Lancaster County Permanent Supportive Housing Request for Proposals Overview and Instructions

Instructions

This guide describes a time limited Permanent Supportive Housing funding opportunity for two CoC Program grants with the information organizations need to prepare and submit proposals. Applicants should review this guide, the application, and the separate budget document carefully.

Funding for these grants is available only through December 31, 2027. Based on the FY2026 CoC Program Competition, LCHRA has not applied to renew these grants beyond that date. During the available funding period, providers are expected to stabilize participants in housing and prepare for how their housing will be sustained when the grants end.

Introduction

Lancaster County Housing and Redevelopment Authorities and the Office for the Homelessness Coalition are seeking qualified organizations to operate all or a portion of two existing Permanent Supportive Housing grants. Combined, the grants allow for 20 scattered-site units for eligible individuals and families experiencing homelessness and living with a disability.

Permanent Supportive Housing combines long-term rental assistance with supportive services to help participants obtain and maintain stable housing. Effective programs require consistent coordination among participants, the service provider, landlords, and health and community service partners.

The selected organization(s) will be responsible for identifying units, establishing landlord relationships, enrolling eligible households through the Coordinated Entry System, and operating the project in accordance with HUD Continuum of Care Program requirements and PA-510 standards.

Funding Opportunity

LCHRA is the recipient of the CoC Program funding grants. Organizations selected through this RFP will be subrecipients of LCHRA, responsible for operating in accordance with CoC Program requirements and the contracted terms.

Each grant is currently configured for 10, scattered-site units, ranging from SROs to two-bedroom units. The minimum application amount is for funding to support five units. Multiple applicants may be awarded funding, with each organization responsible for the units included in its award.

Applicants are not required to use the current mix of unit types. They may propose SRO, one-bedroom, and/or two-bedroom units based on the anticipated needs of the households they will serve and the rental assistance available. The application must identify the number and type of units proposed under each grant.

Funding is available through December 31, 2027. Applicants should develop the proposed program budget accordingly, with no assumption of funding beyond this date.

Applicants

Eligible applicants include nonprofit organizations, including faith-based organizations; units of general-purpose local government; public housing agencies; Indian Tribes and tribally designated housing entities; and other organizations eligible to receive or administer Continuum of Care Program funds under applicable HUD requirements.

For this funding opportunity, good standing means the organization is legally registered and authorized to operate in the Commonwealth of Pennsylvania, is eligible to receive public funds and is 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 the Office for the Homelessness Coalition.

Applicants should have experience operating housing and supportive-service programs. Applicants must also demonstrate the staffing, financial, data, landlord-engagement, and compliance capacity needed to begin program operations within the anticipated contract period.

CoC Membership

The PA-510 Continuum of Care (CoC) is open to organizations and individuals engaged in homeless services and interrelated work across Lancaster County. We encourage those involved in this work to become members and participate in the CoC.

CoC Membership information including how to apply, can be found here: https://lchra.com/our-organizations/homelessness-coalition/our-partners/. Make sure you read the Membership Guide before completing the application.

If your organization is interested in applying for this funding opportunity and has not already applied for CoC membership, please submit a membership application. Membership helps ensure that you receive CoC communications, funding announcements, meeting information, and other benefits and opportunities available to members.

Eligible Households

Households enrolled in the programs must meet the eligibility requirements applicable to the HUD CoC Program grants. Both grants are designated as **DedicatedPLUS Permanent Supportive Housing (PSH)** projects. DedicatedPLUS allows PSH to serve households with a qualifying disability who are experiencing chronic homelessness, as well as certain other households with a history of chronic or extended homelessness.

Under HUD's DedicatedPLUS requirements, eligible households include those who, at the time of program entry:

- Meet HUD's definition of chronically homeless;
- Are residing in transitional housing that is being eliminated and met the applicable definition of chronically homeless when they entered the transitional housing;
- Are residing in a place not meant for human habitation, emergency shelter, or Safe Haven after being unable to maintain a permanent housing placement entered within the previous year, and were chronically homeless before entering that permanent housing;
- Are residing in transitional housing funded through a Joint TH/PH-RRH project and were chronically homeless before entering that project;
- Have resided in a place not meant for human habitation, Safe Haven, or emergency shelter for at least 12 months during the previous three years but do not meet the four-occasion requirement of the chronic homelessness definition, and the individual or head of household has a qualifying disability; or
- Are receiving assistance through a VA-funded homeless assistance program and met one of the DedicatedPLUS eligibility categories when they initially entered the VA homeless assistance system.

Final eligibility must be determined and documented before program enrollment.

Selected providers will be responsible for:

- Enrolling participants through the Lancaster County Continuum of Care Coordinated Entry System and following the current prioritization policy.
- Documenting that the individual or family meets an eligible DedicatedPLUS category and the applicable homelessness requirements immediately before program entry.
- Obtaining acceptable documentation of a qualifying disabling condition for a household member.
- Maintaining all required eligibility documentation in Empower Lancaster and the participant file.

Program Approach

Supportive services should help participants maintain housing and work toward their individual goals. Services must be person-centered and trauma-informed and respect participant choice, safety, privacy, and dignity. As part of this individualized approach, providers should incorporate Moving On and longer-term housing planning into supportive services.

