

Memorandum



CITY OF DALLAS

DATE October 11, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT **Upcoming Agenda Items 29, 30, 31, 32, 33, 34, 35, and 36 – October 23, 2019 – Authorization of Housing Opportunities for Persons with AIDS (HOPWA) Grant Program Contracts for OHS**

The following Office of Homeless Solutions (OHS) items will be considered by City Council on the October 23, 2019 Agenda. Approval of these eight items will authorize contracts for the FY2020 fiscal year in the amount of \$3,766,369.00 under the Housing Opportunities for Persons with AIDS (HOPWA) Grant Program.

- 29** Authorize a loan agreement with PWA Coalition of Dallas, Inc. dba AIDS Services of Dallas as the borrower, and Supportive Housing, Inc. and Hillcrest House Partnership, Ltd. as the owners, for a secured, zero percent interest, forgivable loan to provide for non-substantial rehabilitation of properties located at 731 North Ewing Street, 720 North Lancaster Avenue, 717 Comal Street, and 834 North Marsalis Avenue, which provide permanent housing for persons with HIV/AIDS for the period October 1, 2019 through September 30, 2020 - Not to exceed \$300,000.00 - Financing: 2019-20 Housing Opportunities for Persons with AIDS Grant Funds
- 30** Authorize a twelve-month contract, with two twelve-month renewal options contingent on available funding, with Health Services of North Texas, Inc. to provide scattered site housing assistance for persons with HIV/AIDS for the period October 1, 2019 through September 30, 2020 - Not to exceed \$616,734.00 - Financing: 2019-20 Housing Opportunities for Persons with AIDS Grant Funds
- 31** Authorize a twelve-month contract, with two twelve-month renewal options contingent on available funding, with Legacy Counseling Center, Inc. to provide housing information services and resource identification for persons with HIV/AIDS for the period October 1, 2019 through September 30, 2020 - Not to exceed \$159,935.00 - Financing: 2017-18 Housing Opportunities for Persons with AIDS Grant Funds (\$14,386.00), 2018-19 Housing Opportunities for Persons with AIDS Grant Funds (\$25,460.00), and 2019-20 Housing Opportunities for Persons with AIDS Grant Funds (\$120,089.00)
- 32** Authorize a twelve-month contract, with two twelve-month renewal options contingent on available funding, with Legacy Counseling Center, Inc. to provide facility based housing assistance and supportive services for persons with HIV/AIDS for the period October 1, 2019 through September 30, 2020 - Not to exceed \$210,000.00 - Financing: 2019-20 Housing Opportunities for Persons with AIDS Grant Fund

DATE October 11, 2019

SUBJECT **Upcoming Agenda Items 29, 30, 31, 32, 33, 34, 35, and 36 – October 23, 2019 –
Authorization of Housing Opportunities for Persons with AIDS (HOPWA) Grant
Program Contracts for OHS**

- 33** Authorize a twelve-month contract, with two twelve-month renewal options contingent on available funding, with Legacy Counseling Center, Inc. to provide master leasing including supportive services and emergency vouchers for homeless persons with HIV/AIDS for the period October 1, 2019 through September 30, 2020 - Not to exceed \$564,200.00 - Financing: 2019-20 Housing Opportunities for Persons with AIDS Grant Funds
- 34** Authorize a twelve-month contract, with two twelve-month renewal options contingent on available funding, with My Second Chance, Inc. to provide facility based housing assistance including supportive services for persons with HIV/AIDS for the period October 1, 2019 through September 30, 2020 - Not to exceed \$179,000.00 - Financing: 2019-20 Housing Opportunities for Persons with AIDS Grant Funds
- 35** Authorize a twelve-month contract, with two twelve-month renewal options contingent on available funding, with Open Arms Inc. dba Bryan's House to provide child care services for persons with HIV/AIDS for the period October 1, 2019 through September 30, 2020 - Not to exceed \$100,000.00 - Financing: 2019-20 Housing Opportunities for Persons with AIDS Grant Funds
- 36** Authorize a twelve-month contract, with two twelve-month renewal options contingent on available funding, with PWA Coalition of Dallas, Inc. dba AIDS Services of Dallas to provide facility based housing assistance and master leasing with supportive services for persons with HIV/AIDS for the period October 1, 2019 through September 30, 2020 - Not to exceed \$1,636,500.00 - Financing: 2017-18 Housing Opportunities for Persons with AIDS Grant Funds (\$80,379.00), 2018-19 Housing Opportunities for Persons with AIDS Grant Funds (\$404,037.00), and 2019-20 Housing Opportunities for Persons with AIDS Grant Funds (\$1,152,084.00)

