



**Offender
Success**



Region 6 Transitional Housing Program Overview

Catholic Charities of Shiawassee & Genesee serves as the Offender Success Administrative Agency (OSAA) for the State of Michigan Department of Corrections (MDOC) Region 6 (Genesee, Shiawassee, Lapeer, Huron, Sanilac, and Tuscola Counties). The program was formally known as the Michigan Prisoner Re-Entry Initiative (MPRI). One component of the Offender Success program is transitional housing. The OSAA sub-contracts with housing providers for this service. Returning citizens who receive housing services are required to adhere to parole supervision requirements, including any applicable housing rules. The sub-contractor receives a monthly payment from the OSAA (subject to state availability of funding); however, this means the sub-contractor is subject to MDOC sub-contractor work rules, some of which are noted in the table below.

The OSAA and MDOC on are an October-September fiscal year. All OS housing contracts are negotiated and signed prior to October 1st. Bids for OS housing are typically accepted in July; however, acceptance will be specific to the potential need in each county within the region.

Additionally, the OSAA works to build a network of landlords who are willing to provide returning citizens a fair opportunity to secure housing on their own through direct pay or self-pay. The table below is designed to outline basic information and requirements of contracting directly with the OSAA or providing a direct pay service. It is not designed to be a complete list, but a broad overview for informational purposes only.

For more information, contact the Community Coordinator at (810) 931-1070

Offender Success Sub-Contractor Facts	Direct Pay (Self-Pay) Landlords
<ul style="list-style-type: none"> • Monthly payment comes from the OSAA. May be per diem or flat monthly rate based on OSAA needs and budget constraints • Rental rates are negotiated based on HUD fair market rental rates per county and include 20% of FMR rate for utilities • Landlord must pay for electricity, water, heat, garbage • Residence must have working appliances (stove, refrigerator minimum) • May include reimbursement for security/camera systems and house 	<ul style="list-style-type: none"> • Landlord enters into a lease agreement with each resident. No direct payment from OSAA • Landlord can set their own rental rate, develop their own house rules • Landlord receives quality referrals from MDOC/OSAA. Referrals have typically been a resident in OS housing and must have documented income • Suggested that landlords pay utilities and include in the cost of utilities in the rental rate • Parole/law enforcement would require access to the residence for those individuals still on supervision

<p>monitor; however, detailed description of services required</p> <ul style="list-style-type: none"> • Residence must be furnished with a bed for each resident (with metal frame), dresser, linens, dinette set, sofa • Parole/law enforcement and OSAA staff can access the home at any time • OSAA staff must inspect the property every 90 days • Sub-contractor must agree to background check and sign other required MDOC rules regarding over-familiarization, protection of personal identify information, etc. • Sub-contractor must maintain insurance on the property, be current taxes and provide proof to OSAA • Sub-contract required to submit monthly invoice to OSAA which lists resident names, MDOC number and number of nights in the residence • Housing Providers must maintain the condition of their property as documented on a Housing Inspection Form completed by OSAA • Units which are not within 1000' of a school safety zone (and otherwise compliant with sex offender registration requirements) are a greater need and result in greater value • No court eviction process. If a resident becomes problematic, the Parole Agent will work with the landlord to remove the individual from the rental unit. 	<ul style="list-style-type: none"> • Landlord may have to engage in the typical eviction process; however, if person is still on parole, the agent may be able to assist • Possibility of long-term rental relationship as the individual's options may be limited • Houses which are not within 1000' of a school safety zone (and otherwise compliant with sex offender registration requirements) are a greater need and result in greater value (potentially higher rent and more referrals) • OSAA can assist some residents with first month rent (conditions apply) which is paid directly by OSAA to the landlord.
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Attachments

- A. OSAA Housing Inspection Form *(For example purposes)*
- B. OSAA Sub-Contract Template *(For example purposes)*
- C. HUD FMR Information *(For reference)*

Please note a request for proposal (RFP) does not commit Catholic Charities to award a contract or pay any cost incurred in the preparation of a proposal. Catholic Charities reserves the right to accept or reject any or all proposals or parts of proposals received as a result of any RPF. Catholic Charities can cancel the RFP, in part or in its entirety, if it is in the best interest to do so.

