



THE CENTER FOR COMMUNITY RECOVERY INNOVATIONS, INC.



CCRI

FY 2020 Request For Proposals

Issued June 19, 2019

Section I. Request for Proposals (RFP) Summary

The Center for Community Recovery Innovations, Inc. (“CCRI”), a nonprofit subsidiary corporation of the Massachusetts Housing Finance Agency (dba MassHousing) is requesting proposals as follows:

- **Priority One** One-time gap funding (for amounts, see *Section III D: Funding*) for ***Housing Proposals*** that increase or improve the stock of affordable sober housing in Massachusetts, such as a down payment to acquire property to be developed as affordable sober housing or renovation funds needed to preserve affordable sober housing.
- **Priority Two** One-time funding (for amounts, see *Section III D: Funding*) for a very limited number of ***Innovation Proposals*** that support affordable sober housing and communities, such as one time project startup, specific capacity building initiative, or projects that address service issues specifically related to drug and/or alcohol use disorder or addiction, especially those that benefit MassHousing residents and communities.

CCRI will award in total up to \$700,000 for proposals in FY20. Applications will be accepted for consideration immediately, and funding decisions will be made according to the timetable in *Section V: RFP Specifications* for submission and decision dates.

Section II. The Center for Community Recovery Innovations, Inc.

CCRI Background

In 1983, MassHousing created the Tenant Assistance Program (TAP), the first effort of a housing agency in this country to address the effects of alcohol and drug use in housing. In subsequent years TAP grew to address a wide range of health, safety and social issues faced by housing management staff and residents. Since 1999, CCRI has furthered TAP’s original purpose through its mission to develop creative strategies to deal with issues of addiction to alcohol and illicit drugs in housing communities.

CCRI Objectives

In furtherance of its mission, CCRI currently seeks to:

- increase the availability of affordable, alcohol and drug free housing in Massachusetts;
- promote intervention, recovery and successful tenancies for residents with chemical dependency; and
- provide equitable service and resources, geographically and for all populations, with a special focus on housing and services to women with children, adolescent/young women, youth, veterans, re-entering citizens (ex-offenders) or other underserved populations.

CCRI Commitments

Through June 2019, CCRI has awarded over \$10M to create or preserve over 2,300 units of affordable sober housing in over 50 cities and towns in Massachusetts.

Section III. RFP Requirements

A. Eligible Applicants

Applicants must propose projects that assist Massachusetts residents, and be:

- owners and/or management agents of MassHousing-financed affordable housing, serving the substance abuse/recovery population, or
- 501(c)3 nonprofit organizations with a housing purpose, or 501(c)3 nonprofit organizations serving a substance abuse/recovery population partnered with a housing provider.

CCRI strongly encourages applications from organizations owned or controlled by minorities, women, or persons with disabilities.

B. Eligible Projects and Costs

Proposed projects must be determined eligible under Priority One or Priority Two:

- Priority One: Housing Proposals

Applicants may propose projects that increase or improve the stock of affordable sober housing in Massachusetts, such as a down payment to acquire property to be developed as affordable sober housing or renovation funds needed to preserve affordable sober housing, provided no CCRI funding has been awarded in the past ten years.

For Priority One projects, eligible project costs include pre-development, development, acquisition, rehabilitation, renovation or other capital costs. ***All Housing Proposals must meet all applicable Federal and State handicap accessibility laws, codes and requirements, including accessible entry, common space and individual housing units.***

- Priority Two: Innovation Proposals

Applicants may propose projects that support affordable sober housing and communities, such as one time project startup, specific capacity building initiative, or projects that address service issues specifically related to drug and/or alcohol use disorder, addiction or recovery, especially those that benefit MassHousing residents and communities.

For Priority Two projects, eligible project costs include direct services, staffing and other operational and related administrative costs.

C. Definitions: Affordable Sober Housing / Housing Type

- ❑ **Affordable** means within the ability of extremely low income persons, e.g., those earning under 30% of Area Median Income (AMI), and/or those paying 30% of their monthly income toward rent at initial occupancy.
- ❑ **Sober** means an actively supportive environment of alcohol and drug free living and recovery. This definition extends beyond a “dry” environment, and includes an environment of abstinence and/or medication assisted recovery.
- ❑ **Housing** means permanent or long term dwelling units, independent or shared. **This definition does not include shelter, detox, short term transitional or treatment programs.**
- ❑ **Housing Type:**
 - A. Multi-bedroom units or apartments for families.
 - B. 1-bedroom or studio efficiencies including private bath and limited cooking and refrigeration for one individual.
 - C. Traditional SRO (Single Room Occupancy) housing with shared bath and cooking for one individual.
 - D. Bedroom units shared by more than one individual.

