



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Housing

PRESENTER: April Norton

MEETING DATE: March 16, 2020

SUBJECT: Request for Qualifications for Low-Income Housing Tax Credit Developer

STATEMENT/PURPOSE

The Town Council ("Council") will consider a Request for Qualifications ("RFQ") for a developer with expertise in Low-Income Housing Tax Credit developments.

Key aspects of the RFQ:

- **Team experience.** The RFQ seeks a team with experience working in Wyoming and/or regionally. Based on feedback from the Wyoming Community Development Authority ("WCDA"), teams who have worked with the Qualified Allocation Plan ("QAP") before may be better equipped to submit successful applications.
- **Four-task approach.** The scope is broken into four tasks: 1) Property Identification; 2) QAP Study and Opportunity Assessment, Preliminary Design; 3) Project Application; and 4) Project Development. The RFQ asks for pricing/fees for the first three tasks.
- **Housing Supply Board recommendation.** The HSB will review the RFQ responses and provide the Council with a recommendation and the reasoning for the recommendation. The Council will not be required to follow the recommendation.

BACKGROUND/ALTERNATIVES

Low-income rentals are one of the largest gaps in the community housing portfolio and they serve some of the most marginalized members of the community. The Housing Department's Intake Form data as of January 2020 shows that over 280 households (616 people) are earning less than half of median family income. On average, adults in these households work 1.13 jobs and over 60% of the households are paying more than 30% of their monthly income towards housing. These are the families and individuals who will qualify for low-income rental housing.

The Workforce Housing Action Plan Initiative 4C directs staff to seek state and federal funding and to provide technical assistance to private entities applying for state and federal funds for low income housing. The plan specifically identifies tax credits as a funding tool to be sought.

In November 2017, the Town of Jackson released a Request for Proposals ("RFP") to develop deed restricted housing at 174 N. King Street. In May 2018, the Council awarded the project to Westmount Development who proposed to build low-income rental housing by utilizing Low-Income Housing Tax Credits ("LIHTC"), HOME Investment Partnerships Program ("HOME"), and National Housing Trust Funds ("NHTF") for the project.

In September 2018 and again in March 2019, Westmount Development applied to the Wyoming Community Development Authority ("WCDA"), but did not receive LIHTC, HOME, or NHTF allocations. While both applications received the highest "Tier 1" scoring based on need, they received the lowest "Tier 2" scoring based on project cost and were not competitive in either funding round.

Since the second unsuccessful application, staff has worked with WCDA to identify some opportunities to make the QAP more equitable for high cost areas in the state. WCDA has agreed to include considerations for "statistical outliers" in the 2021 QAP. Given this consideration, staff is excited to work with a qualified developer to identify a site that is compatible with LIHTC development, craft the application, and apply in the September 2021 QAP round.

The timeline will be tight, so time is of the essence to get the RFQ released, choose a development partner, and start working on an application that can be read for the September deadline.

COMPREHENSIVE PLAN ALIGNMENT

Comprehensive Plan Policy:

- House at least 65% of the workforce locally. 5.1.a
- Focus housing subsidies on full-time, year-round workers. 5.1.b
- Provide a variety of housing options. 5.2.a

Housing Action Plan Initiative:

- Provide land as a public subsidy and build development partnerships. 2B
- Seek and support grants, tax credits, loans, and other sources of funding. 4C

STAKEHOLDER ANALYSIS

Stakeholders include Town taxpayers, local working individuals and families, and business owners.

FISCAL IMPACT

Staff anticipates contracting with the development team for tasks 1-3 as outlined in the RFQ. The fees are unknown at this time and will be included in the responses received. Funding is available in the Housing Supply Program budget for both professional services related to the project and land acquisition if needed.

STAFF IMPACT

The Housing Director will lead this project for the Town and will receive expertise and support from several other staff members, including: Town Manager, Community Development Director, and the Town Attorney.

LEGAL REVIEW

Ongoing, as Needed.

ATTACHMENTS

RFQ for a Low-Income Multifamily Developer

RECOMMENDATION

Staff recommends approving the RFQ as presented.

SUGGESTED MOTION

I move to approve the Request for Qualifications for a Low-Income Multifamily Housing Developer and direct staff to release the Request for Qualifications on Tuesday, March 17th.



THE TOWN OF JACKSON, WYOMING
JACKSON/TETON COUNTY HOUSING DEPARTMENT

LOW-INCOME MULTIFAMILY HOUSING DEVELOPER
Request for Qualifications

Release Date: March 17, 2020
Submission Deadline: April 24, 2020

REQUEST SUMMARY

The Town of Jackson, through the Jackson/Teton County Housing Department, seeks a qualified partner to develop low-income rental housing within the Town of Jackson utilizing a combination of Low-Income Housing Tax Credits, HOME Investment Partnerships Program Funds, National Housing Trust Funds, Town funding and private funding. The Town of Jackson will provide land for the development pursuant to a ground lease and for a nominal annual fee and may consider additional investment depending on the project.