Letter of Agreement
Between
Catholic Charities of Shiawassee & Genesee Counties
AND
Landlord

This letter of agreement is between Catholic Charities of Shiawassee & Genesee Counties, (CATHOLIC CHARITIES) 901 Chippewa Street, Flint, MI 48503 and landlord (CONTRACTOR), owner/operator of the following location: **Street Flint, MI 48505**. In entering into this Letter of Agreement, it is understood and agreed that for the term effective October 1, 2019, through September 30, 2020, CONTRACTOR will:

1. Provide transitional housing services for returning citizens pursuant to the service parameters established by the Michigan Department of Corrections for the Offender Success Program.
2. Provide housing at the above listed address at a rate of **\$0.00 per month for the X (X) bedroom house at this location**. The location will house X (X) men/women and sex offenders are/are not allowed. The rate includes: a security system with cameras and a house monitor who resides on-site. An additional house monitor assists between 8:00pm to 12:00am, Monday through Friday. House monitors greet new residents, complete curfew and accountability checks each night, monitor for residents who appear under the influence, oversee house rules and daily maintenance and maintain regular communication with the owner. Payment for housing shall be provided only with respect to those residents pre-approved by Offender Success Staff and when at least one resident has been present the entire month. Self-pay residents are not allowed at this address.
3. Agree to provide and cover complete cost of the following as part of the rate:
 - Ongoing maintenance of all basic and standard housing utilities and services necessary for daily living activities. This includes payment for electricity, water and sewer, gas for heating/cooking, domestic plumbing, hot and cold- water system, heating and ventilation through all seasons.
 - Provide and install working/functioning smoke alarms and fire extinguishers consistent with housing codes.
 - Must provide and maintain a working stove and refrigerator.
 - Must provide one standard bed with mattress per allowed resident.
 - Basic furniture to include: dresser, dining table, couch and/or chairs.
 - Trash removal where applicable.
 - Pest control, including but not limited to insects, rodents, flying animals, etc.
 - Exterior ground maintenance including lawn mowing and snow removal where applicable.
 - Provide appropriate keys or a numeric lock pad for the location.

- Make room(s) move in ready for incoming clients upon departure of anyone residing there. This includes but is not limited to; cleaning room and providing fresh clean bedding or replace bedding if needed, general cleaning of residence and ensuring necessary furnishings are present and working.
 - Housing providers shall provide cleaning supplies, snow shovels, salt for ice, towels, cooking and eating utensils and other items commonly used regularly for daily functions so regular upkeep and cleaning can be completed by those in housing.
4. Receive referrals signed by a CATHOLIC CHARITIES staff person or Michigan Department of Corrections (MDOC) Parole Supervisor authorizing the Contractor to provide a room to the participant. Referral will include name of participant, contact number, name of supervising parole agent and projected length of stay.
 5. Review with the assigned parole agent the participant's history before his or her arrival. The CONTRACTOR has the right to refuse any referral for any reason.
 6. Clear a background check at the start of the contract and annually thereafter. CONTRACTOR and any staff (house monitor, property manager, etc.) who provide direct services to offenders and handle or may have access to offender records must agree to a Michigan State Police ICHAT background check. CONTRACTOR may not be under Federal, State or local jurisdiction as an offender. This includes probation, parole or pre-trial supervision.
 7. Screen any protentional employee of CONTRACTOR who may be an ex-offender to ensure the new employee is appropriate taking into consideration the safety of all individuals that the ex-offender may meet at the housing location. House monitors must be of the same sex as the individuals residing at the location.
 8. Read and sign the MDOC Vendor Handbook for Vendor Employees Not Entering a Secure Facility upon contract effective date. The purpose of the MDOC Vendor Handbook is to provide the CONTRACTOR with general information regarding basic requirements of working with MDOC, provide notice of work rules and consequences of rule violations. Work rules include the prohibition of:
 - **Overfamiliarity** – Establishing a friendship, mutual attraction or intimate relationship with an offender is strictly prohibited. Examples are:
 - Conduct which has resulted in or is likely to result in intimacy a close personal or non-work- related association
 - Being at the residence of an offender for social purposes
 - Being at the residence of an offender's family
 - Giving or receiving non-work- related letters, messages, money, personal mementos, pictures, telephone numbers, to or from an offender or an offender's family member
 - Exchanging hugs or kisses with an offender
 - Dating or having sexual relations with an offender, etc.

