

COMMUNITY DEVELOPMENT CORPORATION OF BENTONVILLE/BELLA VISTA, INC. REQUEST FOR BID - APPLICATION DUE BY NOVEMBER 30, 2018

November 15, 2018

OVERVIEW

1. Project Background and Description

Havenwood is a transitional housing program of the Community Development Corporation of Bentonville/Bella Vista, Inc. Its mission is to assist families who are in crisis by providing safe housing opportunities with case management and coordinated care. One such way that Havenwood and CDC serve those who are experiencing homelessness is through a CoC Permanent Supportive Housing (PSH) Grant supported by HUD. The Community Development Corporation is requesting a “bid” for an organization to collaborate with CDC and Havenwood to provide case management services for the individuals/families that are housed through the CoC PSH grant.

2. Project Scope

The CoC PSH grant provides up to six individuals/families (no more than 4 one bedroom and 2 two bedroom occupancy) who are experiencing chronic homelessness and who have a documented disability connection with housing and case management services. Those who qualify for this grant would have an opportunity to obtain housing throughout Northwest Arkansas and have consistent case management to assist them with any barriers that they may face.

CDC/Havenwood will require the successful bidder to perform the following services for up to six individuals/families as defined below all with the understanding that case management frequency and duration will be determined by the mutually agreed-upon case-plan and that the following strategies will be the focus of the Case Management:

- Assist with identifying and securing appropriate housing for individuals served under this grant;
- Assist with identifying barriers and connection to area resources through coordinated care for individuals served under this grant;
- Assist with crisis intervention as needed for individuals served under this grant;
- Monitor and document program participation and progress;
- Participate in all case management meetings with both organizations to provide the best care for individuals served under this grant.

All case management services that will be reimbursable under this bid will be delivered only to:

- Individuals/families who are on the NWA CoC By-Name List;
- Individuals/families who are *literally homeless*, as defined by HUD, with supporting documentation prior to entering the program
- Individuals/families who are *chronically homeless*, as defined by HUD, with supporting documentation
- Individuals/families who have a *documented disability*, with supporting documentation
- Individuals/families who can be housed within Northwest Arkansas (including any location in Benton and Washington Counties) and fall under Federal FMR 2019 guidelines including meeting all lead based paint and minimum habitability requirements for permanent housing.

Reimbursement

- Only case management delivered to the agreed-upon program participants will be reimbursable under this bid. Costs associated with administering the grant, housing and rental assistance and any other costs shall remain with the CDC/Havenwood.
- Costs for case management may not exceed \$13,000 for the period beginning 12/1/18 and ending 11/30/19.
- The successful bidder agrees to sign a mutually agreed upon Memorandum of Understanding and Responsibility to ensure that roles and responsibilities are clearly defined and performed according to the CoC HUD Grant requirement.
- The successful bidder must:
 - Be a member of the NWA Continuum of Care in good standing;
 - Participate in HMIS (Housing Management Information System);
 - Participation in the NWA CoC's Coordinated Entry program to assist in identifying those individuals who would be best served under this grant;
 - Utilize dynamic prioritization for identifying those individuals served under this grant
 - Agree to share data/output and outcomes of all services delivered.

3. If interested, please fill out attached application and submit to Debbie Martin at debbie@nwahavenwood.org. Application and any supporting documentation is due by 5 pm on November 30, 2018.

For additional information, please contact Debbie Martin, Executive Director of Havenwood at debbie@nwahavenwood.org, 479-273-1060