

ATTACHMENT COVER SHEET

Meeting Date: April 2, 2012

Item: Approval of the submission of the Family Self Sufficiency (FSS) Program Coordinator Grant to the United States Department of Housing and Urban Development (HUD).

Attachments:	Pages
1. FSS Grant	1-52

Opportunity Title:	Housing Choice Voucher Family Self-Sufficiency (HCV FSS)
Offering Agency:	US Department of Housing and Urban Development
CFDA Number:	14.871
CFDA Description:	Section 8 Housing Choice Vouchers
Opportunity Number:	FR-5600-N-09
Competition ID:	HCVFSS-09
Opportunity Open Date:	02/16/2012
Opportunity Close Date:	04/24/2012
Agency Contact:	For answers to your questions, you may contact the Public and Indian Housing Resource Center at 800-955-2232. Persons with hearing or speech impairments may access this number via TTY (text telephone) by calling the Federal Information Relay Service at 800-877-8339. (These are toll-free)

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name: Culver City Housing Authority FSS

Mandatory Documents

Move Form to Complete

Move Form to Delete

Mandatory Documents for Submission

Application for Federal Assistance (SF-424)
HUD Facsimile Transmittal

Optional Documents

Attachments

Move Form to Submission List

Move Form to Delete

Optional Documents for Submission

HUD Applicant-Recipient Disclosure Report
Disclosure of Lobbying Activities (SF-LLL)

Instructions

- 1 Enter a name for the application in the Application Filing Name field.**

 - This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
 - You can save your application at any time by clicking the "Save" button at the top of your screen.
 - The "Save & Submit" button will not be functional until all required data fields in the application are completed and you clicked on the "Check Package for Errors" button and confirmed all data required data fields are completed.
- 2 Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.**

 - It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in these fields.
 - The forms listed in the "Mandatory Documents" box and "Optional Documents" may be predefined forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative or a combination of both. "Mandatory Documents" are required for this application. "Optional Documents" can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding "Optional Documents".
 - To open and complete a form, simply click on the form's name to select the item and then click on the => button. This will move the document to the appropriate "Documents for Submission" box and the form will be automatically added to your application package. To view the form, scroll down the screen or select the form name and click on the "Open Form" button to begin completing the required data fields. To remove a form/document from the "Documents for Submission" box, click the document name to select it, and then click the <= button. This will return the form/document to the "Mandatory Documents" or "Optional Documents" box.
 - All documents listed in the "Mandatory Documents" box must be moved to the "Mandatory Documents for Submission" box. When you open a required form, the fields which must be completed are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.
- 3 Click the "Save & Submit" button to submit your application to Grants.gov.**

 - Once you have properly completed all required documents and attached any required or optional documentation, save the completed application by clicking on the "Save" button.
 - Click on the "Check Package for Errors" button to ensure that you have completed all required data fields. Correct any errors or if none are found, save the application package.
 - The "Save & Submit" button will become active; click on the "Save & Submit" button to begin the application submission process.
 - You will be taken to the applicant login page to enter your Grants.gov username and password. Follow all onscreen instructions for submission.

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☐ New
☒ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

Completed by Grants.gov upon submission.

4. Applicant Identifier:

CA

5a. Federal Entity Identifier:

CA-110

5b. Federal Award Identifier:

CA-110FSS8

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

Culver City Housing Authority

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

45-4366197

*** c. Organizational DUNS:**

0638336510000

d. Address:

*** Street1:**

9770 Culver Blvd.

Street2:

*** City:**

Culver City

County/Parish:

Los Angeles

*** State:**

CA: California

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

90232-0507

e. Organizational Unit:

Department Name:

Community Development

Division Name:

Housing

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mrs.

