



THE CENTER FOR COMMUNITY RECOVERY INNOVATIONS, INC.

CCRI FY25 Grant Application

The Center for Community Recovery Innovations, Inc. is pleased to offer \$700,000 in grant funding for Fiscal Year 2025.

1. 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 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 services and resources, geographically and for all populations, with a special focus on housing and services to families with children, youth, veterans, re-entering citizens (formerly incarcerated), LGBTQIA+ and/or other underserved populations.

CCRI Commitments

Through June 2024, CCRI has awarded over \$15.5 million to create or preserve nearly 3,000 units of affordable sober housing in 54 communities across Massachusetts.



2. Grant Summary

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

Priority One One-time gap 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 a very limited number of ***Innovation Proposals*** that support affordable sober housing and recovery 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 in FY25. Applications will be accepted for consideration immediately. See Section 6: Timetable for submission and decision dates.

3. Eligible Applicants

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

- 501(c)3 nonprofit organization with experience in developing and/or managing affordable sober housing. If the applicant does not also have experience with substance addiction and recovery, they must partner with an organization that does.
- 501(c)3 nonprofit organization with experience in substance addiction and recovery. If the applicant does not also have experience with developing and/or managing affordable sober housing, they must partner with an organization that does.

CCRI strongly encourages applications from organizations owned or controlled by marginalized and/or underrepresented groups including, but not limited to; women, persons with disabilities, veterans, BIPOC, and LGBTQIA+ persons.

Eligible Projects and Costs

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

Priority One: Housing Proposals

Tier 1: Applicants may request funding for projects that ***increase*** the stock of affordable sober housing in Massachusetts such as a down payment to acquire property to be developed as affordable sober housing; or



Tier 2: Applicants may request funding for projects to **improve** the stock of affordable sober housing such as renovation needed to preserve affordable sober housing, provided no CCRI funding has been awarded in the past ten years for that specific project.

Eligible project costs for Priority One projects include pre-development, development, acquisition, rehabilitation, renovation, or other capital costs. (grant funds **may not** be used for vehicles, furniture, bedding and other impermanent household items) **All Housing Proposals must meet all applicable Federal and State ADA accessibility laws, codes and requirements, including accessible entry, common space and individual housing units and adhere to Federal and State Fair Housing laws.**

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.

Eligible project costs for Priority Two projects include direct services, staffing and other operational and related administrative costs. (grant funds **may not** be used for employer costs such as FICA and 401k/403b match)

4. Definitions: Affordable Sober Housing / Housing Type

Affordable means within the ability of very low-income persons: those earning under 50% of Area Median Income (AMI) as defined by HUD, 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-BR or studio efficiencies including private bath and limited cooking and refrigeration for one individual.



- C. Traditional SRO (Single Room Occupancy) housing for one individual with shared bath and cooking.
- D. Bedroom units shared by more than one individual.

5. Funding:

Applicants submitting Priority One: Housing proposals may request **UP TO** the following amounts:

The anticipated maximum award for any project proposing to **increase** the stock of affordable housing (Tier 1) is \$150,000. Applicants who propose Housing Type A (see above), i.e., multi-bedroom units to house families, may apply for up to \$200,000.

The anticipated maximum award for any project proposing to **improve** the stock of affordable housing (Tier 2) is \$100,000.

The maximum award for any Priority Two: Innovations proposal is \$40,000.

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 (Section 2) and/or Preferences (Section 13).

Matching Funds

All applicants must provide a dollar-for-dollar documented match.

Example 1: A Priority One project requesting \$150,000 in CCRI funds must provide at least \$150,000 in documented match. Note: For renovation/preservation projects, equity or outstanding debt on the property are not countable as match.

Example 2: A Priority Two project requesting \$35,000 in CCRI funds must provide at least \$35,000 in documented match.

6. Timetable

Applications will be accepted for consideration beginning immediately. No application will be accepted after *December 13, 2024*. Application reviews and grant 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 2025 Due Dates

October 11, 2024 All complete and viable applications received by this date are eligible for review and if recommended, a vote of the CCRI Board of Directors December 10, 2024.

