Recovery Housing Assistance Fund

Application Instructions

Stable and safe housing is essential for both immediate and long-term recovery from substance use disorders. Unfortunately, many individuals entering or exiting treatment lack stable housing and the financial resources to secure it. The Recovery Housing Assistance Fund aims to provide financial support to individuals in treatment or transitioning out of treatment, helping them obtain or maintain permanent housing that supports their recovery and prevents discharge into homelessness. **These funds may only be authorized directly to a verified vendor or service provider. Financial assistance cannot be issued to the individual seeking assistance.**

This funding can be used to:

- Prevent homelessness by covering costs such as rental arrears, utility arrears, and property taxes.
- End homelessness by assisting with expenses like security deposits and first month's rent.

ELIGIBILITY CRITERIA

To qualify for funding, applicant must meet the following criteria:

- Be actively engaged with a treatment or recovery program currently paneled by a PIHP.
- Client must be making positive progress towards recovery.
- Lack of stable housing or risk of losing housing must be a significant barrier to maintaining sobriety.
- Funding may only be accessed once every 12 months.
- A completed referral form (attached) must be submitted.
- Assistance **cannot** be accessed if the lease, mortgage, or utility bill is **not** in the client's name.
- Clients may be eligible regardless of income status; however, their ability to maintain housing post-assistance will be considered.
- Maximum assistance is **$4,000**. This funding may be combined with other sources to cover outstanding expenses.
- **Program funds may only be authorized directly to a verified vendor or service provider. Financial assistance cannot be issued to the individual requesting assistance.**
- Persons with a Criminal Sexual Conduct (CSC) conviction may be eligible for these funds but must adhere to all applicable federal and state laws pertaining to their conviction.

ELIGIBLE EXPENSES

- First and last month's rent
- Rental arrears (up to 4 months) to prevent eviction
- Utility arrears and deposits
- Security deposits
- Property taxes (with foreclosure notice)
- Mortgage payments (up to 4 months, with foreclosure notice)
- Court fees ONLY related to rental housing
- Other housing-related fees or fines (including repairs) that, if not paid, hinder access to or maintenance of stable housing
- Additional housing-related expenses may be considered on a case-by-case basis. For inquiries, contact MDHHS Housing & Homeless Services.

APPLICATION AND PAYMENT PROCESS

1. Agency must obtain a signed Release of Information from applicants authorizing the disclosure of any information necessary to complete the referral process, determine eligibility, and process payment if funds are approved.

2. Agency supervisor (requestor) submits completed referral form and supporting documentation to MDHHS-RecoveryHousingFund@michigan.gov . **Incomplete forms will be returned and will delay funding decisions**.

3. **Program funds may only be authorized directly to a verified vendor or service provider. Financial assistance cannot be issued to the individual requesting assistance.**

4. MDHHS Housing & Homeless Services (H&HS) will review the referral and follow up with any questions related to eligibility within 3 business days.

5. Once all eligibility information has been collected, H&HS will notify requestor of funding decision. The requestor will have 7 days to collect any outstanding supporting documentation needed. If additional time is needed, the requestor must communicate with Housing & Homeless Services.

6. Once all documentation has been provided to H&HS and determined eligible, H&HS will submit the complete referral packet and a request for payment to its fiduciary.

7. MDHHS' fiduciary will provide H&HS with a letter of approval/commitment within 4 business days of receiving a complete referral packet. H&HS will share the letter with the supervisor that initiated the referral.

8. Payment to the vendor may take up to 30 days to be processed from the date of the promissory letter.

SUPPORTING DOCUMENTATION AND PAYMENTS

To expedite the payments process, we would appreciate your assistance with providing the following supporting documentation when you submit the RHF Referral Form. Additional documentation may be required to process payment.

****Payments may take up to 30 days. A promissory/approval notice will be provided by the fiduciary after all necessary documentation has been received.****

For payment requests to **prevent an eviction or foreclosure**, please send the following documents (if available):

- RHF Referral Form
- Copy of the client's lease (Note: Lease/mortgage must be in client's name to qualify)
- For mortgage foreclosures, please include the notice of default or foreclosure notice.
- Invoice, ledger, or court judgement with the amount of money owed to the landlord.
- **2024** W-9 for the Landlord, Property Management, or mortgage company
- SER determination decision
- Mid-Michigan Community Action Agency requires a vendor information form and a debarred statement. For these forms, please email us at MDHHS-RecoveryHousingFund@michigan.gov

For payment requests for **first month's rent and deposit**, please send the following documents (if available):

- RHF Referral Form
- Invoice with the amount of money due to the landlord; must show break down of costs i.e.) security deposit, first month's rent, cleaning fee, etc.
- **2024** W-9 for the Landlord or Property Management company
- SER determination decision
- Mid-Michigan Community Action Agency requires a vendor information form and a debarred statement. For these forms, please email us at MDHHS-RecoveryHousingFund@michigan.gov

For payment requests for **utilities**, please send the following documents (if available):

- RHF Referral Form
- Copy of current bill *must include* information about amount owed, full account number, address for where payment is to be sent, and address of the residence

connected to the unpaid utilities. NOTE: RHF cannot pay utilities that are not in the client's name.
- SER determination decision letter
- Mid-Michigan Community Action Agency requires a vendor information form and a debarred statement. For these forms, please email us at MDHHS-RecoveryHousingFund@michigan.gov

**NOTE: If a person is recently married and their name is not changed on the (lease, utility bill, etc.) please include a copy of the marriage certificate for verification.

