



City of Dallas Project HOPPE

Scope of Work Outline

May 12, 2022

DELIVERABLES:

1. Planning, organizing, and conducting a two-day summit and a series of additional meetings to bring key community stakeholders/interested parties together, brief them on the goals and timeline for developing the new policy, facilitate discussions around specific policy elements requiring community input, and obtain input to guide the creation of a mission statement, policy objectives, and policy framework that addresses all of the policy requirements in David Noguera's Project HOPPE vision and outline document (as detailed below)
2. A draft CHP that:
 - Incorporates the policy requirements in David Noguera's Project HOPPE vision and outline document
 - Folds in the 11 recommendations from the Race Equity Assessment
 - Incorporates the input, ideas, and suggestions from the community stakeholder two-day summit and other planning meetings
 - Establishes the CHP vision, goals, and objectives
 - Outlines a process for developing the strategic road map
3. Regular presentations/briefings for the City Council that uses story maps and other tools to show progress and set the foundation for Council approval of the revised CHP

TIMELINE:

May 2022 to January 2023

SCOPE OF WORK:

Community Equity Strategies' scope of work in providing the City of Dallas with the deliverables outlined above will be as follows:

Phase 2

2.1 More in-depth community engagement, including events to gather stakeholder input to inform policy development

- Organize and conduct a series of community stakeholder input events, including a 2-day summit and a series of additional meetings

- Document input in a manner that facilitates the development of the new policy and allows for effective Council briefings and supports Council adoption

2.2 Policy development

- Draft policy objectives that reflect community stakeholder input and that address each of the policy goals outlined in David Noguera’s Project HOPPE vision statement and outline:
 - *Policy must empower community to be engaged in housing activities*
 - *Policy must measure affordable housing needed in the city*
 - *Policy must cultivate participation of third-party partners to run housing programs and advocate for housing resources*
 - *Policy must leverage faith-based community to support housing activities*
 - *Policy must empower staff to adjust to market changes*
 - *Policy must serve the masses of low-income homeowners in need of home repair services*
 - *Policy must embrace compliance framework for housing investment decisions, operations and long-term planning activities*
 - *Policy must establish dedicated funding streams for new and existing programs, initiatives and council designated projects*
 - *Policy must support the consolidation of performance measurement requests to focus staffing resources on production*
 - *Policy must balance capacity building efforts with production performance goals*
 - *Policy must balance demands of historic residents with needs of incoming residents*
 - *Policy must mitigate hazards and threats to new and existing housing developments citywide*
 - *Policy must establish leadership on fair housing practices*
 - *Policy must establish design standards for housing construction*
 - *Policy must establish connectivity standards for all communities where housing investments take place*
 - *Policy must mitigate housing developments located in food deserts*



- *Policy must establish professional development expectations for all staff and volunteers who serve on boards, commissions, taskforces, and neighborhood councils*
- Create an outline for how the policy objectives will create the framework for the City’s development of a strategic roadmap and funding strategy that enables it to forge a sustainable path to achieving greater equity per the recommendations that the Council adopted

2.3 Communication, including regular presentations to the City Council and community stakeholders

- Work with city staff and local CES subcontractor(s) to produce and distribute publicity materials to help maximize participation of critical stakeholders in the community engagement process
- Work with local CES subcontractor(s) to produce and present comprehensive communication materials, including story map(s), that will guide the community stakeholder input process and inform the City Council and other stakeholders around project progress, the community-driven mission statement, and the community-driven policy objectives
- Provide briefings that include presentation materials to City Council committees and the full Council per the plan determined with Housing Department Director

2.4 Project management

- Creation and implementation of a comprehensive project management plan and timeline that reflects the work outlined above and results in providing the City with the deliverables by the dates agreed upon, including:
 - Supervision of the work of local CES subcontractor(s)
 - Close coordination with City of Dallas Housing Department staff

Phase 2 Cost:

- Community engagement, policy development, communications, project management, and administrative work performed by Christine Campbell, John Gilvar, and Michele Williams, including travel:

\$ 167,904

- Work performed by local CES subcontractor(s), including:



- In-person representation at *ad hoc* local meetings
- Development of story map and other presentation materials as needed
- Presentation assistance
- Community organizing and event planning for community engagement activities:

\$ 111,300

- Food and supplies for community engagement events:

\$ 27,500