



OFFICE OF HOMELESS SOLUTIONS

Term Sheet

Program/Project: Enter the program and/or project title

Housing Opportunities for Persons with AIDS (HOPWA) / Scattered Site Housing

Vendor: List the vendor who has been awarded a contract for the project.

Health Services of North Texas, Inc.

Scope of Services: Describe the scope of services highlighting key points of interest.

Health Services of North Texas, Inc. (HSNT) has provided HOPWA scattered site housing assistance since 1996 (through the City of Dallas since March 2005), including:

- Tenant-Based Rental Assistance (TBRA) – long-term rental assistance (with a utility allowance allowance) that an eligible person may use at a housing unit of his/her choice (similar to Housing Choice Voucher program)
- Short-Term Rent/Mortgage/Utility (STRMU) (Emergency) Assistance - designed to prevent homelessness, and includes short-term rent, mortgage, and utility payments for up to 21 weeks in any 52-week period
- Supportive Services – case management services provided through case managers, who ensure that clients have access to other services, such as medical care, transportation, legal services, and food pantry

Eligible persons must:

- Have an HIV/AIDS diagnosis
- Reside in the Dallas Eligible Metropolitan Statistical Area (Dallas EMSA), consisting of seven counties (see Location below)
- Be low-income (at or below 80% of Area Median Income)
- For STRMU Assistance: Be at-risk of homelessness and demonstrate a need for assistance
- For TBRA Assistance:
 - Continued this year (targeting homelessness) – HSNT is required to give preference to homeless persons for those seeking TBRA assistance. HSNT serves primarily Collin, Denton, Hunt, Kaufman, and Rockwall Counties. OHS staff will work with HSNT to initiate collaboration between HSNT and the applicable Coordinated Assessment System (CAS) in the local Continuum of Care covering the counties in which HSNT provides HOPWA assistance (Collin, Denton, Hunt, Kaufman, and Rockwall) – to seek homeless applicants who are prioritized for housing and are eligible for HOPWA services.

HSNT HOPWA-Funded Staff:

- Two full-time HOPWA Case Managers (one in Denton and one in Plano)
- Partial funding for Director of Programs (to supervise the HOPWA Case Managers)
- Administrative staff

All HOPWA projects use the local Homeless Management Information System (HMIS) to collect client-level data for service coordination and reporting/evaluation purposes. HSNT staff must input client-level data into the local HMIS with applicable written consent.

HSNT 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.

Funding: Detail the funding for the project to include source of funds, fiscal impact, and payment method.

Total Contract: \$706,795.00 (\$648,084 regular HOPWA funding and \$58,711 HOPWA CARES ACT funding)

\$648,084 (increase of \$31,350, 5.08%, from \$616,734 in FY2019-20)

- TBRA/STRMU-\$605,812
- Administrative Costs - \$42,272.00
- Total - \$648,084

Administrative Costs are limited by regulations to 7% of amount received.

In addition to regular HOPWA funding, Health Services of North Texas, Inc. will also receive an allocation of HOPWA CARES ACT funds in the amount of \$58,711.00, as follows:

- TBRA/STRMU – \$53,541.00
- Administrative Cost - \$5,170.00

Administrative Costs for HOPWA funds under the CARES Act are limited to 10% of the amount received.

Payment Method: Reimbursement

Procurement: Briefly explain the process of how the vendor was awarded

Request for Proposals (RFP) – BRZ19-0010793 (FY2019-20 HOPWA Program)

- Advertised on June 20, 2019 and June 27, 2019
- Pre-Proposal Conference held on July 2, 2019
- Proposal due on July 25, 2019
- Five agencies submitted proposals
- Evaluation scores (out of 100 total points) were:
 - 81.50 – PWA Coalition of Dallas, Inc. dba AIDS Services of Dallas
 - 81.25 – Health Services of North Texas, Inc.
 - 81.00 – Legacy Counseling Center, Inc.
 - 80.25 – Open Arms, Inc. dba Bryan's House
 - 70.50 – My Second Chance, Inc.

Feedback: Include briefing dates and recommendations from committees and commissions. Include dates of public forums and feedback from citizens.

Location: Include information about which districts will be impacted and how they will be affected by this request.

Service Locations:

- 4308 Mesa Drive, Denton, TX 76207 (Council District N/A)
- 2540 K Avenue, Plano, TX 75074 (Council District N/A)

Administrative Offices:

4401 N. I-35, Suite 312, Denton, TX 76207 (Council District N/A) (administrative offices)

Serves primarily Collin, Denton, Hunt, Kaufman, and Rockwall Counties – which are outside of the City of Dallas city limits

HOPWA Grant Funds are used to serve seven counties in the Dallas EMSA: Collin, Dallas, Denton, Ellis, Hunt, Kaufman, and Rockwall Counties

Performance Measures: List the performance measures and outcomes for the project.

Emergency STRMU Assistance:

- Households Served - 38 households
- Housing Stability - 97% Stable
 - Comprised of 48% Stable Situations and 49% Temporarily Stable Situations

Tenant Based Rental Assistance:

- Households Served – 47 households
- Housing Stability – 95% Stable

HOPWA providers also track performance measures relating to access to care and services. These include: Housing Plan (95%); Case Management (95%); Medical Contact (92%); Medical Coverage (92%); Income Source (89%); and Obtained Employment (8%).

Alignment with OHS Priorities: Discuss how this project aligns with OHS goals and objectives.

This project supports OHS priorities as follows:

- *Prevent Homelessness* – by diverting persons from homelessness through financial assistance for past due rent, mortgage, and/or utility assistance
- *Protect Persons Experiencing Homelessness* - by reducing homeless recidivism through strengthening case management and associated resources and addressing bottlenecks and barriers to services
- *Promote Affordable Housing Solutions* - by increasing the supply of supportive housing units through housing placement and rental assistance
- *Partner to Maximize Resources* - by engaging the community through new partnerships

Challenges/Solutions: Highlight any concerns that have been expressed or may arise. Discuss actions taken or potential solutions to address these concerns.

Targeting Homelessness:

Continued this year – HSNT is required to give preference to homeless persons for those seeking TBRA assistance. HSNT serves primarily Collin, Denton, Hunt, Kaufman, and Rockwall Counties. OHS staff will work with HSNT to initiate collaboration between HSNT and the applicable Coordinated Assessment System (CAS) in the local Continuum of Care covering the counties in which HSNT provides HOPWA assistance (Collin, Denton, Hunt, Kaufman, and Rockwall) – to seek homeless applicants who are prioritized for housing and are eligible for HOPWA services.

Authorized via Administrative Action		<input type="checkbox"/>	Authorized via Council Resolution		<input type="checkbox"/>
Legistar File #	20-1627	Agenda Date	10/13/2020	Consent Agenda	<input checked="" type="checkbox"/>

Action Items: Describe the request of Council and provide supporting information.

Authorize the first twelve-month renewal option to the contract with Health Services of North Texas, Inc., with an increase of \$31,350.00, from \$616,734.00 to \$648,084.00 for additional short-term rent, mortgage, and utility assistance funded under the entitlement grant and a one-time increase in the amount of \$58,711.00 funded under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), to provide scattered site housing assistance for persons with HIV/AIDS for the period October 1, 2020 through September 30, 2021 - Not to exceed \$706,795.00 - Financing: 2020-21 Housing Opportunities for Persons with AIDS Grant Funds (\$648,084.00) and 2020 CARES Act Relief HOPWA #1 Grant Funds (\$58,711.00)