



# OFFICE OF HOMELESS SOLUTIONS

## EXHIBIT A: STATEMENT OF SERVICES

### PROJECT

*Street Outreach Services*

### VENDOR

*Housing Forward*

### PROJECT DESCRIPTION

The Real Time Rehousing (RTR) Initiative is a regional partnership to provide rapid rehousing assistance for homeless persons.

### PROVISION OF SERVICES

The RTR Initiative is an expansion of Street Outreach capacity and aligns with the City of Dallas' strategy to reduce encampments and unsheltered homelessness through the RTR initiative. Street Outreach staff are essential to the encampment decommissioning and re-housing process, and are responsible for delivering the following services:

- Engagement with people experiencing unsheltered homelessness;
- Conducting Coordinated Access System Assessments;
- Service coordination and connection to community based resources;
- Housing Navigation to support people on a pathway to permanent housing; and
- Data entry and reporting to monitor performance outcomes.

### ELIGIBLE PARTICIPANTS

Residents of the CoC geographical area through the Coordinated Access System (CAS) who are identified as homeless in the City of Dallas, documented as unsheltered as defined by HUD. Rental assistance provided to an eligible individual or household should not be duplicative of any other federally funded rental assistance provided to such individuals or households.

#### **Client eligibility:**

- An “eligible individual/household” must meet the definition of homeless in 2 CFR 576.2, as summarized below:
  1. Individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who

resided in an emergency shelter or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided

2. Individuals and families who will imminently lose their primary nighttime residence.
3. Unaccompanied youth under 25 years of age, or families with children and youth, who are defined as homeless under other federal statutes listed in 2 CFR 576.2, who do not otherwise qualify as homeless under this definition.
4. Individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.
5. Reside within the CoC geographical area (Dallas and Collin Counties).

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#### COLLABORATION

Collaboration will include working closely with DHA, the Continuum of Care (CoC) and non-profits in the community.

#### CONTRACT TERM AND SCHEDULE

The standard contract period is February 1, 2024 through September 30, 2025.

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#### BUDGET

**Total Contract Budget: \$2,354,314.00**

**Funding Source:** General Fund

**Budget Allocation:**

Cost Category	Amount	Activity Types
Administrative Costs	\$330,366.00	Sub-Administration
Supportive Services	\$2,023,948.00	Coordinated Outreach Staff
<b>CONTRACT BUDGET</b>		<b>\$2,354,314.00</b>
<b>LEVERAGE/MATCH GOAL</b>		<b>N/A</b>
<b>TOTAL PROJECT COST</b>		<b>\$2,354,314.00</b>

Exhibit B includes a detailed budget and line items for each cost category above. Expenses billed to the contract should not exceed the approved budgeted amounts in each cost category unless authorized by a budget revision request. Any budget request (including a budget line item revision or budget category reallocation) must be submitted within nine months after the beginning of the contract term, unless otherwise approved by the City of Dallas for good cause.

**PERFORMANCE**

Performance Measures			
Annually			
Measure	HMIS	Target Year 1 (8 months)	Target Year 2 (12 months)
How many engagements?	# of unduplicated clients with outreach enrollments	1500	2500
How many assessments?	# of unduplicated clients enrolled in outreach who also have CAS Enrollments	1100	1900
How many housing navigations?	# of unduplicated clients with an outreach enrollment that have a housing move-in date	400	600
On time submission of paperwork.	For reimbursement: 25 <sup>th</sup> of each month. For other reports: As requested by OHS.	Track	Track

**PERFORMANCE EVALUATION**

This contract will be monitored monthly upon submission of Reimbursement Reports (Exhibit B), which are due by the (25<sup>th</sup>) of each month. Additionally, a minimum of two site visits, to include contract delivery and close out visits, will occur during the contract term. A written report is due with the final payment to describe the overall performance, challenges, and actions taken to address challenges.

Reimbursement Reports, to include requests for payments, are due by the contractual deadline with a 30-day grace period. Late submissions could result in delayed or non-payments. The submission window will close 30 days after the contract expiration date. Vendors are required to submit the following monthly Reimbursement Report (Exhibit B of the contract) by the 25<sup>th</sup> of each month:

- Exhibit B of the contract:
  - Request for Payment Form, Page 1

- Request for Payment Detail, Page 2
- Match/Leveraging Expenditure Report, Page 3
- Performance Summary, Page 4
- Feedback Form, Page 5
- Budget Revision Request Form (if applicable), Page 6
- Consolidated Annual Performance and Evaluation Report (CAPER) generated with HMIS data
- Source Documentation (see guidelines in Exhibit B)