D. Funding

- CCRI will award in total up to \$700,000 for proposals in FY20. Recaptured funds from prior year awards will also be made available in FY20.
- The anticipated maximum award for any Priority One Housing proposal is \$75,000. Applicants who propose Housing Type A (see *Section IIIC Housing Type*), i.e., multi-bedroom units to house families, may apply for up to \$125,000.
- The maximum award for any Priority Two Innovations proposal is \$25,000.
- It is anticipated that at least 90% of total award amounts will be made available for Priority One Housing proposals and that no more than 10% of total award amounts will be made available for all Priority Two proposals.
- CCRI reserves the right to increase or decrease the maximum award for each proposal, and to fund proposals from either or both Priorities (see *Section IIIB*) and/or Preferences (see *Section IVC*).

E. Award Conditions

- Awards will consist of a one-time commitment for a twelve-month period. Any award amounts not expended within eighteen months may be recaptured by CCRI.
- CCRI will not make early commitments. Projects should be on a timetable for occupancy within a year of award.
- Depending on the nature of the project, funding may be awarded conditionally at CCRI's discretion, such as a one-time grant for a down payment, a partial grant (e.g., half up front, second half upon proof of rehab or other performance attainment), or on a cost reimbursement basis.
- Funding awards announcements will be as described in *Section V: RFP Specifications*. CCRI reserves the right to award all or no funding portion of each year's funding allocation at each round.
- All applicants receiving awards under this RFP must:
 - Provide quarterly progress reports until the project is fully completed and occupied, and
 - Provide an invoice and supporting documentation to receive payment from CCRI.
- If a project is awarded and receives CCRI funding under this RFP, and subsequently creates or preserves housing, such housing must remain as affordable, alcohol and drug free housing for a minimum of ten years.

If for any reason, this ten-year minimum requirement is not met, the following shall apply:

1. The applicant and any of its affiliate will not be eligible to participate in the CCRI program for a period to be determined at such time by CCRI; and
2. CCRI reserves the right to require the applicant to repay the CCRI funding award according to the following schedule:
 - Less than five years since award: 100% repayment
 - Five to seven years since award: 75% repayment
 - Eight to ten years since award: 50% repayment

Upon repayment, CCRI may elect to reinstate the applicant and its affiliates as eligible to participate in the CCRI program.

The applicant understands and agrees that these provisions survive the award of CCRI funds under this RFP.

F. Matching Funds

All applicants must provide a dollar for dollar documented match.

Example 1: A Priority One project requesting \$75,000 in CCRI funds must provide at least \$75,000 in documented match.

Example 2: A Priority Two project requesting \$25,000 in CCRI funds must provide at least \$25,000 in documented match.

Past sources of matching funds include CDBG, HOME, HIF, HSF, HPHTF, CBH, AHTF, and CPA from US HUD www.hud.gov, MA DHCD www.mass.gov/dhcd, and/or local government.

Other sources include FHLB funds www.fhlbboston.com, and other private banks, foundations, trusts, charities, individual donors and applicant cash.

Section IV. Proposal Components/Requirements

A. Components

Only complete proposals consisting of the following components will be reviewed for funding consideration.

1. Proposal Summary

Please provide a brief summary (no more than one page) that clearly summarizes:

- the specific purpose and activities for which requested funds will be used;
- how your proposal reflects the current CCRI Objectives listed in Section II of the RFP; and
- the final outcome of your proposed project, and how it will increase or improve the stock of affordable sober housing or support such housing and recovery in Massachusetts.

You will be asked to describe your proposed project in greater detail later in this RFP.

2. Applicant Qualifications and Project Management

- Describe your organizational background and capacity, relevant experience and past performance for similar projects.
- Indicate if the applicant or development team organization is owned or controlled by minorities, women, or persons with disabilities.
- Provide the name, qualifications and resume of the person employed by the applicant who will be responsible for the implementation, completion and success of this project.
- Identify the person responsible for fulfilling basic CCRI reporting requirements including quarterly status and expenditure reports.
- Provide resumes for any other key staff and job descriptions for anyone to be hired with CCRI funds.
- Attach ONE copy of your most recent Audited Financial Statement. (If newly incorporated, attach equivalent documentation.)