- **Sexual Harassment of Offenders** – Sexual harassment includes verbal statements or comments of sexual nature to an offender, demeaning to gender or derogatory comments about body or clothing, or profane or obscene language or gestures of a sexual nature. Sexual harassment is strictly prohibited.
 - **Sexual conduct with Offenders** – The intentional touching, either directly or through clothing, of an offender’s genitals, anus, groin, breast, inner thigh or buttock with the intent to abuse, arouse or gratify the sexual desire of any person. Permitting an offender to touch you either directly or through clothing with the intent to abuse, arouse or satisfy the sexual desire of any person. Invasion of privacy for sexual gratification, indecent exposure, or voyeurism. An attempted, threatened or sexual act or helping, advising, or encouraging another person to engage in a sexual act with an offender. Sexual conduct with offenders is strictly prohibited.
9. Must verify and document whether CONTRACTOR or any staff assigned to this agreement are related to or acquainted with an offender receiving services under the Offender Success contract. For CONTRACTOR or staff related to or acquainted with an offender, CONTRACTOR must complete the Offender Contact Exception Request (CAJ-202) as provided by MDOC and submit to the MDOC Program Manager. CATHOLIC CHARITIES must maintain a copy of the form in the CONTRACTOR’s file for auditing purposes.
 10. Comply fully with the requirements of the Prison Rape Elimination Act (PREA).
 11. Not hold CATHOLIC CHARITIES or MDOC responsible for the furnishings and/or any additional costs incurred by the participants. CATHOLIC CHARITIES makes no guarantee as to the behavior of the resident. It is the CONTRACTOR’s responsibility to address any delinquent behavior of the parolee and notify CATHOLIC CHARITIES and the Parole Agent or Supervisor. Immediate notification of behavior issues, admission, discharge, change in resident status, or any adverse event by or upon a resident is required. If necessary, contact local law enforcement officials immediately.
 12. Provide a copy of the liability insurance certificate to the CATHOLIC CHARITIES.
 13. Allow CATHOLIC CHARITIES to conduct a site review with the CONTRACTOR to review performance under the agreement. The site review will be completed every 90 days and may be required quarterly based on contract performance. Performance reviews shall include, but not be limited to, quality of services being delivered, timelines of delivery, accuracy of billings, completion and submission of required paperwork, and other requirements of this agreement. A yearly checklist will be completed by the Offender Success Community Coordinator. The completed checklist will be kept on file.

14. Understand CATHOLIC CHARITIES staff and MDOC employees (including Parole Agents, Supervisors and Offender Re-Entry Unit staff) may enter the premises at any time and without advance notice due to the legal status of the individuals residing at the property.
15. Understand the listed Description of Services included in the Letter of Agreement is the standard of performance for this agreement. Should CONTRACTOR's property not meet this standard of performance at any time during the term of this agreement, CONTRACTOR understands that payment may be withheld as a corrective action.
16. When the CONTRACTOR first becomes aware of a death of a resident, CONTRACTOR shall immediately notify, in writing via email, the supervising field agent appropriate Contract Monitor – PMCD (Procurement, Monitoring and Compliance Division), ORU Community Liaison and the MDOC Program Manager and provide the offender name and MDOC number along with:
 - a. Location and estimated time of death
 - b. Circumstances surrounding the death (illness, suspected over-dose, assault, suspicious circumstances)
 - c. Involved staff names, their titles and any actions taken
17. The following three (3) incident types shall be reported on the Offender Success Incident Notification form provided by CATHOLIC CHARITIES and emailed to the supervising field agent, appropriate contract monitor – PMCD, ORU Community Liaison and the MDOC Program Manager:
 1. Offender injury/illness requiring hospitalization
 2. Unusual event which may attract public or media attention
 3. Prison Rape Elimination Act (PREA) incidents
18. Invoice CATHOLIC CHARITIES at the end of the calendar month. Invoices should include any applicable receipts for costs incurred above the contracted rate which are allowable within the Offender Success service parameters. Payment for additional costs is not guaranteed. Invoices should be received by the 5th day of the month. Invoices may be faxed to **(810) 232-7599**, e-mailed to **offendersuccess@ccsgc.org** or mailed to:
Catholic Charities
Offender Success Program
901Chippewa Street
Flint, MI 48503.