December 13, 2024 In the event there are uncommitted FY25 CCRI funds under this RFP after the December 10, 2024 Board vote, all complete and viable applications received by this date are eligible for review and if recommended, a vote of the CCRI Board of Directors February 11, 2025.

7. Application Submission and Information Sessions

Applications must be filled out in their entirety (**See Note below**) and all required and relevant attachments detailed in Section 11 of this application form must be submitted via email to CCRI@masshousing.com.

Important! Applications will not be considered/reviewed until all relevant attachments are received.

Application Review Process and Grant Preferences are provided in Sections 12 &13 .

Information Sessions will be held via Microsoft Teams on the following dates: (please click the link to register)

Monday August 5th 2 p.m.

<https://events.gcc.teams.microsoft.com/event/0adc3f32-2d6d-488a-b1cf-2a6fa1d52962@8642e0b6-0e7b-4f13-a85d-0fad65d30054>

Wednesday August 7th 1 p.m.

<https://events.gcc.teams.microsoft.com/event/8ac817ac-cadd-48d5-8bd6-ea8669797d62@8642e0b6-0e7b-4f13-a85d-0fad65d30054>

Friday August 9th 11 a.m.

<https://events.gcc.teams.microsoft.com/event/98a9484d-cd0c-4cd4-badf-2fb53d5f725a@8642e0b6-0e7b-4f13-a85d-0fad65d30054>

NOTE: The application form does not allow you to save your progress and come back at a later time. A full list of application questions can be found at masshousing.com/CCRI



8. CCRI Applicant Summary Form

- 1.Applicant (organization/agency) *
- 2.Mailing Address: (street, city, state, zip) *
- 3.Contact Name: *
- 4.Contact E-mail: *
- 5.Contact Phone: *
- 6.Organization website: (if applicable)
7. Application Submitted by: (name and email if different than contact listed above)

9. CCRI Project Summary Form

8. Project Name: (if applicable)
9. Project Site Address(es): *
10. CCRI Grant amount requested: *
11. Match Amount: *
12. Total Project Cost *

Depending on your answer to question #13 in the application form you will be directed to the next appropriate question. All possible options are listed below for informational purposes only.

13. Are you requesting funding for a Priority One or Priority Two project? *
 - Priority One Housing
 - Priority Two Innovation
14. For Priority One are you proposing to CREATE or PRESERVE affordable sober Housing units? *
 - Create (Tier 1)
 - Preserve (Tier 2)
15. Number of new affordable sober housing units to be CREATED:



16. Number of affordable sober housing units to be PRESERVED:

17. Total average cost per unit to be created or preserved: (total project cost divided by total number of units)

18. Cost per housing unit to CCRI: (grant requested amount divided by total number of units)

19. Housing Type to be created or preserved: *

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 for one individual with shared bath and cooking

D. Bedroom Units shared by more than one individual

20. If requesting Priority Two (Innovations) Funding, how many people will be served annually?

21. Population to be housed/served: *

- Men
- Women
- Non-Binary

22. Target sub-populations (if any) check all that apply:

- Families
- Unhoused
- Veteran
- Youth
- Re-entry (prior incarceration)
- Persons with disabilities
- LGBTQIA+
- Older Adults (Senior/Elderly)



10. Project Narrative

23. Project Summary: *Please briefly summarize: the specific purpose and activities for which requested funds will be used; how your proposal reflects the current CCRI Objectives detailed in Section 1; 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.

*

24. Applicant Qualifications and Project Management (4,000 characters): *Describe your organizational background and capacity, relevant experience and past performance for similar projects and how your organization complies with the eligibility requirements outlined in section 3; provide the name, qualifications and resume (attachment) of the person(s) 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.* *

25. Diversity, Equity and Inclusion: Organizational and Workforce Diversity (4,000 characters) *Describe your organization's activities that reflect your commitment to diversity, equity and inclusion; indicate if the applicant organization or development team is owned or controlled by minorities, women, persons with disabilities, veterans, or LGBTQ persons; describe the diversity makeup of your Board of Directors and executive leadership team; is your organization certified as a diverse nonprofit (M/WBE, veteran-owned VBE, LGBT-owned, and/or person with a disability-owned business.) If so please provide documentation as an attachment.*