Introduction

The Jackson/Teton County Comprehensive Plan (“Comp Plan”) establishes the goal of housing at least 65% of the Teton County workforce locally. The Comp Plan includes a variety of strategies to achieve this goal, including Policy 5.4.a that directs staff to create a community housing implementation plan.

In November 2015, the Workforce Housing Action Plan was adopted and provides a road map for the future of housing production, preservation, and management. Initiative 4C directs staff to seek state and federal funding and to provide technical assistance to private entities applying for such funds.

In November 2017, the Town of Jackson released a Request for Proposals (“RFP”) to develop deed restricted housing at 174 North King Street. In May 2018, the Town Council (“Council”) awarded the project to Westmount Development who proposed to build low-income rental housing by utilizing Low-Income Housing Tax Credits (“LIHTC”), HOME Investment Partnerships Program (“HOME”), and National Housing Trust Funds (“NHTF”) for the project.

In September 2018 and again in March 2019, Westmount Development applied to the Wyoming Community Development Authority (“WCDA”), but did not receive LIHTC, HOME, or NHTF allocations. While both applications received the highest “Tier 1” scoring based on need, they received the lowest “Tier 2” scoring based on project cost and were not competitive in either funding round.

For the 2021 Qualified Allocation Plan (“QAP”), WCDA has indicated that it will include consideration for high cost areas within the state and will use a statistical outlier method when evaluating qualifying projects. While this will not guarantee allocations for Town of Jackson projects, it may provide the opportunity for additional investment in projects so that LIHTC, HOME, and NHTF allocations are possible.

For this RFQ, the Town seeks a development partner to complete a scope of work with four distinct tasks:

- 1) Property Identification – work with staff to identify an appropriate property for a low-income multifamily housing development.
- 2) QAP Study & Opportunity Assessment – work with staff to identify opportunities to strengthen future QAP applications.
- 3) Application to WCDA for LIHTC, HOME, and NHTF – submit a competitive application to WCDA.
- 4) Development of low-income multifamily housing – lead a public-private partnership that results in the development of low-income, multifamily housing within the Town of Jackson.

RFQ REQUIREMENTS

The Jackson Town Council has approved the following timeline for this RFQ:

RFQ Release	March 17, 2020
Submission Deadline & Public Opening	April 24, 2020
Consultant Selection	May 4, 2020
Affordable Housing Allocation Plan Application	September 2020

Submissions are due April 24, 2020 by 4pm MST. Submissions received after 4pm on April 24th will not be considered. Incomplete submissions will not be considered. All responses shall include one (1) signed original and one (1) electronic copy of the proposal and should be delivered to:

Jackson/Teton County Housing Department
Attn: April Norton, Director
320 South King Street, Box 575
Jackson, WY 83001

Proposals shall include the following information, in this order:

A) Introductory Letter

Please include a letter of interest that includes the respondent's name, contact information, and primary contact name.

B) Qualifications

- a. Proposed Project Team. Please include a description of each team member, including: a resume, how s/he will participate in the project and her/his relevant experience.
- b. Firm/Team Experience. Please summarize your experience developing low-income multifamily housing using LIHTC, HOME, and NHTF funding.
 - i. Please highlight any experience the team has had in Wyoming and/or regionally.
 - ii. Please describe experience developing in high-cost areas.
- c. References. Please provide three (3) references for whom your team has provided similar services. List the name, address, email address and telephone number for each reference along with a brief description of the relevant work provided for each reference.

C) Fees

This scope of work is broken into four distinct tasks. Please provide proposed hours and rates for tasks 1-3, broken out by team member.

1. Property Identification. This phase includes working with Town staff to identify property that is appropriate for development and may include property acquisition if the land is not already owned by the Town or Housing Authority. Teams should assume 1 public hearing for this phase (Town Council).
2. QAP Study and Opportunity Assessment, Preliminary Design. This phase includes working with staff to identify opportunities to strengthen the QAP application and attending the WCDA QAP training in Casper, Wyoming in July 2020. The team will work with Town staff on preliminary design and should expect 1 public hearing (Town Council) and 1 community outreach session for this phase.

3. Project Application. In this phase, the team will be solely responsible for submitting a complete application to WCDA for LIHTC, HOME, and NHTF funding. The submission will be due in September 2020. Teams should assume 1 public hearing for this phase (Town Council).
4. Project Development. This phase assumes a successful application. The team will lead a public-private partnership to develop low-income, multifamily rental housing within the Town of Jackson.

EVALUATION CRITERIA

The initial review of submittals for completeness will be conducted by the Housing Director. All complete submittals will then be reviewed by the Housing Supply Board. The Housing Director will bring forth a recommendation to the Town Council, which retains final decision-making authority, based on the following criteria:

- Experience of key individuals
- Experience of firm
- Experience working in Wyoming with the Wyoming Community Development Authority
- Work examples
- Proven ability to meet deadlines and control costs
- Proposed fees

Please note that the Town reserves the right to not choose any respondent.

INQUIRIES

All inquiries regarding this RFQ should be directed to aprilnorton@jacksonwy.gov. Questions will be accepted until April 21, 2020. Answers will be posted on a rolling basis at www.jhaffordablehousing.org.