Moving On supports participants who no longer need the level of assistance provided through PSH and can maintain housing with less intensive support or another housing resource. This may include remaining in their current unit with another source of rental assistance or transitioning to another housing option. Planning should begin early and be revisited regularly to identify appropriate longer-term housing resources and address barriers to continued housing stability.

Scope of Work

Housing and Landlord Responsibilities

The selected provider will be responsible for the full scattered-site housing process for the units awarded, including:

- Locating eligible scattered-site units in Lancaster County and developing landlord and property-management relationships.
- Confirming each unit meets HUD's National Standards for the Physical Inspection of Real Estate (NSPIRE) before assistance begins and throughout participation.
- Completing and documenting rent-reasonableness determinations and other required unit approvals.
- Helping participants review and execute leases that comply with CoC Program requirements.
- Calculating participant rent, utility allowances, and rental assistance in accordance with applicable requirements.
- Paying rental assistance directly to the landlord or property manager and maintaining payment documentation.
- Collecting and tracking participant rent as program income and using and reporting it in accordance with grant requirements.
- Supporting landlord communication, tenancy preservation, and housing problem-solving.

Lease and Rent Requirements

- The program participant must be the tenant under a written lease with an initial term of at least one year. The lease must be renewable for a term of at least one month and terminable only for cause.
- The lease may not include program requirements or preconditions that are not included in a standard lease, such as requirements for income, sobriety, or participation in services.

Participant rent must be calculated in accordance with HUD CoC Program requirements and must equal the highest of:

- 30 percent of the household's monthly adjusted income;
- 10 percent of the household's monthly gross income; or
- The portion of the household's welfare assistance, if any, specifically designated for the payment of rent.

Supportive Services

- Offer and document case-management contact with each household at least monthly, including outreach and follow-up when a participant misses or declines a scheduled meeting.
- Develop participant-driven housing stability goals and provide services that strengthen tenancy and independent-living skills.
- Connect participants with health care, behavioral health and substance use treatment, employment and education services, mainstream benefits, health insurance, and other community resources based on participant choice and need.
- Coordinate with landlords and community providers to identify concerns early and prevent avoidable housing loss.
- Support participants in increasing income and maintaining permanent housing without making income growth or service participation a condition of tenancy.

System Participation and Collaboration

- Maintain working knowledge of PA-510 Standards and Procedures, Coordinated Entry procedures, Empower Lancaster requirements, and applicable HUD CoC Program requirements.
- Participate in Lancaster County homelessness-response system meetings and maintain at least 80 percent attendance at required Coalition meetings.
- Coordinate with other awarded PSH providers and community partners to support consistent implementation across the two grants.

Data and Documentation

The selected provider(s) must fully use Empower Lancaster, comply with the applicable code of ethics and privacy requirements, and enter complete and accurate information within 72 hours. Required records include eligibility documentation, referrals, enrollments, housing move-in dates, services, case notes, income and benefit assessments, rent calculations, unit information, annual assessments, and exits.

Victim Service Providers (VSPs) must use a comparable database in place of Empower Lancaster HMIS. The same expectations for timely, complete, and accurate data apply, with documentation and reporting handled in a manner that protects participant confidentiality.

Budget

Applicants must complete and submit the separate FY 2026 CoC Program Budget Workbook with their proposal. Costs must align with the number and type of units proposed and be separated by grant.

Funding is available through December 31, 2027. Applicants should develop their budget based on this funding period and should not assume funding will continue beyond this date.

The proposed budget must support the project design, align with the activities described in the application, and include only eligible costs under 24 CFR Part 578.

PSH Core Collaborative Budget Line Item	Amount
Rental Assistance	$ 138,936.00
Supportive Services	76,042.00
Administration (to be shared between LCHRA and subrecipients)	7,044.00
Total Grant Amount	$ 222,022.00

PSH Expansion Budget Line Item	Amount
Rental Assistance	$ 146,400.00
Supportive Services	83,367.00
Administration (to be shared between LCHRA and subrecipients)	12,004.00
Total Grant Amount	$ 241,771.00

Budget Categories

- Rental Assistance supports eligible rent payments under 24 CFR 578.51. The participant has a lease with the landlord, and the provider pays the eligible balance above the participant rent contribution.
- Supportive Services eligible costs under 24 CFR 578.53 that helps participants obtain and maintain housing. Case management is reimbursed in 15-minute units at $20.50 per unit. This rate covers the organization's direct and indirect costs associated with providing the reimbursed service.

- Administration supports eligible grant-management responsibilities under 24 CFR 578.59. The amount available will be determined based on the number of subrecipients selected and the portion of each grant awarded to each subrecipient.

Invoicing and Program Income

Invoices are due by the 10th of each month and must be supported by Empower Lancaster (EL) service reports and documentation of expenditures. All program related expenses must be for eligible CoC Program funding as per 24 CFR Part 578. Organizations new to EL will receive training before program implementation.

Participant rent collected by the provider is considered program income and must be documented and tracked separately for each grant.

