

Memorandum



CITY OF DALLAS

DATE June 23, 2023

TO Honorable Mayor and Members of the City Council

SUBJECT **Upcoming Agenda Item #49 – June 28, 2023 – Capacity Building Contract**

The purpose of this memorandum is to provide information regarding the following upcoming agenda item #49 on the June 28, 2023, City Council Agenda:

“Authorize the City Manager or his or her designee to execute a service contract for a term of two years with United Way of Metropolitan Dallas, Inc. (single proposer), approved as to form by the City Attorney, in an amount not to exceed \$1,000,000 for Capacity Building Programmatic Support Services to support and stabilize small emerging non-profits for the Office of Homeless Solutions.”

This service contract provides for Capacity Building Programmatic Support Services that identify, support, and stabilize emerging non-profits, to equip them with the ability to apply to and participate in government-funded programs in the future. This will support the City Council and City Manager’s goal of increasing local non-profit capacity to provide support for the unsheltered through concentrated cultivation of local infrastructure. The Capacity Building funding was approved by City Council as part of the FY 22/23 General Fund Budget.

The awardee will design an eight-month course and maintain two courses for a maximum of fifteen (15) participants per cohort to support and train organizations in becoming stable non-profits. Training modules will include development of vision, mission statements, strategic planning, internal controls, budgets, bylaws, performance measurement, website design/maintenance and the government granting process. Requirements will be established by the awardee in coordination with the City to qualify identified organization(s) for the course, which includes coverage of the costs for an independent financial audit, a prerequisite to apply for most public and private grants, start-up costs, and a course attendance stipend. Upon successful completion of the program, the successful participating organization(s) will be eligible for an independent financial audit costs reimbursement, course completion start-up funding, and compensation for the participant’s time attending the course.

The service contract will provide grants to cover the cost of an independent financial audit which is the single largest barrier to non-profits in Dallas participating in grant opportunities. The services will help support and stabilize emerging non-profits that make up the homeless provider ecosystem with the goal to grow our non-profits in an equitable way. The program is expected to train an estimated 30 organizations across several sessions.

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Should you have any questions or concerns, please contact me or Christine Crossley, Director of the Office of Homeless Solutions at christine.crossley@dallas.gov.



Kimberly Bizer Tolbert
Deputy City Manager

c: T.C. Broadnax, City Manager
Tammy Palomino, Interim City Attorney
Mark Swann, City Auditor
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Jon Fortune, Deputy City Manager

Majed A. Al-Ghafry, Assistant City Manager
M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager
Dr. Robert Perez, Assistant City Manager
Carl Simpson, Assistant City Manager
Jack Ireland, Chief Financial Officer
Genesis D. Gavino, Chief of Staff to the City Manager
Directors and Assistant Directors