3. Project Partners

- Provide the names and financial and/or programmatic commitments of project partners or project team. Include proof of their ability to follow through with other commitments.
- Provide a brief description of any use or occupancy restrictions the applicant or any partners are imposing, if any.
- Provide letters of commitment from key project partners, if any.

4. Detailed Project Description

All applicants must provide:

- a.) a detailed description of your proposed acquisition or rehab project.
- b.) a description of the service components of the project that deal specifically with substance use disorder and recovery in an abstinence and/or medication assisted housing setting, e.g., screening/admission, onsite or community based services, relapse, eviction/readmission, and success measures.
- c.) a signed statement certifying that all federal and state handicap accessibility laws, codes and requirements will be met.
- c.) a plan for local community process, for an identified site.
- d.) proof of site control, or a schedule for such site control.
- e.) a site photo (electronic version required, jpeg preferred).
- g.) a proposed timeline which includes project milestones and/or major activity completion dates.
You may use the sample chart below or insert your own.

<u>Project Milestone / Major Activity</u>	<u>Target Completion Date</u>

5. Budget

Applicants must provide:

- a.) a capital budget detailing how CCRI funds will be used.
- b.) an operating budget for year one of the proposed project.
- c.) documentation of required matching funds (*see Section IIIF Matching Funds*).
- d.) any letters of commitment from other funding sources already obtained.
- e.) a “Sources and Uses” pro forma for the project. (Priority 1 only)
You may use the sample Sources and Uses chart below or insert your own.

<u>Sources</u>		<u>Uses</u>	
<u>Source</u>	<u>Amount</u>	<u>Use</u>	<u>Amount</u>
Total:		Total:	
	\$		\$

f.) a description and the estimated cost for any renovation or rehabilitation requested.
(Priority 1 only)

g.) a specific description of how costs will be covered i.e., a funding sustainability plan, if any, after the one-time, twelve-month CCRI award. (Priority 2 only)

6. Forms

The following forms must be completed and included at the front of all proposals or submitted electronically:

- CCRI Applicant Summary Form and CCRI Project Summary Form (attached)
- IRS W-9 (revised October 2018) located at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- 501(c)3 nonprofit organization status
- MA Supplier Diversity Office (SDO) Certification, if applicable
- MA DPH Voluntary Sober Housing Certification, if applicable

B. Proposal Review Process

CCRI proposal reviewers will evaluate all proposals against the requirements listed in Section IVA, #1-6, of this RFP, specifically:

1. Has the applicant submitted a complete proposal as outlined above?
2. Has the applicant provided a brief summary of the proposal that provides a clear and thoughtful narration of the purpose, priorities and outcomes of the proposed project?
3. Do the applicant qualifications, experience, past performance and financial statements provided support the applicant as a viable party to carry out the proposed project?

Does the applicant indicate that the applicant or development team organization is owned or controlled by minorities, women, or persons with disabilities?

Does the documentation describing the qualifications and experience of the proposed key staff reflect the strength and depth necessary to carry out the proposed project timely and fulfill reporting requirements?

4. If there are project partners, does the information provided, including letters of commitment, reflect a strong and authentic partnership? Are there any imposed use restrictions that need to be considered?
5. Is the description of the proposed project clear, detailed, well thought out and viable?

Does it reflect an understanding of substance abuse and recovery within a tenancy/residential setting?

Has the applicant included a statement certifying that all federal and state accessibility laws, codes and requirements will be met?

Has the applicant provided an acceptable plan for local community process?

Has the applicant provided proof of site control, or a schedule for such site control?

Has the applicant provided an electronic photo of the site?

Has the applicant provided a specific and realistic timetable?

6. Does the budget clearly correspond to the proposed project, and detail how CCRI funds will be used?

Is the capital budget reasonable, realistic and cost effective?

Is the year one operating budget clear and reasonable?

Is there written documentation of the required match?

Are any letters of commitment from other sources included?

If the applicant is proposing a Priority One project, is the “Sources and Uses” pro forma clear and balanced?

If the applicant is proposing rehabilitation/renovations, is the description, scope and estimated cost clear and reasonable?

If the applicant is proposing a Priority Two project, is there a plan for project sustainability after twelve months of CCRI funding?

To be considered for further review and potential funding, projects must receive a favorable review as outlined in Sections IVA and IVB above.