Match

There is a stipulation in the grant that the program has a 25% match. Match represents non-federal resources that directly support eligible program costs under 24 CFR § 578, demonstrate local investment in the work, and are incurred during the applicable grant period of performance. Match may include cash contributions or eligible in-kind services that are necessary to operate the program and align with funding requirements.

If an agency applying to this RFP can contribute a cash or in-kind match, please indicate the amount and source(s) in the budget workbook. Match must be verifiable, allowable, and consistent with federal and local requirements. An agency's ability or inability to provide match will not be considered in the scoring or selection process.

RFP Timeline

Material changes will be communicated to all applicants through the same process used to distribute this RFP.

RFP Activity	Date
RFP Released	October 7, 2026
Open Office Hour	October 13, 2026 @ 1:00-2:30 PM
Proposals Due by Email	October 19, 2026 @ 5:00 PM
Proposal Review and Funding Recommendations	October 20 - 23
Award Announcements	October 29, 2026
Anticipated Contract Period	November 9, 2026 - December 31, 2027

Application and Submission Process

Applicants must submit the completed application, PSH RFP Project Budget Workbook, and all required supporting documentation by email to Beth DeGoede at bdegoede@lchra.com by the deadline listed. Late or incomplete proposals may not be reviewed.

Questions about the RFP or submission process must also be sent to Beth DeGoede. Substantive questions and responses may be compiled and shared with all prospective applicants to ensure equal access to information.

An organization may submit one proposal covering either or both grants. Each proposal must request at least five units and clearly identify:

- The grant or grants included in the proposal
- The number and types of units requested under each grant
- The plan for engaging landlords and securing units
- The implementation activities and milestones planned for the first 30, 60, 90, and 120 days
- The proposed budget
- The organization's proposed staffing and service-delivery approach

Application Review and Awards

Applications will be screened, reviewed and scored by the Lancaster County Homelessness Coalition's Funding Committee Grants Review Team. Review will consider the written proposal, required documentation, budget, and applicant responses to clarification questions.

The Grants Review Team is composed of members of the Lancaster County Homelessness Coalition's Steering Committee, representatives from United Way of Lancaster County, the Lancaster County Redevelopment Board, and the City of Lancaster, as well as engaged community members from across Lancaster County, including individuals with lived experience of homelessness. The Grants Review Team will develop funding recommendations for final approval by the Coalition's Governance Board.

The review will consider the following core areas:

Housing and Landlord Capacity: The organization's plan and demonstrated ability to locate scattered-site units, engage landlords, complete required unit inspections, and administer rental assistance.

Supportive Services and Measurable Impact: The quality of the case-management approach and how the project will support housing retention, income growth, and participant stability.

Collaboration and Resource Coordination: The strength of formal and informal partnerships and the approach to connecting participants with health, behavioral health, employment, benefits, and other community resources.

Organizational Capacity and Compliance: The organization's staffing, financial oversight, grant-management experience, and ability to meet contractual and system responsibilities.

Budget Reasonableness: Whether the budget is complete, adequately supported, and reasonable to the proposed units and services.

Reference Materials

Applicants should consult the current PA-510 Standards and Procedures, Coordinated Entry Policies and Procedures, HMIS Policies and Procedures, and HUD CoC Program resources when preparing their proposal. The selected provider(s) must comply with the versions in effect during the contract period.

Questions

Questions regarding this RFP should be submitted to:

Marjorie Shaffer
mshaffer@lchra.com

Thank you for considering this partnership opportunity with Lancaster City and County CoC.

Office for the Lancaster County Homelessness Coalition
Lancaster County Housing and Redevelopment Authorities
28 Penn Square, Suite 200
Lancaster, PA 17603

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Scope of Work

Housing and Landlord Responsibilities

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System Participation and Collaboration

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Marjorie Shaffer
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Lancaster County Housing and Redevelopment Authorities
28 Penn Square, Suite 200
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CoC Membership information including how to apply, can be found here: https://lchra.com/our-organizations/homelessness-coalition/our-partners/. Make sure you read the Membership Guide before completing the application.

If your organization is interested in applying for this funding opportunity and has not already applied for CoC membership, please submit a membership application. Membership helps ensure that you receive CoC communications, funding announcements, meeting information, and other benefits and opportunities available to members.

Eligible Households

Households enrolled in the programs must meet the eligibility requirements applicable to the HUD CoC Program grants. Both grants are designated as **DedicatedPLUS Permanent Supportive Housing (PSH)** projects. DedicatedPLUS allows PSH to serve households with a qualifying disability who are experiencing chronic homelessness, as well as certain other households with a history of chronic or extended homelessness.

Under HUD's DedicatedPLUS requirements, eligible households include those who, at the time of program entry:

- Meet HUD's definition of chronically homeless;
- Are residing in transitional housing that is being eliminated and met the applicable definition of chronically homeless when they entered the transitional housing;
- Are residing in a place not meant for human habitation, emergency shelter, or Safe Haven after being unable to maintain a permanent housing placement entered within the previous year, and were chronically homeless before entering that permanent housing;
- Are residing in transitional housing funded through a Joint TH/PH-RRH project and were chronically homeless before entering that project;
- Have resided in a place not meant for human habitation, Safe Haven, or emergency shelter for at least 12 months during the previous three years but do not meet the four-occasion requirement of the chronic homelessness definition, and the individual or head of household has a qualifying disability; or
- Are receiving assistance through a VA-funded homeless assistance program and met one of the DedicatedPLUS eligibility categories when they initially entered the VA homeless assistance system.

