoC Leadership no later than September 30, 2025	Formal appointment and role description outlining duties of the System Map Lead and Support staff.	BCEH	Month 11
System Mapping	Publish a youth journey map showing touchpoints, barriers, and service flow by June 2026.	Journey map digital visual using LucidChart	BCEH	Month 20
System Mapping	Conduct 4 separate Listening Sessions in each county (Berks, Lancaster, York) (15 participants each) by September 2026.	Consolidated tri-county youth voice report (themes, barriers, recommendations).	BCEH	Month 23
System Mapping	Develop first county-level system map prototype for Berks, Lancaster, and York by November 2026.	Prototype digital hub and spoke draft	BCEH	Month 25
System Mapping	System Mapping findings and recommendations finalized and presented to stakeholders and YAB members by grants end.	Final report and recommendations document, with documented stakeholder and YAB review.	BCEH	Month 30
YAB Training	YAB Summit	YAB will plan and implement a YAB Summit	Youth Program Coordinator	Activity Completed by Month 30
YAB Training	Leadership Skills Development Training	YAB members identify training topics they are interested in and work with Youth Program Coordinator to secure training. YAB will determine frequency	TBD - YABs will identify partner	Activity Completed by Month 29
YAB Training	Half Day Professional Development Training for Professionals 1 (Berks)	Professionals receive training on best practice for addressing Youth and Young Adult Homelessness	NN4Y	Activity Completed by Month 30
YAB Training	Half Day Professional Development Training for Professionals 2 (Lancaster)	Professionals receive training on best practice for addressing Youth and Young Adult Homelessness	NN4Y	Activity Completed by Month 30
YAB Training	Half Day Professional Development Training for Professionals 3 (York)	Professionals receive training on best practice for addressing Youth and Young Adult Homelessness	NN4Y	Activity Completed by Month 30
YAB Training	YAB Members will attend at least 1 Conference	Youth attendance at retreats and conferences to learn leadership styles and determine what best suits their needs	Youth Program Coordinator, YAB and CoC Leadership	Activity Completed by Month 30
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.	CoC Leadership and Youth Program Coordinator	Activity Completed by Month 30
YAB Training	YAB Members will facilitate team building exercises	Team-building exercises and activities to enhance collaboration, conflict resolution, and team leadership skills	Youth Program Coordinator and YAB Members	Activity Completed by Month 30
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	Youth Action Board and CoC Leadership	Duration 8 Months, Activity completed by month 8.
YAB Development	YAB and CoC Leadership will recruit, select and onboard a Youth Program Coordinator	Consultant hired to begin YAB development and fulfill Youth Program Coordinator role	Youth Action Board and CoC Leadership	Duration 2 Months. Activity completed by month 10.
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	Youth Action Board and CoC Leadership	Duration 13 months. Completed by Month 13.
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	CoC Leadership	Duration 20 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.	Youth Action Board and CoC leadership	Duration 12 Months, Activity Completed by Month 12. Activity will be 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.	Youth Program Coordinator, Consulting assistance, Youth Action Board and CoC Leadership	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	Youth Program Coordinator, Youth Action Board and CoC Leadership	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.	Youth Program Coordinator, Consulting assistance, Youth Action Board and CoC Leadership	Activity Completed by month 16.
YAB Development	Youth Program Coordinator and CoC leadership meet Quarterly	Sustainability plan to ensure the long-term viability of the YAB	Youth Program Coordinator, Youth Action Board and CoC Leadership	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.	Youth Program Coordinator, Consulting assistance, Youth Action Board and CoC Leadership	Duration 16 Months, Activity Completed by month 16.

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.	CoC Leadership	Duration: 20 Months, Activity completed by Month 20.
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	CoC Leadership	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	CoC, Youth Program Coordinator, YHSI Team	Duration 30 Months, Activity will be completed annually