*** First Name:**

Mona

Middle Name:

Karroum

*** Last Name:**

Kennedy

Suffix:

Title: Interim Housing Supervisor

Organizational Affiliation:

*** Telephone Number:**

310-253-5780

Fax Number:

310-253-5785

*** Email:**

mona.kennedy@culvercity.org

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

US Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.871

CFDA Title:

Section 8 Housing Choice Vouchers

* 12. Funding Opportunity Number:

FR-5600-N-09

* Title:

Housing Choice Voucher Family Self-Sufficiency (HCV FSS)

13. Competition Identification Number:

HCVFSS-09

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Culver City Housing Choice Voucher Family Self-Sufficiency Program Coordinator

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

32nd

b. Program/Project

CA-032

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

01/01/2013

* b. End Date:

12/31/2013

18. Estimated Funding (\$):

* a. Federal

69,000.00

* b. Applicant

* c. State

* d. Local

* e. Other

* f. Program Income

* g. TOTAL

69,000.00

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on

☒ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☐ c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

☐ Yes

☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

Ms.

* First Name:

Tevis

Middle Name:

* Last Name:

Barnes

Suffix:

* Title:

Culver City Housing Administrator

* Telephone Number:

310-253-5780

Fax Number:

310-253-5785

* Email:

tevis.barnes@culvercity.org

* Signature of Authorized Representative:

Completed by Grants.gov upon submission.

* Date Signed:

Completed by Grants.gov upon submission.

**Housing Choice Voucher
(HCV) Family Self-
Sufficiency (FSS)
Program Coordinator
Funding**

U.S. Department of Housing
and Urban Development
Office of Public and Indian
Housing

OMB Approval No. 2577-0178
Exp. (09/30/2013)

Public reporting burden for this collection of information is estimated to average 0.75 hours. This includes the time for collecting, reviewing, and reporting the data. Information provided is to determine the eligibility of the applicant for funding for the salary of a program coordinator. HUD uses the information to determine eligibility of the applicant to receive funding. Information is required to obtain benefit under 24 CFR 982.302(b). The information is subject to the confidentiality requirements of the HUD Reform Legislation. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

PART I: General Information. (To be completed by all applicants.)

Applicant Category: ☐ PHAs Not Currently administering FSS ☒ PHAs Currently administering FSS	Moving-to-Work PHA? ☐ Yes ☒ No State or Regional PHA? ☐ Yes ☒ No	DUNS Number of Applicant: 063833651	Funding Request for Fiscal Year: 2013
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A. PHA Legal Name (For joint applicants, lead PHA name): Culver City Housing Authority

Address: 9770 Culver Blvd.

City: Culver City County: Los Angeles

State: CA Zip Code: 90232

PHA Number of Applicant: CA-110

B. Legal Name of Joint Applicant PHA. (If applicable.)

Address:

City: County:

State: Zip Code:

PHA Number of Applicant:

Legal Name of Joint Applicant PHA. (If applicable.)

Address:

City: County:

State: Zip Code:

PHA Number of Applicant:

Legal Name of Joint Applicant PHA. (If applicable.)

Address:

City: County:

State: Zip Code:

PHA Number of Applicant:

PHA Number of Applicant:

List any additional co-applicants on page 4

C. Evidence demonstrating salary comparability to similar positions in the local jurisdiction for each position requested is on file at the PHA.	X ☐ Yes ☐ No
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D. Contact information person most familiar with application:

Name: Mona Kennedy Telephone Number: 310-253-5780

Email Address: mona.kennedy@culvercity.org

PART II: Funding/Positions Requested by PHAs that are Currently Administering HCV/FSS Programs

A. Previously Funded Positions

FY Last Funded	Salary Amount Last Funded	Salary Requested Per Position ** under this NOFA	Number of Positions at salary level	Is applicants request above percentage allowed in the NOFA? 'Y' or 'N' ***
2011	\$33,107	\$66,214	1	N

B. New Positions –Total salary requested per position including fringe benefits, if applicable. If more than one position, list each separately:

Salary Requested, including Fringe Benefits**

C. Total Requested

1.	1	Total number of positions requested in Part II
2.	\$69,000	Total \$ requested in Part II

** Salary awards will not exceed the cap per position stated in the most recent HCV/FSS NOFA.

*** For any position, where the applicant is requesting a percentage increase above the amount provided for in the current HCV/FSS NOFA, the applicant must comply with justification requirements in the current HCV/FSS NOFA.