Final eligibility must be determined and documented before program enrollment.

Selected providers will be responsible for:

- Enrolling participants through the Lancaster County Continuum of Care Coordinated Entry System and following the current prioritization policy.
- Documenting that the individual or family meets an eligible DedicatedPLUS category and the applicable homelessness requirements immediately before program entry.
- Obtaining acceptable documentation of a qualifying disabling condition for a household member.
- Maintaining all required eligibility documentation in Empower Lancaster and the participant file.

Program Approach

Supportive services should help participants maintain housing and work toward their individual goals. Services must be person-centered and trauma-informed and respect participant choice, safety, privacy, and dignity. As part of this individualized approach, providers should incorporate Moving On and longer-term housing planning into supportive services.

Moving On supports participants who no longer need the level of assistance provided through PSH and can maintain housing with less intensive support or another housing resource. This may include remaining in their current unit with another source of rental assistance or transitioning to another housing option. Planning should begin early and be revisited regularly to identify appropriate longer-term housing resources and address barriers to continued housing stability.

Scope of Work

Housing and Landlord Responsibilities

The selected provider will be responsible for the full scattered-site housing process for the units awarded, including:

- Locating eligible scattered-site units in Lancaster County and developing landlord and property-management relationships.
- Confirming each unit meets HUD's National Standards for the Physical Inspection of Real Estate (NSPIRE) before assistance begins and throughout participation.
- Completing and documenting rent-reasonableness determinations and other required unit approvals.
- Helping participants review and execute leases that comply with CoC Program requirements.
- Calculating participant rent, utility allowances, and rental assistance in accordance with applicable requirements.
- Paying rental assistance directly to the landlord or property manager and maintaining payment documentation.
- Collecting and tracking participant rent as program income and using and reporting it in accordance with grant requirements.
- Supporting landlord communication, tenancy preservation, and housing problem-solving.

Lease and Rent Requirements

- The program participant must be the tenant under a written lease with an initial term of at least one year. The lease must be renewable for a term of at least one month and terminable only for cause.
- The lease may not include program requirements or preconditions that are not included in a standard lease, such as requirements for income, sobriety, or participation in services.

Participant rent must be calculated in accordance with HUD CoC Program requirements and must equal the highest of:

- 30 percent of the household's monthly adjusted income;
- 10 percent of the household's monthly gross income; or
- The portion of the household's welfare assistance, if any, specifically designated for the payment of rent.

Supportive Services

- Offer and document case-management contact with each household at least monthly, including outreach and follow-up when a participant misses or declines a scheduled meeting.
- Develop participant-driven housing stability goals and provide services that strengthen tenancy and independent-living skills.
- Connect participants with health care, behavioral health and substance use treatment, employment and education services, mainstream benefits, health insurance, and other community resources based on participant choice and need.
- Coordinate with landlords and community providers to identify concerns early and prevent avoidable housing loss.
- Support participants in increasing income and maintaining permanent housing without making income growth or service participation a condition of tenancy.

System Participation and Collaboration

- Maintain working knowledge of PA-510 Standards and Procedures, Coordinated Entry procedures, Empower Lancaster requirements, and applicable HUD CoC Program requirements.
- Participate in Lancaster County homelessness-response system meetings and maintain at least 80 percent attendance at required Coalition meetings.
- Coordinate with other awarded PSH providers and community partners to support consistent implementation across the two grants.

Data and Documentation

The selected provider(s) must fully use Empower Lancaster, comply with the applicable code of ethics and privacy requirements, and enter complete and accurate information within 72 hours. Required records include eligibility documentation, referrals, enrollments, housing move-in dates, services, case notes, income and benefit assessments, rent calculations, unit information, annual assessments, and exits.

Victim Service Providers (VSPs) must use a comparable database in place of Empower Lancaster HMIS. The same expectations for timely, complete, and accurate data apply, with documentation and reporting handled in a manner that protects participant confidentiality.

Budget

Applicants must complete and submit the separate FY 2026 CoC Program Budget Workbook with their proposal. Costs must align with the number and type of units proposed and be separated by grant.

Funding is available through December 31, 2027. Applicants should develop their budget based on this funding period and should not assume funding will continue beyond this date.

The proposed budget must support the project design, align with the activities described in the application, and include only eligible costs under 24 CFR Part 578.

PSH Core Collaborative Budget Line Item	Amount
Rental Assistance	$ 138,936.00
Supportive Services	76,042.00
Administration (to be shared between LCHRA and subrecipients)	7,044.00
Total Grant Amount	$ 222,022.00

PSH Expansion Budget Line Item	Amount
Rental Assistance	$ 146,400.00
Supportive Services	83,367.00
Administration (to be shared between LCHRA and subrecipients)	12,004.00
Total Grant Amount	$ 241,771.00

Budget Categories

- Rental Assistance supports eligible rent payments under 24 CFR 578.51. The participant has a lease with the landlord, and the provider pays the eligible balance above the participant rent contribution.
- Supportive Services eligible costs under 24 CFR 578.53 that helps participants obtain and maintain housing. Case management is reimbursed in 15-minute units at $20.50 per unit. This rate covers the organization's direct and indirect costs associated with providing the reimbursed service.

