



Michigan Department of Corrections – Offender Success Program

Request for Proposal for Transitional Housing Partners

The purpose of this Request for Proposal (RFP) is to obtain bidders to provide transitional housing for the Offender Success Program in Washtenaw, Livingston, Jackson, Lenawee, Hillsdale, and Monroe Counties. The proposals gathered will be used to assist Catholic Charities Washtenaw County in selecting landlords and/or property management companies to contract with for Base Housing Services.

Anticipated Timeline

Request for Proposal Released	August 2026
Deadline to Submit Response	Ongoing
Review Period and Onsite Inspections	Initial review will be completed within 30-days of submission. Onsite inspections will be scheduled within two weeks of completion.
Contract Award Notices	If awarded, notices will be given within 30 days of on-site inspection completion.
Deadline to Submit Signed Contract	Within 10 days of award notice
Contract Start Date	Withing 10 business days of the signed contract being submitted.

Instructions

1. Review the program overview and attachments. Complete the attached Housing Questionnaire and Housing Information Sheet. You may attach additional sheets if necessary.
2. Delivery of Response: Please submit your proposal via email to Kristin Anderson – Program Manager, Kanderson@ccwcwashtenaw.org



Program Overview

Catholic Charities Washtenaw County has been awarded a contract with the State of Michigan Department of Corrections (MDOC) Offender Success Program to provide housing services in Washtenaw, Livingston, Jackson, Lenawee, Hillsdale, and Monroe Counties. This RFP pertains to landlords and/or property managers that would be interested in subcontracting with CCWC to provide transitional housing to returning citizens paroling to the aforementioned counties.

All housing options must include a functioning refrigerator and stove. HVAC, plumbing, electric, etc. must be in working order. The housing provider must include all utilities including gas, electric, water and sewer, trash, etcetera. Preference will be given to housing options that include basic furnishings such as sofa, dressers, dinette, and beds.

Housing is temporary with the average length of stay being between three and six months per client. CCWC provides a housing coordinator that will perform housing checks at least once per week, during which they will be checking the home for any maintenance concerns, making sure that clients are keeping the home clean, and working with clients to obtain permanent housing.

Monthly payments are made to housing providers by Catholic Charities Washtenaw County based on rates established by U.S. Housing and Urban Development (HUD) Fair Market Rate (FMR), plus a small stipend for utilities.

Housing providers are required to carry insurance to limit liability from property damage, theft, or other adverse action. They must also comply with any rental registration and inspections required by the municipality.

Contracting and House Rules

Catholic Charities Washtenaw County will maintain contracts with local housing providers to house referred returning citizens. Clients who receive housing services are required to adhere to all mandated parole supervision requirements, including any applicable housing rules and drug testing if required. Failure to adhere to these rules and requirements may result in the client's removal from housing.

Potential benefits for landlords partnering with the Offender Success Program:

- Dependable payments - Catholic Charities Washtenaw County provides dependable rental payments each month.
- No court eviction process – The client signs housing rules upon entering housing. If a client deviates from the agreements or becomes problematic, the parole agent and housing coordinator will remove the individual from the housing unit.
- Extra oversight of the unit – Parole agents and housing coordinators will visit the housing unit regularly to ensure that the clients housed there are obeying house rules, keeping the home clean, and reporting any maintenance concerns quickly.

Standard Contract Summary

Contract Compliance

Housing Providers will have a formal on-site review by Catholic Charities Washtenaw County as required by their contract with MDOC. Housing Providers must maintain the condition of the property based on quarterly inspections of the property using the Housing Inspection Form (Attachment A), which will be performed by the CCWC staff.

Incident Reporting

Housing Providers must report any incident of death, offender injury/illness requiring hospitalization, unusual events which may attract public or media attention, or a violation of the Prison Rape Elimination Act (PREA) to Catholic Charities Washtenaw County Offender Success staff.

Billing and Data Reporting

Case managers will monitor the number of days each client is housed during the month and will submit appropriate billing to the Offender Success Program Manager for payment. Payments will be made to the housing provider each month. Housing Providers that charge a per diem rate will be responsible for submitting a signed invoice each month.

Compliance with Laws and Non-Discrimination

Housing Providers must comply with all applicable Federal, State, and Local laws and ordinances including but not limited to:

- The Fair Housing Act
- The American's with Disabilities Act
- Local housing laws regarding inspections and certifications

Housing Providers must comply with MDOC Work Rules/MDOC Vendor Handbook.

Please note that this RFP does not commit Catholic Charities Washtenaw County to award a contract or pay any cost incurred in the preparation of a proposal. CCWC reserves the right to accept or reject any or all proposals or parts of proposals received as a result of this request. CCWC reserves the right to cancel this RFP, in whole or in part, at any time.



Housing Questionnaire Response

Please respond to the following questions, providing thorough information and attaching additional sheets if needed. Responses can be submitted to Kristin Anderson at kanderson@ccwcwashtenaw.org

Applicant Information:

Landlord/ Property Owner Name	
Business Name, if applicable	
Mailing address	
Phone Number	
Email Address	
Property Manager, if applicable	
Property Manager Contact Information	

Property Details:

Complete for each proposed property. Attach additional sheets if necessary.

Property Address	
County	
Type of Property (Single Family, apartment, etc.)	
Number of Bedrooms	
Number of Bathrooms	
Is this property registered as a rental property (if required by the municipality)	

I affirm that I have the legal authority to enter into a contractual relationship regarding this property. I further affirm that the details of this proposal are true and accurate to the best of my knowledge and that myself and/or my organization will implement this project in compliance with the stipulations and guidelines set forth by Catholic Charities Washtenaw County and the Michigan Department of Corrections.

Signature

Date