



Wyoming Community Development Authority  
"Financing Affordable Housing in Wyoming"

# Request for Proposals: Transitional Housing Development

Release Date: July 27, 2017

## I. INTRODUCTION AND DESCRIPTION

The Wyoming Community Development Authority (WCDA) is pleased to invite proposals from organizations qualified to construct or rehabilitate housing units, and provide supportive services for homeless or at-risk homeless individuals and families. The transitional housing units to be provided may be of single-room occupancy or traditional multi-family configuration, and must be accompanied by a continuum of care (CoC) that provides supportive services to the target households. The CoC is a key concept in the delivery of homeless assistance in a community. It brings homeless persons into a comprehensive system intended to assess their needs and provide them with a full range of services to permit independent living.

The CoC description must outline the target household's transition into permanent housing, with services when necessary, at any stage of need along the continuum. It should include a balanced inventory of facilities -- emergency shelter, transitional housing and permanent housing -- all integrated into a single system. The CoC approach serves as a framework for communities to coordinate housing and other services for homeless persons. The proposal must design a strategy that works best to meet locally-identified needs.

Transitional housing units represent a key piece of the overall CoC, and it is the intent of this RFP to address this specific need. Proposals must describe a new construction or rehabilitation project to be carried out with WCDA's funding. WCDA funds must be used for hard and soft construction costs only, and cannot be used for operational costs or service delivery costs associated with the facility.

Based partially upon the outcome of this RFP, WCDA may elect to integrate a transitional housing element into the Qualified Allocation Plan (QAP), also known as the Wyoming Affordable Housing Allocation Plan. This transitional housing element may take the form of a dollar amount set-aside, or a set of bonus criteria to encourage projects of this configuration.

## II. CONTENTS OF PROPOSAL

All proposals shall include the following information:

### A. **Statement of Qualifications:**

1. The organization's name, address, phone number, and contact person; basic organizational information, including professional history, and/or company information.
2. Identify the key individuals and firms who will be the contacts for this project. Describe professional qualifications and availability for this project.
3. Financial Statements for the three most recently completed fiscal years, and year-to-date.

**B. Community Support:** If repayment of the loan obtained through this funding source will be from the collection of pledges and donations, provide a detailed fundraising plan including timeframes for the capital campaign. 25% of the cost of the project must be collected in the form of cash or real estate donations up front, and documentation must be provided. These resources must be committed to be used in the project prior to any WCDA proceeds.

**C. Need Analysis:** Evaluate and document the extent of need for transitional housing in the organization's target area, using estimates of homeless or at-risk homeless households.

**D. Continuum of Care:** Provide a detailed description of the CoC services to be provided by the organization, including staff bios and funding sources.

**E. Schematic Design:** Provide a description of the capital improvements to be funded, including a schematic design for new construction and a complete capital needs assessment for rehabilitation projects.

**F. Cost Estimate/Scope of Work:** Provide a cost proposal for all work to be performed from a licensed, certified general contractor currently in good standing and not debarred, suspended, or otherwise excluded from doing business with any Federal Agency government-wide. The cost proposal should be broken down by tasks.

**G. Pro Forma:** Provide a 5 Year Operating Pro Forma for the project, showing positive cash flows and adequate operating reserves.

## III. SELECTION PROCESS and SCORING CRITERIA

### A. **WCDA will consider the following factors during the proposal evaluation process:**

1. Ability to Repay (30%);
2. Cost (25% weight);
3. Project and Service Design (25% weight);
4. Management Capacity and Experience with Similar Projects (10% weight); and,
5. Demonstrated Need (10%).

Additional criteria may be applied at the discretion of the WCDA Board of Directors.

**B. Selection Schedule**

The selection schedule will occur at the WCDA's convenience, however the following target dates have been established:

<b>Event</b>	<b>Target Date*</b>
RFP Issued	July 27, 2017
Proposals Due	August 18, 2017 5:00PM local time WCDA Office, Casper, WY
Staff Review and Evaluation/Site Visits	August 21-September 15, 2017
Staff Funding Recommendations Reviewed by WCDA Board	September 26-27, 2017
Written Agreement and Notice to Proceed	October 16, 2017

\*Dates are subject to modification. Please check <http://www.wyomingcda.com> for the most current selection schedule.

**IV. AMOUNT AND TERMS OF ASSISTANCE**

Total available funding under this RFP is \$4,000,000.

The intent of this Request for Proposal is to provide funding for short-term, temporary financing needs to assist community-supported projects with up-front capital, which is to be repaid with subsequent donations, other charitable gifts, or permanent lender financing.

Assistance will be provided in the form of a 0% interest bridge loan with a one-year maturity, which may be extended upon maturity at the sole discretion of the Authority. The funding will be secured by a mortgage recorded against the property. The Authority may also consider taking a security interest in other company assets, such as pledged receivables, on a case by case basis.

**V. SUBMITTALS**

Deadline for submittals is August 18, 2017, 5:00 PM local time. Submittals shall be submitted to:

Dr. John R. Batey, AICP  
Director of Federal Programs  
Wyoming Community Development Authority  
155 N. Beech Street  
Casper, WY 82601  
(307) 265-0603  
[batey@wyomingcda.com](mailto:batey@wyomingcda.com)

**VI. INQUIRIES**

All inquiries regarding the proposal should be directed to:

Dr. John R. Batey, AICP  
Director of Federal Programs  
Wyoming Community Development Authority  
155 N. Beech Street  
Casper, WY 82601  
(307) 265-0603  
[batey@wyomingcda.com](mailto:batey@wyomingcda.com)

In the event there are changes in laws, regulations, or WCDA procedures subsequent to the issuance of this RFP, the Authority may modify, supplement or make conforming amendments to this document and all related documents without formal amendment or additional public hearings. WCDA will notify the public of these changes, and provide information about subsequent changes, by posting information on the Authority's website at <http://www.wyomingcda.com>.

**VII. GENERAL DISCLAIMERS**

WCDA reserves the right to modify any or all parameters of this RFP without notice, reject proposals deemed non-responsive, or cancel this solicitation in its entirety. Please consult <http://www.wyomingcda.com> for updates on this solicitation.