- Administration supports eligible grant-management responsibilities under 24 CFR 578.59. The amount available will be determined based on the number of subrecipients selected and the portion of each grant awarded to each subrecipient.

Invoicing and Program Income

Invoices are due by the 10th of each month and must be supported by Empower Lancaster (EL) service reports and documentation of expenditures. All program related expenses must be for eligible CoC Program funding as per 24 CFR Part 578. Organizations new to EL will receive training before program implementation.

Participant rent collected by the provider is considered program income and must be documented and tracked separately for each grant.

Match

There is a stipulation in the grant that the program has a 25% match. Match represents non-federal resources that directly support eligible program costs under 24 CFR § 578, demonstrate local investment in the work, and are incurred during the applicable grant period of performance. Match may include cash contributions or eligible in-kind services that are necessary to operate the program and align with funding requirements.

If an agency applying to this RFP can contribute a cash or in-kind match, please indicate the amount and source(s) in the budget workbook. Match must be verifiable, allowable, and consistent with federal and local requirements. An agency's ability or inability to provide match will not be considered in the scoring or selection process.

RFP Timeline

Material changes will be communicated to all applicants through the same process used to distribute this RFP.

RFP Activity	Date
RFP Released	October 7, 2026
Open Office Hour	October 13, 2026 @ 1:00-2:30 PM
Proposals Due by Email	October 19, 2026 @ 5:00 PM
Proposal Review and Funding Recommendations	October 20 - 23
Award Announcements	October 29, 2026
Anticipated Contract Period	November 9, 2026 - December 31, 2027

Application and Submission Process

Applicants must submit the completed application, PSH RFP Project Budget Workbook, and all required supporting documentation by email to Beth DeGoede at bdegoede@lchra.com by the deadline listed. Late or incomplete proposals may not be reviewed.

Questions about the RFP or submission process must also be sent to Beth DeGoede. Substantive questions and responses may be compiled and shared with all prospective applicants to ensure equal access to information.

An organization may submit one proposal covering either or both grants. Each proposal must request at least five units and clearly identify:

- The grant or grants included in the proposal
- The number and types of units requested under each grant
- The plan for engaging landlords and securing units
- The implementation activities and milestones planned for the first 30, 60, 90, and 120 days
- The proposed budget
- The organization's proposed staffing and service-delivery approach

Application Review and Awards

Applications will be screened, reviewed and scored by the Lancaster County Homelessness Coalition's Funding Committee Grants Review Team. Review will consider the written proposal, required documentation, budget, and applicant responses to clarification questions.

The Grants Review Team is composed of members of the Lancaster County Homelessness Coalition's Steering Committee, representatives from United Way of Lancaster County, the Lancaster County Redevelopment Board, and the City of Lancaster, as well as engaged community members from across Lancaster County, including individuals with lived experience of homelessness. The Grants Review Team will develop funding recommendations for final approval by the Coalition's Governance Board.

The review will consider the following core areas:

Housing and Landlord Capacity: The organization's plan and demonstrated ability to locate scattered-site units, engage landlords, complete required unit inspections, and administer rental assistance.

Supportive Services and Measurable Impact: The quality of the case-management approach and how the project will support housing retention, income growth, and participant stability.

Collaboration and Resource Coordination: The strength of formal and informal partnerships and the approach to connecting participants with health, behavioral health, employment, benefits, and other community resources.

Organizational Capacity and Compliance: The organization's staffing, financial oversight, grant-management experience, and ability to meet contractual and system responsibilities.

Budget Reasonableness: Whether the budget is complete, adequately supported, and reasonable to the proposed units and services.

Reference Materials

Applicants should consult the current PA-510 Standards and Procedures, Coordinated Entry Policies and Procedures, HMIS Policies and Procedures, and HUD CoC Program resources when preparing their proposal. The selected provider(s) must comply with the versions in effect during the contract period.

Questions

Questions regarding this RFP should be submitted to:

Marjorie Shaffer
mshaffer@lchra.com

Thank you for considering this partnership opportunity with Lancaster City and County CoC.

Office for the Lancaster County Homelessness Coalition
Lancaster County Housing and Redevelopment Authorities
28 Penn Square, Suite 200
Lancaster, PA 17603

Lancaster County Permanent Supportive Housing Request for Proposals Overview and Instructions

Instructions

This guide describes a time limited Permanent Supportive Housing funding opportunity for two CoC Program grants with the information organizations need to prepare and submit proposals. Applicants should review this guide, the application, and the separate budget document carefully.

Funding for these grants is available only through December 31, 2027. Based on the FY2026 CoC Program Competition, LCHRA has not applied to renew these grants beyond that date. During the available funding period, providers are expected to stabilize participants in housing and prepare for how their housing will be sustained when the grants end.