Background:

On June 12, 2019, City Council adopted the FY 2019-20 HUD Consolidated Plan Budget for the U.S. Department of Housing and Urban Development ("HUD") Grant Funds, by Resolution No. 19-0886. The FY 2019-20 HUD Consolidated Plan Budget includes the Housing Opportunities for Persons with AIDS ("HOPWA") Grant Funds, which are available beginning October 1, 2019, contingent upon HUD's approval of the City's Five-Year Consolidated Plan and FY 2019-20 Action Plan (which is based on the approved Consolidated Plan Budget submitted on August 15, 2019), and execution of grant agreements with HUD.

HOPWA Grant Funds are to assist grantees in meeting the housing needs of low-income persons with HIV/AIDS and HIV-related illness and their families. Because HOPWA Grant Funds may be expended for eligible purposes over three years from the date of the award, remaining funds from FY 2017-18 and FY 2018-19 are also being used to fund this year's contracts.

The City of Dallas has applied for and received HOPWA funds since 1993 to support eligible activities within the Dallas Eligible Metropolitan Statistical Area ("Dallas EMSA"), which includes the counties of Dallas, Collin, Denton, Ellis, Hunt, Kaufman, and Rockwall.

DATE October 11, 2019

SUBJECT **Upcoming Agenda Items 29, 30, 31, 32, 33, 34, 35, and 36 – October 23, 2019 – Authorization of Housing Opportunities for Persons with AIDS (HOPWA) Grant Program Contracts for OHS**

On June 20, 2019, the City of Dallas Office of Procurement Services issued and solicited and received Requests for Proposals (#BRZ19-00010793) for the HOPWA program. The non-profit agencies identified below submitted proposals to provide housing and services for low-income persons living with HIV/AIDS, and were recommended for funding as follows:

Service Category	Vendor	Amount	Clients Served	Housing Units	
				Current	New
Emergency/Tenant Based Rental Assistance (rural/suburban counties)	Health Services of North Texas, Inc.	\$616,734.00	85	85	0
Facility Based Housing	PWA Coalition of Dallas, Inc. dba AIDS Services of Dallas (ASD)	\$1,636,500.00	152	125	10
	Legacy Counseling Center, Inc. (Facility)	\$210,000.00	26	7	0
	Legacy Counseling Center, Inc. (Master Leasing/Emergency Hotel/Motel Vouchers)	\$564,200.00	65	45	6
	My Second Chance, Inc. (Facility)	\$179,000.00	18	5	0
Housing Placement & Other Supportive Services	Open Arms, Inc. dba Bryan's House (Childcare)	\$100,000.00	25	na	na
Housing Facilities Rehab/Repair/Acquisition	PWA Coalition of Dallas, Inc. dba AIDS Services of Dallas (ASD)	\$300,000.00	142	125	0
Housing Information Services	Legacy Counseling Center, Inc.	\$159,935.00	175	na	na
Total		\$3,766,369.00	546	267	16

* Facility Based Housing units at ASD's four properties (125 units) would also receive one-time funding for minor rehabilitation/repair activities at those properties.

Attached is a copy of the briefing presented to the Citizen Homelessness Commission (CHC) on October 10, 2019, which provides more information regarding the procurement process, proposals, and award recommendations.

All HOPWA projects use the local Homeless Management Information System ("HMIS") to collect client-level data for service coordination and reporting/evaluation purposes. Agency staff must input client-level data into the local HMIS with applicable written consent. Agencies must also submit monthly financial reports (including supporting documentation) and performance reports (including demographic data, outputs, and outcomes). These reports are compiled at year end into the City's annual report to HUD.