Invoice should be on a CATHOLIC CHARITIES approved form and must have an original signature of CONTRACTOR. Payment will be mailed to/or picked up by CONTRACTOR within 45 days of CATHOLIC CHARITIES receiving the invoice.

19. Payments are subject to, and contingent upon availability of funding from the State Department of Correction and the State Legislature and Executive branches. Payments

may be limited, delayed, discontinued or eliminated if the State fails to appropriate sufficient funds or if an executive order, directive or departmental decision limits, discontinues or eliminates the ability of CATHOLIC CHARITIES to make such payments.

20. CATHOLIC CHARITIES will not pay for charges incurred without prior authorization; charges for internet, cable television, telephones; costs, penalties, charges, fees, or other payments not otherwise explicitly covered under this agreement.
21. This agreement is between Catholic Charities of Shiawassee & Genesee Counties, the Offender Success Administrative Agency for Region 6, and the CONTRACTOR only. It does not create an interest between the CONTRACTOR and the State of Michigan. The CONTRACTOR agrees to hold the State of Michigan harmless and this indemnification and hold harmless provision will survive the termination of this agreement.
22. Conformity with Law- This agreement shall be subject to and interpreted in accordance with all substantive Federal, State and local laws, rules and regulations, including those related to housing, health, and safety standards. The CONTRACTOR must provide written notification to CATHOLIC CHARITIES of any tickets, violation, citations, loss of license/permits, or notices issued against the CONTRACTOR by the City, County or State within 24 hours. The CONTRACTOR shall obtain and maintain proper documentation ensuring adherence and supply the documents upon CATHOLIC CHARITIES request. Documentation may include, but is not limited to:
 - a. Certificate of Occupancy
 - b. Up-to-date tax payments
 - c. City/County inspection reports, including fire inspection reports
 - d. Rental License
 - e. Health Department reports
23. Nondiscrimination- In connection with the performance of services under this agreement, the CONTRACTOR agrees to comply with the provision of the Elliott-Larsen Civil Rights Act, Public Act 453 of 1976, as amended, and specifically agrees not to discriminate against an individual on the basis of "religion, race, color, national origin, age, sex, height, weight, familial status, or marital status" in employment, housing, education, and access to public accommodations. Breach of this covenant may be regarded as a material breach of this agreement.
24. CONTRACTOR shall comply with the Americans with Disabilities Act (ADA) and Fair Housing Act and shall notify CATHOLIC CHARITIES within 24 hours for any reasonable accommodation requests necessary for disabled offenders to use housing.
25. Either party may terminate the Agreement for any reason upon thirty (30) days written notice to the other party.

In witness to this Agreement the parties below affix their signatures.

Vicky L. Schultz, CEO DATE
Catholic Charities of Shiawassee
& Genesee Counties

CONTRACTOR DATE



Provider On-Site Housing Inspection Review

Name of Provider:
County:
Site Address:
Date of Review:
Reviewed by Staff (Print/Typed):

Unit Description: _____

Manager/Owner: _____

Condition Checklist

Area	Good	Fair	Poor	N/A	Comments
Living Room					
Walls (paint, holes)					
Floor (carpet, vinyl)					
Ceiling Fixtures					
Dining Room					
Walls (paint, holes)					
Floor (carpet, vinyl)					
Ceiling Fixtures					
Kitchen					
Walls (paint, holes)					
Floor (carpet, vinyl)					
Ceiling Fixtures					
Cabinets, Counter Top					
Stove/Oven					
Refrigerator					
Dishwasher					
Hall/Closets					
Walls (paint, holes)					