Introduction

Lancaster County Housing and Redevelopment Authorities and the Office for the Homelessness Coalition are seeking qualified organizations to operate all or a portion of two existing Permanent Supportive Housing grants. Combined, the grants allow for 20 scattered-site units for eligible individuals and families experiencing homelessness and living with a disability.

Permanent Supportive Housing combines long-term rental assistance with supportive services to help participants obtain and maintain stable housing. Effective programs require consistent coordination among participants, the service provider, landlords, and health and community service partners.

The selected organization(s) will be responsible for identifying units, establishing landlord relationships, enrolling eligible households through the Coordinated Entry System, and operating the project in accordance with HUD Continuum of Care Program requirements and PA-510 standards.

Funding Opportunity

LCHRA is the recipient of the CoC Program funding grants. Organizations selected through this RFP will be subrecipients of LCHRA, responsible for operating in accordance with CoC Program requirements and the contracted terms.

Each grant is currently configured for 10, scattered-site units, ranging from SROs to two-bedroom units. The minimum application amount is for funding to support five units. Multiple applicants may be awarded funding, with each organization responsible for the units included in its award.

Applicants are not required to use the current mix of unit types. They may propose SRO, one-bedroom, and/or two-bedroom units based on the anticipated needs of the households they will serve and the rental assistance available. The application must identify the number and type of units proposed under each grant.

Funding is available through December 31, 2027. Applicants should develop the proposed program budget accordingly, with no assumption of funding beyond this date.

Applicants

Eligible applicants include nonprofit organizations, including faith-based organizations; units of general-purpose local government; public housing agencies; Indian Tribes and tribally designated housing entities; and other organizations eligible to receive or administer Continuum of Care Program funds under applicable HUD requirements.

For this funding opportunity, good standing means the organization is legally registered and authorized to operate in the Commonwealth of Pennsylvania, is eligible to receive public funds and is 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 the Office for the Homelessness Coalition.

Applicants should have experience operating housing and supportive-service programs. Applicants must also demonstrate the staffing, financial, data, landlord-engagement, and compliance capacity needed to begin program operations within the anticipated contract period.

CoC Membership

The PA-510 Continuum of Care (CoC) is open to organizations and individuals engaged in homeless services and interrelated work across Lancaster County. We encourage those involved in this work to become members and participate in the CoC.

CoC Membership information including how to apply, can be found here: https://lchra.com/our-organizations/homelessness-coalition/our-partners/. Make sure you read the Membership Guide before completing the application.

If your organization is interested in applying for this funding opportunity and has not already applied for CoC membership, please submit a membership application. Membership helps ensure that you receive CoC communications, funding announcements, meeting information, and other benefits and opportunities available to members.

Eligible Households

Households enrolled in the programs must meet the eligibility requirements applicable to the HUD CoC Program grants. Both grants are designated as **DedicatedPLUS Permanent Supportive Housing (PSH)** projects. DedicatedPLUS allows PSH to serve households with a qualifying disability who are experiencing chronic homelessness, as well as certain other households with a history of chronic or extended homelessness.

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- Meet HUD's definition of chronically homeless;
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- Are residing in a place not meant for human habitation, emergency shelter, or Safe Haven after being unable to maintain a permanent housing placement entered within the previous year, and were chronically homeless before entering that permanent housing;
- Are residing in transitional housing funded through a Joint TH/PH-RRH project and were chronically homeless before entering that project;
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- Are receiving assistance through a VA-funded homeless assistance program and met one of the DedicatedPLUS eligibility categories when they initially entered the VA homeless assistance system.

Final eligibility must be determined and documented before program enrollment.

Selected providers will be responsible for:

- Enrolling participants through the Lancaster County Continuum of Care Coordinated Entry System and following the current prioritization policy.
- Documenting that the individual or family meets an eligible DedicatedPLUS category and the applicable homelessness requirements immediately before program entry.
- Obtaining acceptable documentation of a qualifying disabling condition for a household member.
- Maintaining all required eligibility documentation in Empower Lancaster and the participant file.

Program Approach

Supportive services should help participants maintain housing and work toward their individual goals. Services must be person-centered and trauma-informed and respect participant choice, safety, privacy, and dignity. As part of this individualized approach, providers should incorporate Moving On and longer-term housing planning into supportive services.

Moving On supports participants who no longer need the level of assistance provided through PSH and can maintain housing with less intensive support or another housing resource. This may include remaining in their current unit with another source of rental assistance or transitioning to another housing option. Planning should begin early and be revisited regularly to identify appropriate longer-term housing resources and address barriers to continued housing stability.

Scope of Work

Housing and Landlord Responsibilities

The selected provider will be responsible for the full scattered-site housing process for the units awarded, including:

- Locating eligible scattered-site units in Lancaster County and developing landlord and property-management relationships.
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System Participation and Collaboration

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- Coordinate with other awarded PSH providers and community partners to support consistent implementation across the two grants.

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Budget Reasonableness: Whether the budget is complete, adequately supported, and reasonable to the proposed units and services.