CHC Feedback:

Staff briefed the Citizen Homelessness Commission (CHC) on October 10, 2019. After extensive discussion, CHC expressed a desire to receive additional information for due diligence purposes. However, there was a mutual understanding the HOPWA funding is part of the City's standard contract execution process for its federal funding allocation. Any delay in executing the contracts would have a significant impact on service delivery. CHC recommended that Coordinating & Strategic Planning subcommittee led by Commissioner Crews be assigned to conduct further discussion with OHS staff concerning the process, funding, and services provided.

DATE October 11, 2019

SUBJECT **Upcoming Agenda Items 29, 30, 31, 32, 33, 34, 35, and 36 – October 23, 2019 –
Authorization of Housing Opportunities for Persons with AIDS (HOPWA) Grant
Program Contracts for OHS**

Fiscal Impact:

This item will result in the encumbrance and expenditure of HOPWA grant funds in the amount of \$3,766,369.00 to provide housing and services for persons living with HIV/AIDS.

Should you have any questions or concerns, please contact myself or Monica Hardman, Director, Office of Homeless Solutions.



Nadia Chandler Hardy

Assistant City Manager and Chief Resilience Manager

- c:
- | | |
|--|--|
| T.C. Broadnax, City Manager | Joey Zapata, Assistant City Manager |
| Chris Caso, City Attorney (Interim) | Michael Mendoza, Chief of Economic Development and Neighborhood Services |
| Mark Swann, City Auditor | M. Elizabeth Reich, Chief Financial Officer |
| Biliera Johnson, City Secretary | Laila Alequresh, Chief Innovation Officer |
| Preston Robinson, Administrative Judge | M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion |
| Kimberly Bizer Tolbert, Chief of Staff to the City Manager | Directors and Assistant Directors |
| Majed A. Al-Ghafry, Assistant City Manager | |
| Jon Fortune, Assistant City Manager | |

FY 2019-20 Housing Opportunities for Persons with AIDS (HOPWA) Funding

**Citizen Homelessness
Commission
October 10, 2019**

**Monica E. Hardman, Director
Office of Homeless Solutions**

**Nadia Chandler-Hardy
Assistant City Manager and Chief
Resilience Officer**



City of Dallas

Overview

- Purpose
- Background
- Overview of Procurement
- Overview of Proposals
- Award Recommendations
- Staff Recommendation
- Next Steps



Purpose

- Inform the Citizen Homelessness Commission on the procurement process and recommended awards for the Request for Proposals (RFP) solicitation issued by the Office of Procurement Services (OPS) for Housing Opportunities for Persons with AIDS (HOPWA) grant funds administered by the Office of Homeless Solutions (OHS)



Background

- HOPWA Program provides federal grant funds through the U.S. Department of Housing and Urban Development (HUD) - under the City's Consolidated Plan (with CDBG, HOME, and ESG)
- City of Dallas HOPWA Program provides housing and supportive services for low-income persons (80% of Area Median Income) living with HIV/AIDS in a 7-county service area (Collin, Dallas, Denton, Ellis, Hunt, Kaufman, and Rockwall counties)



Background

- City of Dallas HOPWA Program services are divided between:
 - Office of Homeless Solutions (OHS) - Services provided by outside agencies through City subrecipient contracts
 - Office of Community Care (OCC) - Direct services provided by City staff at MLK Community Center and West Dallas Multipurpose Center



Background

- OHS HOPWA contracts include:
 - Interlocal Agreement with Dallas County Health and Human Services/HIV Grants Division - to provide Emergency/Tenant Based Rental Assistance (\$1,975,000)
 - Remainder – by competitive procurement process (with award recommendations covered in this presentation)



Background

- HOPWA Program regulations do not require homelessness to be eligible for HOPWA housing or services.
- OHS HOPWA contracts will require vendors to provide a preference for serving homeless persons living with HIV/AIDS.
- Over the next year, staff will work with providers and the community to develop processes to provide additional HOPWA-funded housing dedicated to homeless persons living with HIV/AIDS.
- Some HOPWA projects (e.g., Master Leasing) are already dedicated to serving homeless persons living with HIV/AIDS.
- Considerations:
 - Some HOPWA programs have pre-existing waiting lists.
 - HOPWA's 7-county service area crosses over multiple Continuum of Care homeless response systems.
 - City's Citizen Participation Plan requires community input.

