



Entry Form 2018 Annual Awards for Program Excellence

Entry Deadline: Friday, June 15, 2018, Midnight ET

Each entry must include a completed entry form. Please complete a form for each entry your HFA is submitting. The completed entry form will become the first page of your entry.

This form is a fillable PDF. Type your information into the entry form and save it as a PDF. Please do not write on or scan the entry form. **Questions: Call 202-624-7710 or email awards@ncsha.org.**

Entry Title: Enter your entry's title exactly as you wish it to be published on the NCSHA website and in the awards program.

Category:

Subcategory:

Entry Summary: A 15-word (max) summary of the program, project, or practice you are entering.

HFA:

HFA Staff Contact:

Phone:

Email:

Visual Aids:

Are you mailing to NCSHA 10 copies of any visual aids that cannot be included in your entry PDF? Yes No

Payment:

My HFA is mailing a check to NCSHA.

My HFA is emailing the credit card authorization form to awards@ncsha.org.



Wyoming Community Development Authority
WCDA Transitional Housing Fund
Special Needs Housing: Combating Homelessness

2018 NCSHA Awards
Wyoming Community Development Authority
WCDA Transitional Housing Fund
Category: Special Needs Housing
Subcategory: Combating Homelessness

**WCDA Transitional Housing Fund Development:
Background and Introduction**

In response to the need for housing to assist Wyoming's homeless and formerly homeless individuals transitioning to permanent housing, the WCDA Board of Directors voted in June of 2017 to allocate \$4 million from WCDA's Housing Trust Fund towards the construction of supportive housing facilities for this vulnerable population. The Transitional Housing Fund (THF) operates as a revolving loan fund, with proceeds from project loan repayments returned to the Fund for use on future projects.

The THF was created by the WCDA Board of Directors to address the needs of the individuals experiencing homelessness in the State of Wyoming. The THF operates by providing short term financing to fill funding gaps in existing, community-based, capital improvement program charitable pledge drives. The pledge drives must be in support of a transitional housing facility that will provide temporary housing, along with a full range of support services to homeless, formerly homeless, and at-risk homeless individuals. All funds loaned from the THF are for actual hard or soft construction costs, and all proceeds are returned to the fund so that additional loans may be made to future transitional housing projects.

The intent of the THF is to provide funding for short-term, temporary financing needs to assist community-supported fundraising projects with up-front capital, which is to then 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 for an additional four (4) one-year terms. 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.

The THF is comprised entirely of non-federal dollars from the WCDA Housing Trust Fund, and therefore is not subject to HUD or IRS requirements regarding federally-funded projects. Therefore, no cross-cutting or funding-specific federal regulatory requirements apply to projects financed from this source. For that reason, the evaluation criteria and ranking procedures of proposals requesting funding from the THF will be separate and distinct from that of all other funding in WCDA's Qualified Allocation Plan (QAP).

Combining this funding source with other federal funding sources made available from WCDA is permissible but will result in the application of all federal requirements to the entirety of the project.

Supportive Services

All projects applying for funding from the THF must clearly articulate and document how the project will provide supportive services to the target households. Supportive services are a critical element in the delivery of homeless assistance in a community, and are what distinguish THF projects from other housing development projects submitted to WCDA. In order to qualify for funding, the transitional housing project proposal must bring the homeless individual into a comprehensive system intended to assess their needs and provide them with a full range of services to promote independent living. Proposals that fail to adequately document their support services provided will not be funded.

The supportive services description must outline the method by which a target household will transition into permanent housing, with services when necessary, at any stage of need along the continuum. It should

include a balanced inventory of services – substance abuse, domestic violence, mental health, educational gaps, child care, employment and employment training, healthcare, life skills, emergency shelter needs, transitional housing facilities (including those to be funded by the THF request), and permanent housing -- all integrated into a single system. The supportive services should establish a framework for communities to coordinate housing and other services for homeless persons. Ultimately, the THF request must reflect a strategy that works best to meet locally-identified community needs and resources.

Available Funding

The WCDA Board approved the first \$2.9 million Transitional Housing project award in September 2017 to the Wyoming Rescue Mission's Project Transformation, and a balance of \$1.1 million remains unallocated in the THF as of May 2018.

Contents of THF Proposals

All proposals for funding from the THF shall include the following information:

I. 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.

II. 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.

III. 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.

IV. Supportive Services: Provide a detailed description of the supportive services to be provided by the project that meets the requirements laid out in Paragraph B. of this section, including staff bios and funding sources.

V. 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.

VI. 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.

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

Selection Process and Scoring Criteria

WCDA will consider the following factors during the proposal evaluation process:

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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. Recommendations for funding of THF projects will be made at the same time as all other QAP submittals, currently scheduled for January 30, 2019.

Results

WCDA received two proposals from the first round of THF submittals, and eventually funded one project, Wyoming Rescue Mission's "Project Transformation" in downtown Casper, Wyoming.

On January 26, 2017, Governor Matt Mead helped launch Wyoming Rescue Mission's Project Transformation, an \$8 million campaign to dramatically increase the number of men, women, and families the Mission serves by constructing two new facilities to provide emergency services and transitional housing for Wyoming's poor and homeless: the Park Street Center and the Park Street Discipleship House. Project Transformation is Wyoming Rescue Mission's response to join Governor Mead's statewide strategy, "A Home for Everyone."

Wyoming Rescue Mission requested \$2.9 million in short-term, temporary financing to provide bridge financing to allow the Mission to begin construction on the \$6 million transitional living facility called the Park Street Center. The new facility will provide 22,000 square feet of additional space which will allow Wyoming Rescue Mission to provide the following:

- Transitional housing for up to 151 men and women through our expanded Mercy and Emergency services for those who need food, shelter and direction.
- Additional rooms to house up to six single parents and their children where they can find safety and support until they can once again get back on their feet.
- A training center where guests can gain new skills so they can become employable and productive -- to build a road out of homelessness.
- A dining room and walk-in day center where those in need can find food and a place to sit where no one will disturb them.
- Case management and basic services from a centralized location allowing guests to access government and community services.

The Park Street Center will allow Wyoming Rescue Mission to nearly double the amount of transitional housing it can provide to our state's homeless. The new facility will allow the Mission to strengthen its continuum-of-care program as together we work with the state to become a model of compassion, care, and hope as we create permanent solutions for the men, women, and families who are homeless.

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Visual Aids

Project construction at the Wyoming Rescue Mission:



**WCDA Deputy Executive Director, Lesli Wright, assisting with the groundbreaking.