Reference Materials

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Questions

Questions regarding this RFP should be submitted to:

Marjorie Shaffer
mshaffer@lchra.com

Thank you for considering this partnership opportunity with Lancaster City and County CoC.

Office for the Lancaster County Homelessness Coalition
Lancaster County Housing and Redevelopment Authorities
28 Penn Square, Suite 200
Lancaster, PA 17603

Lancaster County Permanent Supportive Housing Request for Proposals Overview and Instructions

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The selected organization(s) will be responsible for identifying units, establishing landlord relationships, enrolling eligible households through the Coordinated Entry System, and operating the project in accordance with HUD Continuum of Care Program requirements and PA-510 standards.

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- Are residing in transitional housing that is being eliminated and met the applicable definition of chronically homeless when they entered the transitional housing;
- Are residing in a place not meant for human habitation, emergency shelter, or Safe Haven after being unable to maintain a permanent housing placement entered within the previous year, and were chronically homeless before entering that permanent housing;
- Are residing in transitional housing funded through a Joint TH/PH-RRH project and were chronically homeless before entering that project;
- Have resided in a place not meant for human habitation, Safe Haven, or emergency shelter for at least 12 months during the previous three years but do not meet the four-occasion requirement of the chronic homelessness definition, and the individual or head of household has a qualifying disability; or
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Final eligibility must be determined and documented before program enrollment.

Selected providers will be responsible for:

- Enrolling participants through the Lancaster County Continuum of Care Coordinated Entry System and following the current prioritization policy.
- Documenting that the individual or family meets an eligible DedicatedPLUS category and the applicable homelessness requirements immediately before program entry.
- Obtaining acceptable documentation of a qualifying disabling condition for a household member.
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Program Approach

Supportive services should help participants maintain housing and work toward their individual goals. Services must be person-centered and trauma-informed and respect participant choice, safety, privacy, and dignity. As part of this individualized approach, providers should incorporate Moving On and longer-term housing planning into supportive services.

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Scope of Work

Housing and Landlord Responsibilities

The selected provider will be responsible for the full scattered-site housing process for the units awarded, including:

- Locating eligible scattered-site units in Lancaster County and developing landlord and property-management relationships.
- Confirming each unit meets HUD's National Standards for the Physical Inspection of Real Estate (NSPIRE) before assistance begins and throughout participation.
- Completing and documenting rent-reasonableness determinations and other required unit approvals.
- Helping participants review and execute leases that comply with CoC Program requirements.
- Calculating participant rent, utility allowances, and rental assistance in accordance with applicable requirements.
- Paying rental assistance directly to the landlord or property manager and maintaining payment documentation.
- Collecting and tracking participant rent as program income and using and reporting it in accordance with grant requirements.
- Supporting landlord communication, tenancy preservation, and housing problem-solving.

Lease and Rent Requirements

- The program participant must be the tenant under a written lease with an initial term of at least one year. The lease must be renewable for a term of at least one month and terminable only for cause.
- The lease may not include program requirements or preconditions that are not included in a standard lease, such as requirements for income, sobriety, or participation in services.

Participant rent must be calculated in accordance with HUD CoC Program requirements and must equal the highest of:

- 30 percent of the household's monthly adjusted income;
- 10 percent of the household's monthly gross income; or
- The portion of the household's welfare assistance, if any, specifically designated for the payment of rent.

Supportive Services

- Offer and document case-management contact with each household at least monthly, including outreach and follow-up when a participant misses or declines a scheduled meeting.
- Develop participant-driven housing stability goals and provide services that strengthen tenancy and independent-living skills.
- Connect participants with health care, behavioral health and substance use treatment, employment and education services, mainstream benefits, health insurance, and other community resources based on participant choice and need.
- Coordinate with landlords and community providers to identify concerns early and prevent avoidable housing loss.
- Support participants in increasing income and maintaining permanent housing without making income growth or service participation a condition of tenancy.

System Participation and Collaboration

- Maintain working knowledge of PA-510 Standards and Procedures, Coordinated Entry procedures, Empower Lancaster requirements, and applicable HUD CoC Program requirements.
- Participate in Lancaster County homelessness-response system meetings and maintain at least 80 percent attendance at required Coalition meetings.
- Coordinate with other awarded PSH providers and community partners to support consistent implementation across the two grants.

Data and Documentation

The selected provider(s) must fully use Empower Lancaster, comply with the applicable code of ethics and privacy requirements, and enter complete and accurate information within 72 hours. Required records include eligibility documentation, referrals, enrollments, housing move-in dates, services, case notes, income and benefit assessments, rent calculations, unit information, annual assessments, and exits.

Victim Service Providers (VSPs) must use a comparable database in place of Empower Lancaster HMIS. The same expectations for timely, complete, and accurate data apply, with documentation and reporting handled in a manner that protects participant confidentiality.

Budget

Applicants must complete and submit the separate FY 2026 CoC Program Budget Workbook with their proposal. Costs must align with the number and type of units proposed and be separated by grant.

Funding is available through December 31, 2027. Applicants should develop their budget based on this funding period and should not assume funding will continue beyond this date.

The proposed budget must support the project design, align with the activities described in the application, and include only eligible costs under 24 CFR Part 578.

