

Allegheny County Department of Human Services Q&A for RFP for Employment Services for Adults Enrolled in Allegheny County Continuum of Care (CoC) Housing Projects

Thursday, June 4, 2026

1. What is the name of the organization(s) currently delivering these services?

ACDHS does not currently contract with any organizations to provide these services. If any Successful Proposer(s) is approved by HUD, this procurement would establish new contracted services, rather than renewing or expanding existing services.

2. What are the current funding levels?

There is no current funding level for these services because ACDHS does not currently contract with any organizations to provide them. Successful Proposal(s) will be included in the CoC's annual application to HUD for CoC Bonus Funds.

3. What are the current participant volumes?

There are no current participant volumes. This RFP is to solicit a new project(s). Information about target populations, referrals, and estimated demand can be found in Section 2 (What We Are Looking For), Part A (Target Population and Referrals).

4. Can you please provide any performance expectations, known program priorities, challenges, or areas of emphasis not mentioned in the RFP documents?

The RFP contains the performance expectations, program priorities, and areas of emphasis. Within these priorities and expectations, the RFP seeks to identify Successful Proposer(s) who demonstrate an understanding of the challenges faced by individuals who have experienced homelessness, as well as a plan for and ability to implement services that are responsive to addressing those challenges.

5. Are there any existing community partners, referral sources, employers, educational institutions, or stakeholder groups that are important to the success of the program?

Per Section 2A of the RFP, ACDHS expects to manage and approve all referrals to the Successful Proposer(s), with the Successful Proposer(s) serving adults in single or family households—with or without children—who are enrolled and housed in CoC housing projects. As such, at minimum, the Successful Proposer(s) will need to effectively collaborate with ACDHS and CoC housing projects.

ACDHS does not otherwise have a prescribed set of specific partners. Consistent with Sections 2 and 3 of the RFP, Proposers should describe the partnerships and collaboration approaches needed to effectively implement the services and successfully serve the population and demonstrate their ability to achieve those.

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6. Can funds be requested to partially cover the salary and benefits of an employment specialist at a nonprofit organization? Can funds be used to support program operational costs such as facility space, phone/technology usage, etc.?

The full regulation regarding eligible costs for Supportive Services within the CoC Program can be found in [24 CFR Part 578.53](#). Both above-described costs can be eligible.

- § 578.53(a): “In general. Grant funds may be used to pay the eligible costs of supportive services that address the special needs of the program participants. If the supportive services are provided in a supportive service facility not contained in a housing structure, the costs of day-to-day operation of the supportive service facility, including maintenance, repair, building security, furniture, utilities, and equipment are eligible as a supportive service.”
- § 578.53(e)(17)(ii): “The salary and benefit packages of the recipient and subrecipient staff who directly deliver the services.”

7. Will there be efforts or support provided to connect granted organizations with adults enrolled in the Allegheny County Continuum of Care Housing? Or will it be the organizations responsibility to determine eligible participants?

Yes, Successful Proposal(s) can expect to collaborate with ACDHS and the CoC on establishing a process and mechanism for referrals for eligible participants.

8. If our proposal does not involve subcontracting or partnerships (for example, if funds would be used solely for internal staffing or similar activities), how should we complete the MWDBE and VOSB requirements? Should we request waivers, and what information should be included?

All providers must complete the MWDBE and VOSB forms, even if they are not certified and even if the proposed project does not involve subcontractors. Allegheny County requires a “good faith effort” toward meeting MWDBE and VOSB participation goals, which typically involves identifying any certified subcontractors or vendors you plan to use.

If your proposal does not include subcontracting (for example, if funding will be used solely for a staff position), you should still complete the forms and then request a waiver for both MWDBE and VOSB participation. In the waiver request, briefly explain

that the project does not involve subcontracted services or outside vendors, and therefore there is no opportunity to meet the participation goals for this specific proposal.

9. How will referrals be prioritized?

DHS has not determined if or how referrals will be prioritized for this program. DHS will develop a referral process with the Successful Proposer as it begins to operate.

10. Will all unemployed participants be referred regardless of whether employment is a goal?

No, not all unemployed participants will be referred to the program. DHS will identify appropriate participants and refer them when slots are open.

11. Will referrals be paused when proposed caseloads are full?

Yes, DHS will pause referrals if and when the successful proposer reaches its full capacity and will then only refer participants when others exit the program.

12. What happens when a participant does not engage?

You will be expected to engage with participants and motivate them to accept and actively participate in your services. If a participant does not engage or does not make adequate progress in the program, you may be permitted to terminate them and accept another participant. DHS will work with you to develop a process and policy for involuntary terminations, but we would expect this to be rare and only done after thorough engagement.

13. Can services continue after exit from CoC housing and for how long may retention services continue?

Your proposal should indicate how long you think a participant should continue in your program after job placement based on your experience. Our goal is to have participants stable in their employment, but that you also use your resources in an efficient manner and do not overserve participants who no longer need support.

14. Do you have an idea how HMIS responsibilities will be divided between the employment provider and Housing provider?

This program will have its own distinct program in HMIS and will not overlap with the CoC housing program. You will be required to enter all participants in this program in HMIS, perform updates at regular intervals and when the participant hits milestone or changes income amounts, and when they exit the program. The housing program will be responsible for entering their required data elements as well, but you will not be sharing assessments with them.