



Lancaster County Transitional Housing Program Grant Request for Proposals Overview and Instructions



INSTRUCTIONS:

This guide describes the Lancaster County Transitional Housing funding opportunity supported by PHARE funds and provides instructions for submitting a Request for Proposals. Applicants must review this guide prior to submission to ensure alignment with the CoC's system priorities.

INTRODUCTION:

The Lancaster County Redevelopment Fund, the nonprofit entity supporting the Lancaster County Homelessness Coalition, has been awarded a grant of \$150,000 to expand transitional housing in Lancaster County. The CoC is opening a local competition for agencies to apply for these funds to quickly initiate new or scale existing transitional housing programs.

This 12-month contract term will commence on April 6, 2026, upon the execution date of the contract for a full year, expiring on April 5, 2027. Funds, contracted through this initiative, are expected to be fully expended within 12 months and will not be extended or renewed. In parallel, the Office for the Homelessness Coalition will actively pursue additional funding to support and expand the program.

APPLICANTS:

Eligible applicants are nonprofit organizations, including faith-based, that are registered as 501(c)3 entities and are in good standing who provide or propose to provide housing or housing-related services in Lancaster County consistent with the purpose of the PHARE program.

For this funding opportunity, good standing means the organization is legally registered and authorized to operate in Pennsylvania, is eligible to receive public funds and not suspended or debarred by any federal, state, or local authority, is in compliance with applicable federal, state, and local laws, and, where, applicable, is current on required reporting and contractual obligations for any prior or current funding administered through LCHRA and the Office for the Homelessness Coalition.

ELIGIBLE PROGRAMS:

Lancaster County's Transitional Housing program is a housing-first initiative focused on quickly moving people off the streets and out of shelters. The program is expected to work directly with households from the time of entry to exit, including assisting the household to secure appropriate housing. Time-limited financial assistance and targeted intentional supportive services will assist people regain and maintain long-term housing. Working alongside case managers, individuals and families set housing sustainability goals, develop a plan that includes connections to mainstream and other resources, increase their income, and take action to achieve success. All programs must operate in compliance with the current [PA-510 Standards and Procedures](#), which sets the baseline requirements for program design, service delivery, documentation, and accountability across the CoC.

FUNDING SOURCE:

The Pennsylvania Housing Affordability and Rehabilitation Enhancement Fund was established by Act 105 of 2010 to provide a mechanism by which certain funds would be used to assist with the creation, rehabilitation and support of affordable housing throughout the Commonwealth. PHARE is designed to support projects, programs or activities in Pennsylvania that lead to stable housing for individuals and families who are currently experiencing homelessness or at risk of becoming homeless.

TIMELINE:

This timeline reflects the best available information at the time of publication. All material changes to key dates will be communicated via the LCHRA website @ [LCHC Funding Opportunities](#).

Item	Date
Transitional Housing Funding Opportunity Opens	February 10th
Request for Proposals Due to Beth Dreyer-DeGoede @ bdegoede@lchra.com	February 27th by 5 PM
Award Announcements	March 26th
Contract Meetings with Grantees	March 30th to April 2nd
Contract Period	April 6, 2026 to April 5, 2027

ANTICIPATED AWARDS:

This funding opportunity has a total allocation of \$145,500 for contracted services. In accordance with the PHARE requirements, Lancaster County Housing & Redevelopment Authorities (LCHRA) retains 3% of the total allocation (\$4,500) for grant administrative costs. The CoC anticipates awarding approximately 1-3 organizations. There is no cash or in-kind match requirement. Funding request should be a minimum of \$40,000 and maximum of \$145,500 per applicant.

POPULATION SERVED:

Individuals or families defined by HUD as category 1 or 4 homeless and located in Lancaster County. This Transitional Housing program provides an opportunity for organizations to collaborate with school districts who are supporting families in transition.

EXPECTATION OF SERVICES TO HOUSEHOLDS:

Transitional housing program expectations include, but are not limited to, the following:

- Provide intensive case management that involves ongoing work with individuals or families to stabilize their housing and overall well-being. Case management includes at least weekly contact with the household to assess needs and actively connect them to mainstream resources. These supports include, as appropriate to the household's needs, SNAP, Medicaid, SSI/SSDI, TANF, employment and workforce development services, and housing- and utility-related assistance.
- Work with landlords and community partners to help households move into safe and sustainable housing.
- Develop and regularly update a Housing Plan with household to ensure permanent housing stability along with financial literacy education.
- Along with supportive service and intensive case management, provide limited rental assistance with the goal of achieving sustainability within six months.
- After housing evaluate all households monthly in their residence, to determine continued program eligibility.
- Enter case notes, program services, and client financial alerts into Empower Lancaster within 72 hours of client contact/service provided.

