Prince Street Project Request for Proposal Guide - Community Service Provider Partnership Opportunity

OVERVIEW & PURPOSE:

The Lancaster County Homelessness Coalition is supported by the Lancaster County Redevelopment Authority and is seeking partnerships for the Prince Street Project located at 134-136 S. Prince Street, Lancaster, PA 17603. The Coalition's mission is to provide quality, personalized human and housing services for all individuals and families facing or experiencing homelessness, and ensure homelessness is rare, brief, and non-recurring.

The Prince Street Project is a community-based center that will include 32 units of affordable housing, 9 units of transitional housing, and a first-floor resource center designed to connect community members with vital social services. The entire building is ADA accessible. The Project is rooted in a simple but powerful mission: to address housing insecurity by providing real, accessible solutions for people who need them most. The Center is expected to receive occupancy permits at the beginning of October 2027 and begin services.

By way of background, the building is owned by the Lancaster Redevelopment Fund, Inc. and overseen by the Lancaster County Redevelopment Authority. The Lancaster County Homelessness Coalition is issuing this Request for Proposals (RFP) to identify qualified, mission-aligned social service providers interested in operating on-site at the facility. The Center anticipates significant community demand, serving a high volume of individuals and families. The mission of the first-floor center is to welcome neighbors in their time of need and offer support and programming to move from hardship and housing insecurity into a place of hope and transformation.

Selected providers will be offered shared space within the Center to deliver direct services to clients. **This is not a grant opportunity; this is an invitation for collaborative co-location/co-resourcing.** Page two includes a list of services currently being considered. Please note that this list is not all-inclusive and is subject to expansion. For example, we envision Street Outreach staff being onsite for engagement, intake and assessments, counseling services or small group sessions, and training being offered.

This RFP is being released now to allow sufficient time to plan services and furnishings, foster collaboration, and ensure readiness for the October 2027 launch. In the interim, these services will be incorporated into the Project's fundraising portfolio to support the Center's operating funds.

POPULATION SERVED:

This project is open to the whole community, with a focused effort to reach households affected by poverty and housing insecurity.

KEY DATES & SUBMISSION INFORMATION:

Item	Date
Request for Proposals Launch	**Monday, June 15, 2026**
Question & Answer Deadline	**Monday, July 13, 2026 at Noon**
RFP Submission Deadline	**Wednesday, July 15, 2026 by Noon**
Notification of Recipients	**Wednesday, September 30, 2026**
Anticipated Partnership Start	**Monday, November 1, 2026**

We will answer questions regarding the RFP and will provide timely answers on our website. This document will be alive throughout the application period. You will find the Q&A document here.

Submit complete Applications for Request for Proposals to:
Beth Dreyer-DeGoede, Executive Administrative Assistant
Email: bdegoede@lchra.com
Subject line: "RFP – Prince Street Project"

AVAILABLE SPACE & FACILITY DETAILS:
The Center will make the following space available to selected partner providers:

Facility Features	Details
Total Available Office Space	5 shared offices (see list below)
Private Office(s)	Depending on availability (Note: there will be a rental cost)
Shared Training/Conference Rooms	Capacity
Client Waiting Area (101 SF)	Shared lobby area with a receptionist
Technology Access	WIFI, printer/copier, phone, computer stations
Parking	8 shared client spaces in parking lot along Water Street, Prince Street parking, and parking garage within 100 feet from building
Staff Kitchenette (163 SF)	Shared usage by staff of agencies
Anticipated Center Hours	Monday – Friday 8:00am – 5:00pm
Cost to Provider (based on need of provider)	No cost/ reduced price /utility share – describe

Attachment: Please see the attached Center's first-floor plans for services with the shaded portion being dedicated to the workforce development offices and activities.

Office Space Available:
Office 105 (bottom left) – 85 SF
Office 120 (center) – 77 SF
Office 126 (bottom left) – 88 SF
Office 127 (bottom left) – 133 SF
Office 128 (bottom left) – 109 SF

Shared Training/Conference Rooms Available:
Room #112 (Common Use Area) – 920 SF
Room #158 with connecting restrooms (center) – 498 SF

Note: The Center will also offer space for community meetings and events, depending on availability. This RFP does not include the request for these types of meetings.

SERVICE AREAS OF INTEREST:
The Project is particularly interested in providers who can deliver services in one or more of the following areas. Organizations offering services in categories that align with our client population are encouraged to apply.

- ☐ Housing & Homeless Providers
- ☐ Health & Wellness Services
- ☐ Legal Aid Services
- ☐ Behavioral Health & Counseling
- ☐ Substance Use / Recovery Services
- ☐ Employment / Workforce Development
- ☐ Disability Services
- ☐ Homeless Advocacy Board
- ☐ Youth Action Board
- ☐ Life Skill Training
- ☐ Private practitioner
- ☐ Literacy: ESL/SSL/GED
- ☐ Food Access/Nutrition
- ☐ Creative expression
- ☐ Faith based engagement
- ☐ Financial: VITA, financial literacy training
- ☐ CPR/AED training
- ☐ Other:

ELIGIBILITY REQUIREMENTS:
To be considered, organizations must meet all the following minimum requirements:

1. **Legal status**: must be a 501(c)3 nonprofit organization or for-profit organization in good standing with the IRS and Commonwealth of Pennsylvania.
2. **Service Experience:** Minimum of three (3) years of experience delivering the proposed services.
3. **Geographic Coverage**: Must serve clients onsite at 132-136 S. Prince Street, Lancaster City.
4. **Staffing Capacity:** Must have qualified, licensed staff (as applicable) available to deliver on-site services.
5. **Insurance:** Must carry general liberty insurance with a minimum of $1,000,000 per occurrence (certificate required upon acceptance)
6. **Compliance:** Must be current on all federal, state, and local reporting and regulatory requirements.
7. **References:** Selected finalists will be required to submit two (2) professional references from community partners or funders.

PARTNERSHIP EXPECTATIONS:
Organizations selected through this process are expected to:

1. Execute a contract with the Lancaster County Redevelopment Authority prior to beginning service delivery.
2. Designate a primary point of contact for coordination and communication.
3. Participate in quarterly partnership coordination meetings.
4. Maintain all required licenses, certifications, and insurance coverage.
5. Comply with confidentiality standards, as applicable.
6. Provide aggregate, non-PPI client service date to the lead agency on a quarterly basis for reporting purposes.
7. Agree with a collaborative, trauma-informed approach to service delivery consistent with the project's values.

REVIEW & AWARDS:
Proposals will be screened, reviewed, and scored by a community-based work group for the project which is composed of representatives of the Lancaster County Homelessness Coalition, Office for the Homelessness staff, persons with lived expertise, Lancaster County Redevelopment Authority Staff, Lancaster Redevelopment Fund Board, City of Lancaster, and community members.

Lancaster County Homelessness Coalition
Lancaster Redevelopment Fund, Inc.
28 Penn Square, Suite 200
Lancaster PA 17603