

# EXHIBIT A

Training & Development Associates, Inc  
Scope of Work for Implementation on DHP33

- 1) Community Engagement - TDA will provide staff augmentation to design and build a community engagement structure for the implementation of DHP33. This will include the following activities:
  - a. An initial review of existing efforts and engaged segments of the community
  - b. Development of a design that includes, but is not limited to, the following segments of the community
    - i. Residents
    - ii. Local businesses
    - iii. Community leaders
    - iv. Nonprofit organizations
    - v. Educational institutions
    - vi. Faith based organizations
    - vii. Representations from key business sectors
      1. Banking
      2. Development
      3. Technology
      4. Recreation
  - c. Establish a frequency of meetings and protocols for managing each meeting
  - d. Development of a communication strategy that embraces existing City platforms and builds upon them to maximize information access
  - e. Launch of the engagement strategy, including facilitation of in-person as well as virtual sessions with city staff on an ongoing basis

For example purposes, a brief capture of activities that will occur immediately following contract execution is below.

April 12<sup>th</sup> – Housing Policy on Council Agenda

May 10<sup>th</sup> – Council approves TDA contract

May 17<sup>th</sup> – Contract Executed

May 22<sup>nd</sup> – Initial Council Briefing at Council Committee Meeting on Housing and Homelessness Solutions

May 23<sup>rd</sup>/24<sup>th</sup> – Meetings with Individual Council Members and NHSD team; TDA Team Launch

June 1<sup>st</sup> – TDA launches engagement strategy

This will include the following:

- Opening of public online space to receive feedback. This space will remain open throughout the engagement.

# EXHIBIT A

- Launching of initial survey tools focused on capturing priorities and interests. Additional targeted surveys will be launched over the course of the engagement.
- Public announcement of focus group / stakeholder interest group meetings. This includes sessions focused by topic (housing, jobs), geography and stakeholder type (nonprofit, business owner, resident). There will also be a series of citywide sessions held. The City should anticipate in June and July there will be:
  - 15 Focus Groups/Listening Sessions
  - 8 Citywide Listening Sessions

At least 2 of the eight citywide sessions and 3 of the focus groups will be held in Spanish.
- Individual interviews and meetings, The City should anticipate in June and July 40 individual interviews (in person and by zoom depending on individual preference)

July 15<sup>th</sup> - Monthly written update provided to Council

August 15<sup>th</sup> - Monthly written update provided to Council

August 22<sup>nd</sup> – Quarterly Briefing to Council

- 2) Inclusive Housing Task Force: TDA will work with the City to identify, develop and launch a structure for a housing task force which will advise the City on implementation of the Housing Policy. This will include working with the City to make the following determinations:
- a. What is the charge of the entity and how does it work with and related to the efforts of City team members
  - b. What is the role of other stakeholders – city housing dept, community members, etc
  - c. Size of the body
  - d. Roles and responsibilities of members
  - e. Roles and responsibilities of leadership
  - f. Identification of participants by community sectors
  - g. Determination of inclusive representation
  - h. Selection process
  - i. Organizational structure (terms, meeting cadence,etc)

TDA will begin this work upon contract execution and complete design recommendations within 60 days. TDA will then work with the City to identify potential participants, carry out the selection process and launch the initial meetings of the body. Once launched, TDA will remain in a support role to City staff through April 2024.

- 3) Selection of Equity Strategy Target Areas: TDA will work with City staff and community stakeholders to set criteria for evaluating and selecting geographic areas for concentrating

# EXHIBIT A

investment over the next ten years. This will include working with the City to carry out the following activities:

- a. Determination of key metrics and indicators for consideration
- b. Initial identification of potential areas
- c. Utilization of data and mapping ongoing and planned intervention activities (e.g. nuisance abatement and/or community investments that support housing development or redevelopment activities).
- d. Survey of community stakeholders (listed in Item 1b) to understand their criteria for selecting target areas.
- e. Review of proposed areas to ensure diversity, equity and inclusion DEI goals are being considered and potential impact on housing policy pillars
- f. Development of a communication strategy to gather buy in on target areas that embraces existing City platforms and builds upon them to maximize information access
- g. Identify 10-15 target areas based on information gathered and analysis completed that will be used to select the top 5 equity strategy target areas.
- h. Launch of the engagement strategy, including facilitation of in-person as well as virtual sessions to select the top 5 equity strategy target areas. This will align with the larger engagement strategy under Task 1.
- i. Coordinate community recommendations around initial 2-3 pilot target areas and work with City staff to coordinate launch of pilot areas.

TDA will begin this work on a parallel track with the community engagement structure described in Item 1 above. TDA will begin this work upon contract execution and complete identification of 10-15 target areas (Item 3g) within 120 days. To the extent any of these areas are to be submitted to HUD as proposed NRSA's, TDA will provide an application framework for that purpose.

TDA team members will continue to support and facilitate the engagement process through April 2024, and anticipate beginning to shift lead roles to City staff beginning in February 2023.

- 4) Development of Agreements with City Departments: TDA will work with City staff to create the first 10 interagency agreements with other City departments around existing and anticipated efforts. This will include meeting with departments such as those listed below and working with each of them individually to identify areas of alignment and mutual benefit. TDA will then draft agreements to be shared with community stakeholders, the City Council and added to the Dallas Housing Resource Catalog.

- Dallas Water Utilities
- Public Works
- Development Services
- Planning and Urban Design
- Dallas Police Department/Integrated Public Safety Solutions
- Convention and Event Services
- City Attorney Office-Community Prosecution
- Code Compliance

# EXHIBIT A

- Economic Development

TDA will begin this work upon contract execution and work with departments over the course of the year to complete agreements on a rolling basis. Community engagement will help identify priority areas and departments that should be included in this first round of agreements.

- 5) Compliance Policies and Procedures: TDA will work with the Compliance Unit to document their existing processes, policies and procedures and develop a living document that can be used moving forward to guide their efforts and increase consistency across
- 6) Program Rollout: TDA will review processes and protocols for executing programs and offer recommendations for improvement such as application intake, process management and document management. This will be limited to 3 programs to be determined.

## Estimated Level of Effort

Task	Task Lead	Cost
1 – Community Engagement	Dionne Roberts	\$225,036
2 – IHTF	Dionne Roberts	\$74,445
3 – Target Areas	Noah Woodward	\$55,125
4 – Written Agreements	Jennifer Alpha	\$121,117
5 – Compliance	Randall Mullen	\$40,950
6 – Program Rollout	Stan Fitterman	\$95,445
		<b>\$612,118</b>