For all other requests, please email us at MDHHS-RecoveryHousingFund@michigan.gov

Eligible Organizations

The following organizations are eligible to submit applications for RHF on behalf of their clients. Applications received from organizations not on this list will not be considered.

Abundant Community Recovery Services
ACCESS (Arab Community Center for Economic and Social Services)
Addiction Treatment Services Inc
All Well Being Services
Ann Arbor Comprehensive Trt Center
Arbor Circle
Arbor Recovery Michigan, PLLC
Barry County Community Mental Health Authority
Bay Area Substance Education Services, Inc.
Bear River Health
Beginning Step Inc
Berrien Mental Health Authority
BioMed Behavioral Healthcare
Black Family Development Inc
BWROC Inc
Calhoun County Community Mental Health Authority (DBA Summit Pointe)
CARE of Southeastern Michigan
CareFirst Community Health Services
Cass County Community Mental Health
Catholic Charities of SE Michigan
Catholic Human Services, Inc.
Catholic Social Services of the UP
Catholic Social Services of Washtenaw County
Cherry Street Services, Inc.
Clinton Counseling Center
CMH Authority Clinton Eaton & Ingham Counties
Community Healing Centers
Community Mental Health of Ottawa County
Community Programs Inc
Community Recovery Alliance, Inc.
Completion House Inc
Cristo Rey Community Center
Dawn Inc
Detroit Central City Community Mental Health
Detroit Recovery Project Inc
Detroit Rescue Mission Ministries
DOT Caring Centers Inc - Saginaw
Easterseals MORC
Eastside Community Action Center
Eastside Outpatient Services
Elmhurst Home Inc
Family Outreach Center
Family Service and Childrens Aid
Flint Odyssey House, Inc.
Genesee Health System
Grace Center
Great Lakes Recovery Centers Inc
Growth Works Inc
Harbor Hall, Inc.
Harbortown Treatment Center - Nairad
Haven of Rest Ministries
Health Equity and Recovery Technologies
HealthSource Saginaw Inc
HealthWest
Hegira Health Inc
Henry Ford Allegiance
Henry Ford Eastwood Recovery Center
Home of New Vision
Integrated Services of Kalamazoo
Judson Center, Inc.
Kalamazoo Probation Enhancement Program
Kalamazoo TC Operator LLC
Kelly OTP
Key Development Center
Lakeridge Village
Lapeer County Community Mental Health
Life Align Inc.
Lifeboat Addiction Recovery Services
Lifeways
List Psychological Services PLC
Live Rite Structured Recovery Corp
Livingston County Catholic Charities
Mariners Inn
McCullough Vargas and Associates
Metro East
Michigan Therapeutic Consultants PC
Mid Michigan Recovery Services
Milford Counseling Inc
MiSide Health
Monroe Community MH Authority
Munson Medical Center
Nardin Park
National Council on Alcoholism and Drug Dependence
Network180

New Paths Inc
NMSAS Recovery Center
North Kent Guidance Services, LLC
Oakland Family Services
Our Hope Association
Parkside Family Counseling LLC
Passenger Recovery
Passion of Mind Healing Center
Peer 360 Recovery Alliance
Personalized Nursing Light House, Inc. - Plymouth
Phoenix House - Calumet
Pines Behavioral Health
Positive Images Inc
Premier Services of Michigan, LLC dba CMS
Professional Psychological & Psychiatric Services
Quality Behavioral Health Services, Inc.
Rainbow Center of Michigan Inc
Randy's House
Reach for Recovery
Recovery Action Network of Michigan
Recovery Advocacy Warriors
Recovery Advocates in Livingston Inc.
Recovery Pathways LLC
Recovery Services Unlimited, LLC
Recovery Worx
Sacred Heart Rehabilitation Center, Inc.
Saginaw Psychological Services Inc
Salvation Army Harbor Light System
Samaritas d/b/a Lutheran Social Services of Michigan
Sanilac County Community Mental Health
Self Help Addiction Rehab (SHAR)
SHAR
Sobriety House Inc
Spectrum Child and Family Services
St. Clair County Community Mental Health
Sunrise Centre
Superior Connections Recovery Community Organization
Ten Sixteen Recovery Network
The Brighton Center, Inc.
The Guidance Center
The Salvation Army - Kent County
The Serenity House of Flint
Therapeutics, LLC
Total
Trinity Health Ann Arbor
Upper Great Lakes Family Health
Van Buren Community Mental Health Authority
Victory Clinical Services
WAI-IAM, Inc.
Washtenaw County Community Mental Health
Wedgwood Christian Services
West Michigan Community Mental Health
Western Upper Peninsula Health Department