Additional space for Part II A and B on page 4

PART III: Requests for PHAs that are NOT currently administering HCV/FSS Programs

A. FSS Action Plan Information:

	The number of HCV/FSS program slots in the HUD-approved Action Plan. (For Joint applications, provide total approved slots for all joint applicant PHAs.)
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B. Position/Salary Requested:

Number of Positions	Salary Requested, including Fringe Benefits if applicable**

Additional space for Part III B on page 4

C. Total Requested.

1.		Total number of positions requested in Part III B
2.		Total \$ requested in Part III B

** Salary awards will not exceed the cap per position stated in the most recent HCV/FSS NOFA.

Continuation of Part I. B, Legal Name of Joint Applicant PHAs

Legal Name of Joint Applicant PHA. (If applicable.)	
Address:	
City:	County:
State:	Zip Code:
PHA Number of Applicant:	
Legal Name of Joint Applicant PHA. (If applicable.)	
Address:	
City:	County:
State:	Zip Code:
PHA Number of Applicant:	
PHA Number of Applicant:	

Continuation of Part II. A, Previously Funded Positions:

FY Last Funded	Salary Amount Last Funded	Salary Requested Per Position ** under this NOFA	Number of Positions at salary level	Is applicants request above percentage allowed in the NOFA? 'Y' or 'N' ***

Continuation of Part II. B, New Positions:

Salary Requested, including Fringe Benefits**

Continuation of Part III. B, Position/Salary Requested:

Number of Positions	Salary Requested, including Fringe Benefits if applicable**

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing
and Urban Development

OMB Number: 2510-0011
Expiration Date: 10/31/2012

Applicant/Recipient Information

* Duns Number: 0638336510000

* Report Type: INITIAL

1. Applicant/Recipient Name, Address, and Phone (include area code):

* Applicant Name:

Culver City Housing Authority

* Street1: 9770 Culver Blvd.

Street2:

* City: Culver City

County: Los Angeles

* State: CA: California

* Zip Code: 90232-0507

* Country: USA: UNITED STATES

* Phone: 310-253-5780

2. Social Security Number or Employer ID Number: 45-4366197

* 3. HUD Program Name:

Section 8 Housing Choice Vouchers

* 4. Amount of HUD Assistance Requested/Received: \$ 69,000.00

5. State the name and location (street address, City and State) of the project or activity:

* Project Name: Section 8 Housing Choice Voucher Program FSS Program

* Street1: 9770 Culver Blvd.

Street2:

* City: Culver City

County: Los Angeles

* State: CA: California

* Zip Code: 90232

* Country: USA: UNITED STATES

Part I Threshold Determinations

* 1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).

☐ Yes

☒ No

* 2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1-Sep. 30)? For further information, see 24 CFR Sec. 4.9

☐ Yes

☒ No

If you answered " No " to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form.

However, you must sign the certification at the end of the report.

Acknowledgment of Application Receipt

U.S. Department of Housing
and Urban Development
OMB Approval No. 2577-0259 Exp. 08/30/2014

Type or clearly print the Applicant's name and full address in the space below.

Culver City Housing Authority
9770 Culver Blvd.
Culver City, CA 90232

(fold line)

Type or clearly print the following information:

Name of the Federal
Program to which the
applicant is applying:

To Be Completed by HUD

☐ HUD received your application by the deadline and will consider it for funding. In accordance with Section 103 of the Department of Housing and Urban Development Reform Act of 1989, no information will be released by HUD regarding the relative standing of any applicant until funding announcements are made. However, you may be contacted by HUD after initial screening to permit you to correct certain application deficiencies.

☐ HUD did not receive your application by the deadline; therefore, your application will not receive further consideration. Your application is:

☐ Enclosed

Being ☐ sent under separate cover

Processor's Name _____

Date of Receipt _____

Facsimile Transmittal

1331581008-4150

U. S. Department of Housing
and Urban Development
Office of Department Grants
Management and Oversight

OMB Number: 2525-0118
Expiration Date: 06/30/2011

Name of Document Transmitting:

1. Applicant Information:

Legal Name: Culver City Housing Authority

Address:

Street1: 9770 Culver Blvd.

