

Request for Proposals

#26-02

The Community Development Program

Of Beaver County

FY 2026-2027 Program Year

Services for the Homeless under the
Pennsylvania Department of Public Welfare

HOMELESS ASSISTANCE PROGRAM

GENERAL CONDITIONS

I. Submission of Proposals

The Community Services Program of Beaver County, through the Community Development Program (CDP) of Beaver County has invited qualified providers of homeless services to submit applications for funding through the Pennsylvania Department of Public Welfare's Homeless Assistance Program under Act 153.

The objective of this RFP is to solicit providers of homeless services.

This Request for Proposal (RFP) contains the most definitive statement of the purpose, scope of work and conditions that CDP is able to provide. It includes all the information necessary for agencies to submit a proposal. It also indicates how points will be awarded in the selection process. Available points total 100 points.

All offerors are required to submit an original and one (1) copy of their proposal(s) to Holly Santa, Homeless Program Coordinator, Community Development Program of Beaver County, 1013 Eighth Avenue, Beaver Falls, PA 15010 by **4:00 P.M.**, prevailing time **Thursday, March 31, 2026. Do not bind or staple the proposal.**

II. Project Description (10 points)

The applicant must provide a detailed description of the existing, planned and eligible homeless services provided by the agency. This description should demonstrate the agency's capacity to carry out the proposed activity. The description shall include relevant experience of agency and **TOTAL** annual agency budget for all current services provided.

III. Category of Funding (5 points)

The provider will work within the framework established by the Homeless Assistance Program guidelines. A copy of the guidelines may be obtained from the CDP office.

Proposals will be considered based on the need for one or more of the four main categories of eligible activities:

1. Case Management
2. Rental Assistance
3. Innovative Supportive Services
4. Emergency Shelter

IV. Scope of Services (70 points – specific number of points indicated for each requirement)

1. Project description including how the proposed activity will address unmet needs of the homeless community as reflected on the 2025-28 CoC Strategic Planning Tool. It should also address the activity's compliance with all applicable statutory requirements. **(12 pts)**
2. Detailed scope of service including projected number of clients to be served, client eligibility, intake procedures, how clients will easily access the services etc. **(12 pts)**

3. If applying for shelter operations in a physical shelter, evidence of site control of the shelter and assurances that the shelter will operate in accordance with applicable municipal ordinances and that it meets the habitability requirements found at 24 CFR 576.403 must be provided in the RFP response materials. If the shelter facility is not owned by the applicant, the applicant must include a Memorandum of Agreement between the applicant and the owner that includes rental structure and, at the very least, assurances that it meets the aforementioned requirements. **(12 pts)**
4. Evidence of agency designation as a 501 C-3, non-profit **(11 pts)**
5. Timeliness Chart of Expenditures. Selected offerors will have 1 year to fully expend all funds awarded to them. **(11 pts)**
6. Outcomes. Describe the expected, measurable outcomes and the method used for tracking these outcomes. **(12 pts)**

V. Project Budget (10 points)

Provide a details Project Budget with details such as hourly rates, number of hours, average costs per client etc. Cost effectiveness should be demonstrated. In preparing this budget, the provider must consider that the combined total available for the entire program, is approximately **\$148,056.**

VI. Non-Discrimination (5points)

The proposer must ensure that the employees and applicants for employment are not discriminated against because of their race, color, religion, sex, national origin, disability or familial status.

VII. Selection Process

The County will evaluate each written proposal and assign points to each segment or factor of the proposal in accordance with the points indicated above.

Proposals shall be reviewed and scored by the Staff of the Community Development Program of Beaver County and the Continuum of Care Coordinator. Following the review, a recommendation will be made to the Board of County Commissioners who will make the official selection. Interviews may be requested and/or additional clarifying questions may be asked.

VIII. Other

The County reserves the right to reject any or all proposals, to waive any formality and to amend this RFP whenever such rejection, waiver or amendment is in the best interest of the County.