7



Overview of Procurement

Request for Proposals - BRZ19-00010793 – FY2019-20
Housing Opportunities for Persons with AIDS (HOPWA)

Action	Date
Advertised	June 20 & 27, 2019
Pre-Proposal Conference	July 2, 2019
Proposal Due Date (five proposals)	July 25, 2019
Evaluation Committee Award Recommendations	August 20, 2019

- Awards would be for one year, with two twelve-month renewal options

Funds Available

Service Category	Approx. Funds Available
Emergency/Tenant Based Rental Assistance <ul style="list-style-type: none"> • Short-term rent, mortgage, and utility assistance (homeless prevention) • Tenant based rental assistance (housing choice voucher) 	\$1,182,250
Facility-Based Housing <ul style="list-style-type: none"> • Congregate or project-based housing • Master leasing dedicated to homeless persons 	\$2,033,500
Housing Placement & Other Support Services	\$133,750
Housing Facilities Rehabilitation/Repair/Acquisition	\$300,000
Housing Information Services <ul style="list-style-type: none"> • Housing resource center, website, and on-line searchable database providing housing referrals 	\$160,500
Total	\$3,810,000



Evaluation Criteria

Points	Evaluation Criteria	Description of Evaluation Criteria
Yes or No	Financial Capacity	<ul style="list-style-type: none"> • Current on federal tax filing • Three months' cash operating reserve per audited financial statements • Minimum 70% of operating budget toward program costs
35	Experience	<ul style="list-style-type: none"> • Adequate and successful experience with similar projects or with target population • Sufficient and qualified staff to perform specified activities and adequate fiscal tracking/reporting
50	Approach and Methodology	<ul style="list-style-type: none"> • Overall description of the project and general approach taken • Leveraged funds available • Strategic approach to achieving goals of OHS through equity, collaboration, sustainability, and data
15	Business Inclusion and Development	<ul style="list-style-type: none"> • Involve Minority and Women-Owned Business Enterprises to greatest extent feasible • Non-discrimination



Overview of Proposals

Provider	Scope of Proposal	Amount Requested	Amount Recommended
PWA Coalition of Dallas/AIDS Services of Dallas	Facility-Based Housing (including master leasing) (permanent housing)	\$1,882,953	\$1,636,500
	Housing Facilities Rehab/Repair/Acquisition	\$300,000	\$300,000
Health Services of North Texas	Emergency/Tenant Based Rental Assistance (rural and suburban counties)	\$616,734	\$616,734
Legacy Counseling Center	Facility-Based Housing (hospice/respice care)	\$266,913	\$210,000
	Housing Information Services	\$160,500	\$159,935
	Master Leasing (permanent hsg)	\$564,203	\$564,200



Overview of Proposals

Provider	Scope of Proposal	Amount Requested	Amount Recommended
Open Arms/ Bryan's House	Supportive Services (childcare)	\$100,000	\$100,000
My Second Chance	Facility-Based Housing (transitional housing for women)	\$253,293	\$179,000
Total Requested / Total Recommended		\$4,144,596	\$3,766,369
		Total Available	\$3,810,000
Funds Remaining (<i>carryover for renewal contracts</i>)			\$43,631



Supportive Housing Site Selection

- Applies to project-based housing
 - HOPWA Facility-Based Housing (incl Master Leasing)
 - HOPWA Facilities Rehabilitation/ Repair/Acquisition
- Grandfathered Sites (contracted through HOPWA prior to implementation of Site Selection Criteria in Feb 2018)
 - PWA Coalition (Facility & Rehab) – 4 sites contracted since 2005 (125 units)
 - Legacy (Facility) – 1 site contracted since 2005 (7 beds)
 - Legacy (Master Leasing) – 2 sites contracted since 2015 & 2016 (30 units)
 - My Second Chance (Facility Based) – 1 site contracted since 2014 (5 beds)



