

# Memorandum



CITY OF DALLAS

DATE April 21, 2023

Honorable Members of the City Council Housing and Homelessness Solutions  
TO Committee: Casey Thomas II (Chair), Jesse Moreno (Vice Chair), Carolyn King Arnold,  
Paula Blackmon, Cara Mendelsohn, Paul Ridley, Jaynie Schultz

SUBJECT **Upcoming Agenda Item: On April 26, 2023 for an agreement with Training & Development Associates, Inc (TDA) in the amount of \$612,118.00 for engagement and implementation of the Dallas Housing Policy 2033 and Dallas Housing Resource Catalog as described in Exhibit A**

This is to inform the Housing and Homelessness Committee of an upcoming agenda item to approve an agreement for professional consulting contract with Training and Development Associates, Inc. (TDA) for community engagement and implementation of the Dallas Housing Policy 2033 (DHP33) and the Dallas Housing Resource Catalog (DHRC) for a term through December 30, 2024 for the attached Scope of Work in Exhibit A in an amount not to exceed \$612,118.00.

In 2019, the Department of Housing & Neighborhood Revitalization (Housing) entered into a contract with TDA to provide professional hands-on services to assist Housing in identifying compliance gaps and remedies for the gaps. TDA assisted Housing in developing policies and procedures that are currently utilized today for ongoing day-to-day administration of the programs and projects.

On March 1, 2022, Housing entered into an amended contract with TDA to provide an equity review on the Comprehensive Housing Policy (CHP), as requested by the Housing and Homelessness Solutions Committee. The results of the equity review provided 11 recommendations to consider for the Comprehensive Housing Policy.

On April 27, 2022, City Council adopted the 11 recommendations to incorporate into the CHP. In June 2022, Housing entered into an agreement with Community Equity Strategies (CES) consulting group per Administrative Directive (AD) 4-5 Special Need/Justification for Other Service Contracts to provide professional services to gather community input, draft the new DHP33 and DHRC.

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**TDA’s Work in Summary:**

<b>Timeline</b>	<b>Activity</b>	<b>Accomplishments</b>
FY 2019	Identify compliance gaps and solutions	Developed policies and procedures; Provide federal training; and Address audit issues.
FY 2022	Provide an equity review of the CHP	Engage the community; Evaluate CHP for equity; Provide recommendations; and Recommend CES for drafting DHP33 and DHRC.

This agenda item will allow for this next phase for a professional consulting contract with TDA for community engagement and implementation of the DHP33 for a term through December 30, 2024, for the attached Scope of Work in Exhibit A in an amount not to exceed \$612,118.00.

Housing requests consideration and approval to enter into an agreement using the special need/justification for consultant contracts. As provided under Administrative Directive 4-5, a special need exists where either 1) experience indicates that only one consultant can best provide the required service or 2) an immediate emergency necessitates the immediate hiring of a consultant. This consultant was selected via a special need based on Housing’s determination, according to demonstrated services and work product, that TDA Consulting, Inc. can best provide the consultant services necessary to assist with implementation of the DHP33 and the Dallas Housing Resource Catalog. Housing is prepared to enter into a contract with TDA Consulting, Inc. after approval of the item.

Should you have any questions or require any additional information, please contact David Noguera, Director, Department of Housing & Neighborhood Revitalization at [david.noguera@dallas.gov](mailto:david.noguera@dallas.gov) or 214-670-3619.



Majed A. Al-Ghafry, P.E.  
 Assistant City Manager

**[Attachment: Exhibit A TDA Consulting, Inc Scope of Work for Implementation on DHP33]**

- c: T.C. Broadnax, City Manager
- Tammy Palomino, City Attorney (I)
- Mark Swann, City Auditor
- Biliera Johnson, City Secretary
- Preston Robinson, Administrative Judge
- Kimberly Bizzor Tolbert, Deputy City Manager
- Jon Fortune, Deputy 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