Floor (carpet, vinyl)					
Ceiling Fixtures					
Doors/Shelves					
Area	Good	Fair	Poor	N/A	Comments
Bedrooms					
Walls (paint, holes)					
Floor (carpet, vinyl)					
Ceiling Fixtures					
Bed (Mattress, Frame)					
Bathrooms					
Walls (paint, holes)					
Floor (carpet, vinyl)					
Ceiling Fixtures					
Toilet					
Sink/Faucets					
Tub & Shower					
Towel Rack(s)					
Medicine Cabinet					
Other					
Furnishings					
TV/Stand					
Drapes/Blinds					
Phone					
Windows/Locks					
Screens					
Smoke Detectors: Indicate where all smoke detectors are located.					
Fire Extinguishers: If present make sure needle is green and/or they are functional.					
Air Conditioner					
Heat Unit					

Outside Entrance(s)					
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Provider Signature

Date

Reviewers Signature (Staff)

Date

County	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR	7 BR	8 BR	SRO
Alcona	609	619	713	950	1,004	1,154	1,305	1,455	1,606	456
Alger	495	541	713	889	1,121	1,289	1,457	1,625	1,793	371
Allegan	602	606	755	1,014	1,115	1,282	1,449	1,616	1,784	451
Alpena	513	605	713	1,011	1,037	1,192	1,348	1,503	1,659	384
Antrim	465	600	713	971	1,089	1,252	1,415	1,579	1,742	348
Arenac	465	574	713	953	1,174	1,350	1,526	1,702	1,878	348
Baraga	520	541	713	889	1,004	1,154	1,305	1,455	1,606	390
Barry	626	682	852	1,145	1,256	1,444	1,632	1,821	2,009	469
Bay	478	557	734	972	994	1,143	1,292	1,441	1,590	358
Benzie	539	589	776	967	1,063	1,222	1,381	1,541	1,700	404
Berrien	574	582	767	978	1,139	1,309	1,480	1,651	1,822	430
Branch	551	578	732	933	992	1,140	1,289	1,438	1,587	413
Calhoun	517	632	794	1,028	1,076	1,237	1,398	1,560	1,721	387
Cass	525	612	806	1,008	1,092	1,255	1,419	1,583	1,747	393
Charlevoix	521	578	750	1,030	1,284	1,476	1,669	1,861	2,054	390
Cheboygan	495	548	713	933	966	1,110	1,255	1,400	1,545	371
Chippewa	475	552	713	889	966	1,110	1,255	1,400	1,545	356
Clare	495	541	713	958	993	1,141	1,290	1,439	1,588	371
Clinton	682	722	893	1,168	1,280	1,472	1,664	1,856	2,048	511
Crawford	507	554	730	979	1,053	1,210	1,368	1,526	1,684	380
Delta	511	581	713	1,007	1,059	1,217	1,376	1,535	1,694	383
Dickinson	513	576	738	920	1,000	1,150	1,300	1,450	1,600	384
Eaton	682	722	893	1,168	1,280	1,472	1,664	1,856	2,048	511
Emmet	520	605	797	1,059	1,135	1,305	1,475	1,645	1,816	390
Genesee	511	604	784	1,023	1,064	1,223	1,383	1,542	1,702	383
Gladwin	495	563	713	926	1,116	1,283	1,450	1,618	1,785	371
Gogebic	495	595	713	1,029	1,252	1,439	1,627	1,815	2,003	371
Grand Traverse	633	788	911	1,203	1,421	1,634	1,847	2,060	2,273	474
Gratiot	465	541	713	889	966	1,110	1,255	1,400	1,545	348
Hillsdale	540	550	725	913	982	1,129	1,276	1,423	1,571	405
Houghton	471	555	713	921	1,252	1,439	1,627	1,815	2,003	353
Huron	544	547	713	909	1,073	1,233	1,394	1,555	1,716	408
Ingham	682	722	893	1,168	1,280	1,472	1,664	1,856	2,048	511
Ionia	579	582	767	975	1,094	1,258	1,422	1,586	1,750	434
Iosco	465	626	713	910	1,252	1,439	1,627	1,815	2,003	348
Iron	494	578	713	965	1,252	1,439	1,627	1,815	2,003	370
Isabella	551	591	720	979	1,096	1,260	1,424	1,589	1,753	413
Jackson	611	668	796	1,023	1,125	1,293	1,462	1,631	1,800	458
Kalamazoo	579	678	839	1,137	1,214	1,396	1,578	1,760	1,942	434
Kalkaska	465	541	713	958	1,032	1,186	1,341	1,496	1,651	348
Kent	686	789	962	1,296	1,481	1,703	1,925	2,147	2,369	514
Keweenaw	495	548	713	1,001	1,004	1,154	1,305	1,455	1,606	371
Lake	495	541	713	889	966	1,110	1,255	1,400	1,545	371
Lapeer	639	764	977	1,266	1,376	1,582	1,788	1,995	2,201	479
Leelanau	649	657	790	1,071	1,334	1,534	1,734	1,934	2,134	486