Supportive Housing Site Selection

- Two New Proposed Sites (for expanded services to homeless persons living with HIV/AIDS)
 - PWA Coalition (Master Leasing) – 10 new units located in 75254 (District 11)
 - Legacy (Master Leasing) – up to 6 new units located in 75215 (District 7)



Performance Measures

Programs funded through OHS will include performance measures that support the department's overarching goals to:

- Decrease the total number of persons experiencing homelessness and the number of homeless encampments in the City of Dallas
- Increase the total number of emergency shelter beds and supportive housing units in the City of Dallas
- Increase the total number of unduplicated homeless persons placed into housing in the City of Dallas
- Increase the percentage of unduplicated homeless persons placed in housing in the City of Dallas who remain housed after six months

OHS contractual performance measures require collaborative efforts of service providers and speak to mission of combating homelessness



Performance Measures

In addition to project specific metrics and outcomes, contracts will include one or more the following performance measures (as applicable to the project):

Performance Measure	Methodology
Number Served	The total number of unduplicated persons and/or households served and associated demographic data as reported in HMIS
Housing Inventory	The total number of housing units developed (and associated housing types) as reported in monthly reports and recorded in the Housing Inventory Chart (HIC) provided by MDHA
Housing Placements	Number of unduplicated persons placed into housing as reported in HMIS, including: <ul style="list-style-type: none"> • Persons who exit from ES or TH to a Permanent Destination • Persons who are enrolled in a PSH or RRH and have a move-in date recorded • Persons who exit from PSH to a Permanent Destination
Housing Retention	As reported in HMIS, the total number of persons to remain in housing after six months divided by the total number of persons served by housing projects as of the beginning of the contract term
Utilization Rate	HMIS participation rate Percentage of units or shelter beds occupied Percentage of participations enrolled in the program receiving each service



Staff Recommendation

- Staff recommends that the CHC forward the most responsive proposers to the full City Council for consideration and possible action on November 13, 2019.



Next Steps

- City Council consideration – on October 23, 2019
- Implementation – contracts effective on October 1, 2019 (for continuing housing and services) and upon execution (for expansion projects)



FY 2019-20 Housing Opportunities for Persons with AIDS (HOPWA) Funding

**Citizen Homelessness
Commission
October 10, 2019**

**Monica E. Hardman, Director
Office of Homeless Solutions**

**Nadia Chandler-Hardy
Assistant City Manager and Chief
Resilience Officer**



City of Dallas

Appendix

HOPWA Facility Based Housing HOPWA Rehabilitation/Repair/Acquisition (Supportive Housing Site Selection Criteria)



Supportive Housing Site Selection Criteria

Threshold Property Requirements	Facility Based Housing & Rehabilitation							Master Leasing			
	PWA Coalition (E)	PWA Coalition (H)	PWA Coalition (R)	PWA Coalition (S)	Legacy	My Second Chance	Legacy (MP)	Legacy (RAC)	NEW Legacy (P)	NEW PWA Coalition (PV)	
Grandfathered (GF) or New Properties	Grand-fathered	Grand-fathered	Grand-fathered	Grand-fathered	Grand-fathered	Grand-fathered	Grand-fathered	Grand-fathered	Grand-fathered	New	New
In compliance with Multi-Tenant Registration/Inspection (N/A for new construction or rehab) (score of 90 or above)	N/A	N/A	N/A	N/A	N/A	N/A Not Multi-Tenant	N/A Not Multi-Tenant	N/A	N/A	84	99
Must not be out of Code compliance or have any outstanding multi-tenant complaints	N/A	N/A	N/A	N/A	N/A	N/A Not Multi-Tenant	N/A Not Multi-Tenant	N/A	N/A	Compliant	Compliant
Ownership required to sign tri-party agreement with COD subcontractor and client	N/A Owns property	N/A Owns property	N/A Owns property	N/A Owns property	N/A Owns property	N/A Not Multi-Tenant	N/A Not Multi-Tenant	Yes	Yes	Yes	Yes
Sponsor must hold public meeting per COD guidelines	Confidential Site	Confidential Site	Confidential Site	Confidential Site	Confidential Site	Confidential Site	Confidential Site	Confidential Site	Confidential Site	Confidential Site	Confidential Site