*

26. Project Partners (4,000 characters): *Provide the names and financial and/or programmatic commitments of project partners or project team; describe proof of their ability to follow through with past commitments of similar nature; 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 (attachment).*

27. Detailed Project Description (4,000 characters): *please describe your proposed acquisition or rehab project; describe the service components 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; a plan for local community process for the identified site, if not already an existing project; a description of efforts to incorporate sustainable and environmentally responsible design in new construction and rehab projects, including energy efficient materials and passive housing design. If you have received prior CCRI grant funds clarify how this application request differs from past funding requests. Additionally please provide as attachments: signed statement certifying compliance with all state and federal ADA accessibility laws, codes and requirements and fair housing laws ; proof of site control or a schedule for such control including signing of P&S and closing dates (priority one); site photo(s); project timeline.*

*



28. Budget Narrative: *please provide a brief narrative describing the scope of work (Priority One) and estimated costs, how CCRI funds will be used, and other sources of funding either confirmed or applied for; describe what tenant rent includes (i.e. utilities, career/recovery services, transportation) and use the rent schedule form to outline rent costs. For Priority Two projects please describe your funding sustainability plan after the one-time twelve month CCRI award. Please also provide as attachments: a Sources and Uses pro forma for the project; an operating budget for year one of the proposed project; documentation of required matching funds; letters of commitment from other funding sources already obtained; a rent schedule detailing existing or anticipated monthly rents to be paid and any subsidies received by the applicant; most recent audited financial statements. (priorities one and two) **

11. Attachments and Forms

Email all requested Forms and Attachments to CCRI@masshousing.com. Applications will not be considered complete until all required attachments have been received. Please make an effort to label required attachments and forms according to the letters below for ease of review.

- A.** IRS W-9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- B.** 501 (c)3 nonprofit organization status
- C.** MA Supplier Diversity Office (SDO) Certification, if applicable. Certifications can be for the applicant and/or any subcontractors.
- D.** Massachusetts Alliance for Sober Housing (MASH) Good Standing Certificate, if applicable
- E.** Resumes of relevant staff
- F.** Signed statement certifying all state and federal ADA and Fair Housing laws will be met (form provided)
- G.** Proof of site control (deed, mortgage) or schedule for such site control, including P&S Agreement and closing dates. (Priority 1)
- H.** Site photo(s) (Priority 1)
- I.** Proposed timeline
- J.** Sources and Uses pro forma (form provided)
- K.** Year one operating budget
- L.** Documentation of required match



M. Rent Schedule (form provided)

N. Most recent Audited Financial Statement

O. Letters of commitment

P. Letters of support

12. Application Review Process

CCRI Grant applications will be reviewed according to the following criteria:

- Has the applicant submitted a complete proposal as outlined above?
- 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?
- 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 organization or development team is owned or controlled by minorities, women, persons with disabilities, veterans, or LGBTQ persons?
- 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?
- 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?
- 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 applicable federal and state accessibility & fair housing laws will be met?
- Has the applicant provided an acceptable plan for local community process (if new site)? Has the applicant provided proof of site control, or a schedule for such site control?
- Has the applicant provided an electronic color photo of the site?
Has the applicant provided a specific and realistic timetable?
- Has the applicant submitted a description of efforts to incorporate sustainable and environmentally responsible design in new construction and rehab projects, including energy efficient materials and passive housing design?
- Does the budget clearly correspond to the proposed project, and does it detail how CCRI funds will be used? Is it reasonable, realistic and cost effective?
- Is the year one operating budget clear and reasonable?



- Is there written documentation of the required match?
- Are rents attainable for very low-income individuals?
- 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 above.

13. Preferences

CCRI will give preference to favorably reviewed applications 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 families with children, youth, veterans, re-entering citizens (prior incarceration), LGBTQIA+ and/or other underserved populations.

For more information, grant guidelines, and related documents please visit masshousing.com/CCRI