County	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR	7 BR	8 BR	SRO
Lenawee	481	560	738	966	1,044	1,200	1,357	1,513	1,670	360
Livingston	657	801	1,007	1,370	1,596	1,835	2,074	2,314	2,553	492
Luce	495	626	713	976	997	1,146	1,296	1,445	1,595	371
Mackinac	495	621	713	931	1,190	1,368	1,547	1,725	1,904	371
Macomb	639	764	977	1,266	1,376	1,582	1,788	1,995	2,201	479
Manistee	495	541	713	946	966	1,110	1,255	1,400	1,545	371
Marquette	491	572	753	938	1,068	1,228	1,388	1,548	1,708	368
Mason	506	550	724	905	981	1,128	1,275	1,422	1,569	379
Mecosta	609	612	713	915	966	1,110	1,255	1,400	1,545	456
Menominee	495	619	713	974	978	1,124	1,271	1,418	1,564	371
Midland	525	611	805	1,142	1,286	1,478	1,671	1,864	2,057	393
Missaukee	519	567	747	931	1,012	1,163	1,315	1,467	1,619	389
Monroe	623	656	850	1,150	1,154	1,327	1,500	1,673	1,846	467
Montcalm	595	598	748	969	1,218	1,400	1,583	1,766	1,948	446
Montmorency	495	544	713	995	1,004	1,154	1,305	1,455	1,606	371
Muskegon	571	593	781	1,022	1,058	1,216	1,375	1,534	1,692	428
Newaygo	495	541	713	917	966	1,110	1,255	1,400	1,545	371
Oakland	639	764	977	1,266	1,376	1,582	1,788	1,995	2,201	479
Oceana	495	541	713	962	966	1,110	1,255	1,400	1,545	371
Ogemaw	549	626	713	935	1,108	1,274	1,440	1,606	1,772	411
Ontonagon	495	618	713	957	1,004	1,154	1,305	1,455	1,606	371
Osceola	495	571	713	889	966	1,110	1,255	1,400	1,545	371
Oscoda	495	590	713	1,001	1,004	1,154	1,305	1,455	1,606	371
Otsego	543	597	781	1,050	1,111	1,277	1,444	1,610	1,777	407
Ottawa	714	735	837	1,183	1,325	1,523	1,722	1,921	2,120	535
Presque Isle	495	618	713	1,005	1,032	1,186	1,341	1,496	1,651	371
Roscommon	576	579	713	962	966	1,110	1,255	1,400	1,545	432
Saginaw	504	603	773	980	1,090	1,253	1,417	1,580	1,744	378
Saint Clair	639	764	977	1,266	1,376	1,582	1,788	1,995	2,201	479
Saint Joseph	495	546	713	902	1,074	1,235	1,396	1,557	1,718	371
Sanilac	535	541	713	911	1,098	1,262	1,427	1,592	1,756	401
Schoolcraft	495	541	713	889	998	1,147	1,297	1,447	1,596	371
Shiawassee	538	541	713	970	1,027	1,181	1,335	1,489	1,643	403
Tuscola	465	582	713	960	1,040	1,196	1,352	1,508	1,664	348
Van Buren	579	678	839	1,137	1,214	1,396	1,578	1,760	1,942	434
Washtenaw	900	921	1,124	1,445	1,767	2,032	2,297	2,562	2,827	675
Wayne	639	764	977	1,266	1,376	1,582	1,788	1,995	2,201	479
Wexford	509	556	732	912	992	1,140	1,289	1,438	1,587	381