PSH Core Collaborative Budget Line Item	Amount
Rental Assistance	$ 138,936.00
Supportive Services	76,042.00
Administration (to be shared between LCHRA and subrecipients)	7,044.00
Total Grant Amount	$ 222,022.00

PSH Expansion Budget Line Item	Amount
Rental Assistance	$ 146,400.00
Supportive Services	83,367.00
Administration (to be shared between LCHRA and subrecipients)	12,004.00
Total Grant Amount	$ 241,771.00

Budget Categories

- Rental Assistance supports eligible rent payments under 24 CFR 578.51. The participant has a lease with the landlord, and the provider pays the eligible balance above the participant rent contribution.
- Supportive Services eligible costs under 24 CFR 578.53 that helps participants obtain and maintain housing. Case management is reimbursed in 15-minute units at $20.50 per unit. This rate covers the organization's direct and indirect costs associated with providing the reimbursed service.

- Administration supports eligible grant-management responsibilities under 24 CFR 578.59. The amount available will be determined based on the number of subrecipients selected and the portion of each grant awarded to each subrecipient.

Invoicing and Program Income

Invoices are due by the 10th of each month and must be supported by Empower Lancaster (EL) service reports and documentation of expenditures. All program related expenses must be for eligible CoC Program funding as per 24 CFR Part 578. Organizations new to EL will receive training before program implementation.

Participant rent collected by the provider is considered program income and must be documented and tracked separately for each grant.

Match

There is a stipulation in the grant that the program has a 25% match. Match represents non-federal resources that directly support eligible program costs under 24 CFR § 578, demonstrate local investment in the work, and are incurred during the applicable grant period of performance. Match may include cash contributions or eligible in-kind services that are necessary to operate the program and align with funding requirements.

If an agency applying to this RFP can contribute a cash or in-kind match, please indicate the amount and source(s) in the budget workbook. Match must be verifiable, allowable, and consistent with federal and local requirements. An agency's ability or inability to provide match will not be considered in the scoring or selection process.

RFP Timeline

Material changes will be communicated to all applicants through the same process used to distribute this RFP.

RFP Activity	Date
RFP Released	October 7, 2026
Open Office Hour	October 13, 2026 @ 1:00-2:30 PM
Proposals Due by Email	October 19, 2026 @ 5:00 PM
Proposal Review and Funding Recommendations	October 20 - 23
Award Announcements	October 29, 2026
Anticipated Contract Period	November 9, 2026 - December 31, 2027

Application and Submission Process

Applicants must submit the completed application, PSH RFP Project Budget Workbook, and all required supporting documentation by email to Beth DeGoede at bdegoede@lchra.com by the deadline listed. Late or incomplete proposals may not be reviewed.

Questions about the RFP or submission process must also be sent to Beth DeGoede. Substantive questions and responses may be compiled and shared with all prospective applicants to ensure equal access to information.

An organization may submit one proposal covering either or both grants. Each proposal must request at least five units and clearly identify:

- The grant or grants included in the proposal
- The number and types of units requested under each grant
- The plan for engaging landlords and securing units
- The implementation activities and milestones planned for the first 30, 60, 90, and 120 days
- The proposed budget
- The organization's proposed staffing and service-delivery approach

Application Review and Awards

Applications will be screened, reviewed and scored by the Lancaster County Homelessness Coalition's Funding Committee Grants Review Team. Review will consider the written proposal, required documentation, budget, and applicant responses to clarification questions.

The Grants Review Team is composed of members of the Lancaster County Homelessness Coalition's Steering Committee, representatives from United Way of Lancaster County, the Lancaster County Redevelopment Board, and the City of Lancaster, as well as engaged community members from across Lancaster County, including individuals with lived experience of homelessness. The Grants Review Team will develop funding recommendations for final approval by the Coalition's Governance Board.

The review will consider the following core areas:

Housing and Landlord Capacity: The organization's plan and demonstrated ability to locate scattered-site units, engage landlords, complete required unit inspections, and administer rental assistance.

Supportive Services and Measurable Impact: The quality of the case-management approach and how the project will support housing retention, income growth, and participant stability.

Collaboration and Resource Coordination: The strength of formal and informal partnerships and the approach to connecting participants with health, behavioral health, employment, benefits, and other community resources.

Organizational Capacity and Compliance: The organization's staffing, financial oversight, grant-management experience, and ability to meet contractual and system responsibilities.

Budget Reasonableness: Whether the budget is complete, adequately supported, and reasonable to the proposed units and services.

Reference Materials

Applicants should consult the current PA-510 Standards and Procedures, Coordinated Entry Policies and Procedures, HMIS Policies and Procedures, and HUD CoC Program resources when preparing their proposal. The selected provider(s) must comply with the versions in effect during the contract period.

Questions

Questions regarding this RFP should be submitted to:

Marjorie Shaffer
mshaffer@lchra.com

Thank you for considering this partnership opportunity with Lancaster City and County CoC.

Office for the Lancaster County Homelessness Coalition
Lancaster County Housing and Redevelopment Authorities
28 Penn Square, Suite 200
Lancaster, PA 17603