Supportive Housing Site Selection Criteria

Development Location	Maximum	Facility Based Housing & Rehabilitation						Master Leasing			
		PWA Coalition (E)	PWA Coalition (H)	PWA Coalition (R)	PWA Coalition (S)	Legacy	My Second Chance	Legacy (MP)	Legacy (RAC)	NEW Legacy (P)	NEW PWA Coalition (PV)
Located in Moderate or High Opportunity	8	0	0	0	0	0	0	0	0	0	8
Located in Census Tract with less than 20%	14	0	0	0	0	14	0	0	0	0	14
Located in attendance zone of elementary school with "met standard" rating	3	3	3	3	3	3	3	3	3	3	3
Not Located in a DPD TAAG area	4	0	0	0	0	4	4	0	0	0	0
Not located in census tract assessed by USDA Food Access Research at least as being : --Low-income and Low-access at 1 mile (urban, regardless of vehicle ownership) (0 points) --Low-income and Low-access at 1/2 miles (urban, regardless of vehicle ownership) (4 points)	9	4	4	4	4	4	4	4	4	0	4
Not located near another project-based supportive housing development (CoC or DHA) (1 point for every 1/2 mile - maximum 12 points)	12	0	0	0	0	6	6	4	12	2	0
Points	50	7	7	7	7	31	17	11	19	5	29
Demonstration of Community Input	Maximum										
Neighborhood Association Letter of Recommendation --Letter of Recommendation (10 points) --Neutral or No Letter (5 points)	10	5	5	5	5	5	5	5	5	5	5
Points	10	5	5	5	5	5	5	5	5	5	5



Supportive Housing Site Selection Criteria

Project Amenities	Maximum	Facility Based Housing & Rehabilitation						Master Leasing			
		PWA Coalition (E)	PWA Coalition (H)	PWA Coalition (R)	PWA Coalition (S)	Legacy	My Second Chance	Legacy (MP)	Legacy (RAC)	NEW Legacy (P)	NEW PWA Coalition (PV)
Secured Access	1	1	1	1	1	1	1	1	1	1	1
Furnished Fitness Center per TDHCA guidelines	1	0	0	0	0	0	0	0	1	0	0
Business Center per TDHCA guidelines	1	0	0	0	0	0	0	0	1	0	0
Community Laundry Room	4	4	4	4	4	4	4	4	4	4	4
ADA-Section 504 requirements met by project	4	0	0	0	0	4	0	4	4	4	4
Free Community Wi-Fi	4	4	4	4	4	4	4	0	0	0	0
Points	15	9	9	9	9	13	9	9	11	9	9
Proximity of Site											
Maximum	4										
Bus or Rail Service: For each service with peak, weekday headway of <= 15 minutes: --With station or stop within 1/4 mile walking distance (2 points), or --With station or stop within 1/2 mile walking district (1 point) Up to maximum of 4 points total	4	2	2	2	2	2	2	2	2	1	1
Dallas Public Library within 2 miles	3	3	3	3	3	3	3	0	3	3	0
Recreation or Community Center within 1/2 mile	3	0	0	0	0	0	0	0	0	0	0
Points	10	5	5	5	5	5	5	2	5	4	1



Supportive Housing Site Selection Criteria (cont'd)

Services to be Provided by Development	Maximum	Facility Based Housing & Rehabilitation						Master Leasing			
		PWA Coalition (E)	PWA Coalition (H)	PWA Coalition (R)	PWA Coalition (S)	Legacy	My Second Chance	Legacy (MP)	Legacy (RAC)	NEW Legacy (P)	NEW PWA Coalition (PV)
On-Site Property Management	5	5	5	5	5	5	5	5	5	5	5
Active Crime Watch Group	5	5	5	5	5	0	0	0	0	0	0
On-Site Security	5	5	5	5	5	5	5	5	0	5	5
Points	15	15	15	15	15	10	10	10	5	10	10
Total Points	100	41	41	41	41	64	46	37	45	33	54

*No minimum score required for recommendation. Score is intended to highlight strengths and weaknesses of project only.