**Request for Proposal**

**Response is Due**

**Tuesday, June 1, 2021**

**5:00 pm**

Please see the information related to MSHDA EV vouchers. The Muskegon County Homeless Continuum of Care must select a service provider to support the 17 vouchers that are allocated to our community. We are asking if your Agency would be interested in providing staffing support available to vouchers through first year following lease up. The staff would be responsible for working with the CoC to select families/individuals for the housing from the Coordinated Entry lists of individuals/families waiting for housing. In addition, the staff would:

* Attend start-up meetings with CoC/LPB and Housing Agent
* Commit resources to assist households with application process and case management
* Connect households with available mainstream benefits
* Secure eligible funds for security deposits (i.e. ESG-CV, SER)
* Conduct owner outreach
* Documentation support for the individuals/families seeking housing
* Housing Search
* Owner Engagement

There is $35,700.00 for case management and $15,300 for financial assistance that includes:

* Application Fees
* Rental Insurance
* Utility Hook-Up Fees and Deposits
* Furnishings and Moving Costs

\*\*\*\*\*Preference will be given to agencies with case management staff hired through the ESG-COV funds as indicated by MSHDA

Please respond with your interest in providing this service including as short description of your experience in case management for homeless individuals and successful placement in housing as well as whether your agency was funded through the ESG-COV funds for staffing. The response is due on June 1, 2021 by 5 pm in order for the Review Committee to meet, submit its recommendations to the Executive Committee and have a MOU signed to be sent to MSHDA by June 11, 2021