

Memorandum



CITY OF DALLAS

DATE March 3, 2023

TO Honorable Mayor and Members of the City Council

SUBJECT **Master Leasing Program – Office of Homeless Solutions**

The purpose of this memorandum is to announce the Master Leasing Request for Proposal (RFP) was released and posted to Bonfire on Thursday, March 03, 2023. [Please click on this link to the posting.](#)

As approved by the City Council in the FY 22-23 Budget, the Office of Homeless Solutions is soliciting an organization to secure or work with a third-party organization(s) to acquire vacant units in a sustainable way that will guarantee availability for future rental subsidies to support the homeless response system.

The awardee will work as or with a provider to identify properties appropriate for master leasing of low-barrier rental units. All vacant units must follow the HUD Housing Quality Standard, [24 Code of Federal Regulations 982.401 - Housing Quality Standards](#), defining "standard housing" and establishing the minimum criteria for the health and safety of program participants. The awarded organization will manage, coordinate, and align all aspects of tenant occupancy, which includes identifying properties, property management as needed, negotiating 12-to-24-month lease-up plans, tenant move-in processes, aligning funding for leases with a sustainable rent structure for residents, and providing case management with the goal of creating additional supportive housing to rapidly meet the needs of our unsheltered neighbors.

Unsheltered neighbors will be identified through the existing best practice, via the Coordinated Access System, according to the guidance of the local Continuum of Care (CoC) lead agency. Eligibility determination should include background checks only as needed to meet the property requirements for low-barrier housing success, so as not to be in obstruction of the [Fair Housing Act](#).

Staff will provide an update on the proposed vendor for the Master Lease Program to the Housing and Homeless Solutions Committee prior to May 24, 2023, which is the tentative date for City Council action. Should you have any questions or require additional information at this time, please contact me or Christine Crossley, Office of Homeless Solutions Director at christine.crossley@dallas.gov.



Kimberly Bizer Tolbert
Deputy City Manager

c: T.C. Broadnax, City Manager
Tammy Palomino, Interim City Attorney
Mark Swann, City Auditor
Billierae Johnson, City Secretary
Preston Robinson, Administrative Judge
Jon Fortune, Deputy City Manager

Majed A. Al-Ghafry, Assistant 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