C. Preferences

CCRI will then give preference to favorably reviewed proposals that:

- request one-time gap funding for Priority One projects;
- request funding for Housing Types A and B;
- document a commitment of the majority of other project funds;
- demonstrate the most immediate readiness of a project to proceed, including timely occupancy;
- propose a reasonable cost per unit of housing;
- produce the most beneficial results utilizing CCRI funds; and
- target women with children, adolescent/young women, youth, veterans, reentering citizens (ex-offenders) or other underserved populations.

Additional information, or the courtesy of a site visit, may be requested by CCRI at any time.

Proposal Submission Requirements

Proposals must meet the following submission requirements:

- The proposal may not exceed ten pages, excluding cover page and attachments.
- All narrative must be double spaced and in 12 point font.
- Express mail or courier service is encouraged, but if you plan to hand deliver proposals to One Beacon Street, you must call 617-854-1094 or 617-854-1081 in advance to be authorized admission through the building security system.
- Please submit one (1) unbound original and five (5) unbound copies (double-sided preferred) of all proposals to:

Edward R. Chase
Community Services Department
MassHousing / CCRI
One Beacon Street, Boston, MA 02108

- Please email site photo to echase@masshousing.com

Section V. RFP Specifications

A. Timetable

Proposals will be accepted for consideration beginning immediately. No proposal will be accepted after December 13, 2019. Proposal reviews and awards will be made according to the timetable listed below. CCRI reserves the right to award all or none of the total available funding for each fiscal year in each of the scheduled rounds.

FY 2020 Due Dates

September 18, 2019

All complete and viable proposals received by this date are eligible for review and recommendation of the CSD Advisory Committee on or about October 23, 2019, and if applicable, vote of the CCRI Board of Directors November 12, 2019.

December 13, 2019

In the event there are uncommitted FY20 CCRI funds under this RFP after the November 12, 2019 Board vote, all complete and viable proposals received by this date are eligible for review and recommendation of the CSD Advisory Committee on or about January 22, 2020, and if applicable, vote of the CCRI Board of Directors February 11, 2020.

B. RFP Terms

1. CCRI is soliciting proposals pursuant to a determination that such a process best serves the interests of CCRI, and not because of any legal requirement to do so. CCRI accordingly reserves the right to accept any proposal; to withdraw or cancel this request; to modify or amend, with the consent of the proponents, any proposal prior to acceptance; to reject any or all proposals or waive any informality and otherwise to effect any agreement that CCRI, in its sole judgment, deems to be in its best interest. CCRI also reserves the right to fund multiple programs or projects and increase or decrease maximum award limits.

2. Nondiscrimination Statement. MassHousing does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, sexual orientation, gender identity, age, familial status, children, marital status, veteran status or membership in the armed services, the receiving of public assistance, or physical or mental disability in the access or admission to its programs or employment, or in its programs' activities, functions or services.

C. CCRI RFP Contact:

Edward R. Chase
Community Services
MassHousing / CCRI
One Beacon Street
Boston, MA 02108
(617) 854 - 1094
echase@masshousing.com

CCRI Applicant Summary Form

Applicant (Company/Agency): _____

Mailing Address: _____

Street

City

State

Zip

Contact: _____

Telephone: (_____) _____

E-Mail: _____

Website: _____

Project Name (if any): _____

Project Site address(es): _____
(if applicable) _____

Application Submitted by:

Name: _____

Signature: _____

Title: _____

E-Mail: _____

Date: _____

Employer Identification Number (EIN): _____

CCRI Project Summary Form

Amount Requested: \$ _____

Amount of Match: \$ _____

Total Cost of Project: \$ _____

Check one:

_____ Priority One (Housing) Funding Proposal:

- Total number of sober housing units to be **created**: _____
 - Total affordable units: _____
- Total number of sober housing units to be **preserved**: _____
 - Total affordable units: _____
- Total average cost per housing unit: \$ _____
 - Cost per housing unit **to CCRI**: \$ _____

_____ Priority Two (Innovations) Funding Proposal:

- Number of persons to be served annually: _____
- Other measurable outcome(s): _____

• Project Serves (*check all applicable*): _____ Men _____ Women _____ Children

• Eligible population is substance use/recovery.

- Target sub-population, if any (*check all applicable*):

_____ Homeless	_____ Reentry (ex-offender)
_____ Veteran	_____ Disabled
_____ Youth	_____ Other: _____

- Housing Type: _____ A: Multi-bedroom units or apartments for families
_____ B: 1-bedroom or studio efficiencies including private bath and limited cooking and refrigeration for one individual
_____ C: Traditional SRO (Single Room Occupancy) housing with shared bath and cooking for one individual
_____ D: Bedroom units shared by more than one individual