REQUEST FOR PROPOSALS SUBMISSION:

Request for Proposals are intended to provide reviewers with clear, comparable information describing the proposed program, its intended outcomes and how it aligns within the existing CoC structure to support a fair and consistent review process. Submissions should not exceed five (5) pages and must be submitted to the Office for the Homelessness Coalition.

The Request for Proposals should include the following areas as headings:

1. **Program name and narrative:** Include overall scope of work, demonstrating how households are supported to obtain sustainable housing from time of program enrollment to program exit.
2. **Experience:** Identify if the agency has experience operating housing programs and length of time.

3. **Service Area:** Note the program's geographic service area.
4. **Capacity:** Explain the organization's capacity and experience to quickly launch programs.
5. **Program Budget:** Overall program budget and PHARE funding request. (See below)
6. **Housing units:** Identify if the agency currently has possession of units or likelihood of securing units.
7. **Outcomes:** Explain the expected impact and outcomes, including number of households and individuals anticipated to be served during a 12-month period.

PROGRAM BUDGET:

Please provide a complete budget for this Transitional Housing program utilizing the following headings:

1. Direct Program Delivery Costs

- a. Staff Salary and Fringe Benefits
- b. Detail any additional program delivery costs

2. Operating Costs

- a. Office rent and utilities
- b. Office supplies and program materials
- c. Detail any additional costs for operating

3. Housing-Related Assistance

- a. Furnishings for households/units
- b. Direct rental assistance for units (e.g., application fees, security and first/last rent)
- c. Direct utility costs for units

4. Budget Summary

- a. Total annual program costs
- b. PHARE funds requested
- c. Percentage of program costs covered by PHARE

At least thirty percent (30%) of PHARE funds must be used to assist households below fifty percent (50%) of the Area Median Income, for 2024, as determined by the U.S. Department of Housing and Urban (HUD), for Lancaster County. Applicants must consider this requirement when preparing their budgets and will be required to report on the actual use of funds to demonstrate compliance.

OUTCOMES, EVALUATION AND REPORTING REQUIREMENTS:

The CoC is required to collect data from the awarded agencies and complete a semi-annual progress report and close-out report to comply with the provisions of the PHARE Act. Reports focus on the impact, accomplishments, and overall use of funds until all awarded funds are expended. A final close-out report must be provided to PHFA within 30 days of the final expenditure of PHARE funds. If service providers are not in compliance with current reporting requirements, approval for funding could be impacted before invoices are paid.

In accordance with the Request for Proposal, all grantees, administered locally by LCHRA, are required to complete monitoring and reporting on the outcomes outlined below. The O4C will utilize program data reported to the CoC via Empower Lancaster to fulfil any non-administrative reporting requirements.

- Amount of PHARE funds expended.
- Number of households served/impacted.
- Number of households assisted with incomes below 50% of area median income.
- Amount and percentage of funds used to benefit households below 50% of area median income.
- Household size (of each individual households assisted).
- Household income (tracked for each individual households assisted).
- Amount of funding used to assist each individual household.
- Impact of funds used to address barriers to fair housing for marginalized communities.
 - Number of veteran households assisted.
 - Number of households assisted including a person with a disability.

- Number of Hispanic/Latino households assisted.
- Number of elderly (62+) households.
- Racial demographics of households assisted.

For CoC reporting, all grantees will be measured, at a minimum, by the following System Performance Measures:

- Measure 1: Length of Time Persons Remain Homeless
- Measure 2: Returns to Homelessness
- Measure 4: Employment and Income Growth
- Measure 7: Retention and Successful Exits to Housing Placement

Performance metrics also include the following per CoC Standards and Procedures Manual (July 2025)

- 80% of all exits are to permanent destinations including:
 - Long-term care facility or nursing home
 - Owned by client, no ongoing housing subsidy
 - Owned by client, with ongoing housing subsidy
 - Permanent housing for formerly homeless persons
 - Rental by client, no ongoing housing subsidy
 - Rental by client, with housing subsidy
 - Staying or living with family or friend, permanent tenure
- 80% of all clients will be referred to mainstream benefits and tracked in Empower Lancaster (measured by non-cash benefits and health insurance using the APR report in Empower Lancaster).

Additional measures may be incorporated upon agreement of the parties.

REVIEW & AWARDS:

Proposals will be screened, reviewed, and scored by the Lancaster County Homelessness Coalition's Grants Review Team, which is composed of Steering Committee members, representatives from United Way of Lancaster County, the Lancaster County Redevelopment Board, and the City of Lancaster, and engaged community members, including individuals with lived experience of homelessness.

The Grants Review Team will develop funding recommendations for final approval by the Coalition's Steering Committee.

Thank you for considering this Transitional Housing Opportunity with the Lancaster City and County CoC. Questions regarding this funding opportunity should be directed to Beth Dreyer-DeGoede @ bdegoede@lchra.com.

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