Street2:

City: Culver City

County: Los Angeles

State: CA: California

Zip Code: 90232-0507

Country: USA: UNITED STATES

2. Catalog of Federal Domestic Assistance Number:

Organizational DUNS: 0638336510000

CFDA No.: 14.871

Title: Section 8 Housing Choice Vouchers

Program Component:

3. Facsimile Contact Information:

Department: Community Development

Division: Housing

4. Name and telephone number of person to be contacted on matters involving this facsimile.

Prefix: Mrs. First Name: Mona

Middle Name: Karroum

Last Name: Kennedy

Suffix:

Phone Number: 310-253-5780

Fax Number: 310-253-5785

5. Email: mona.kennedy@culvercity.org

6. What is your Transmittal? (Check one box per fax)

☐ a. Certification ☒ b. Document ☐ c. Match/Leverage Letter ☐ d. Other

7. How many pages (including cover) are being faxed?

1

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Culver City Housing Authority

Project Name: Family Self Sufficiency Program

Location of the Project: Culver City

Name of the Federal
Program to which the
applicant is applying: Housing Choice Voucher Family Self Sufficiency (HCV-FSS)

Name of
Certifying Jurisdiction: Culver City

Certifying Official
of the Jurisdiction
Name: Tevis Barnes

Title: Culver City Housing Administrator

Signature: _____

Date: _____

2012 eLogic Model® Information Coversheet



Instructions

When completing this section there are "mandatory" fields that must be completed. These fields are highlighted in yellow. The required data must be entered correctly to complete an eLogic Model®. After completing all mandatory fields on the coversheet click on the "Check Errors" button at the top of this page. Applicant Legal Name must match box 8a in the SF-424 in your application. Enter the legal name by which you are incorporated and pay taxes. CCR Doing Business is new for 2010 eLogic Model®. Only complete this field if your registration at CCR includes an entry in Doing Business as: (dba). Enter the DUNS # as entered into box 8c of the SF-424 Application for Federal Assistance form. Enter the City where your organization is located, this information must match the SF-424 data in your application. Use the dropdown to enter the State where your organization is located, this information must match the SF-424 data in your application. This information must match the SF-424 data in your application. Enter the Grantee Contact Name and email address in the field provided. Enter the name of the person that completed the eLogic Model® and their email address in the field provided. When completing the Project Information Section, applicants except Indian Tribes must enter their Project Name, Project Location City/County/Parish, State, Project Type, and Construction Type. If there are multiple locations, enter the location where the majority of the work will be done. Indian tribes, including multi-state tribes, should enter the City or County associated with their business address location. For Indian Tribes, enter the state applicable to the business address of the Tribal entity.

Program Information

HUD Program

HCVFSS

Program CFDA #

14.871

Program Component

Grantee Information

Applicant Legal Name	Culver City Housing Authority
CCR Doing Business As Name	
DUNS Number	063833651
City	Culver City
State	California
Zip Code	90232
Grantee Contact Name	Mona Kennedy
Grantee Contact email	mona.kennedy@culvercity.org
Logic Model Contact Name	Mona Kennedy
Logic Model Contact email	mona.kennedy@culvercity.org

Project Information

Project Name	Housing Choice Voucher Family Self Sufficiency Coordinator Grant
Project Location City/County/Parish	Culver City
Project Location State	California
Zip Code	90232
Project Type	
Construction Type	

Additional Information for Reporting (Leave Blank At the Time of Application)

Grants.gov Application Number	
HUD Award Number	
Logic Model Amendment Number	

2012

Applicant Legal Name
 HUD Doing Business As Name
 HUD Program
 Program Component
 Project Name

Reporting Period
 Reporting Start Date
 Reporting End Date

DUNS No. 0 - 0



HUD Goal Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools
			Pre	Post	YTD		Pre	Post	YTD	
1	Planning	Programming	4			5	6			7
Policy	There is a need to maintain on-going linkages to services and economic opportunities for existing FSS program participants in order to support their transition to employment and economic self-sufficiency.	Outreach-Outreach to families if households	Households			Other/Other	Other			Accountability
1B			50			Financial Literacy-Credit repair counseling-Completed Persons	Persons			A. Tools for Measurement
2B			20			Housing-Purchased home if households	Households			Intake log
2B			20			Employment-Promotion resulting in increased hourly wage if dollars	Dollars			Intake log
4B			5			Other/Other	Other			B. Where Data Maintained
5B			40			Other/Other	Other			Agency database
			5			Other/Other	Other			Agency database
			#VALUE!							C. Source of Data
			#VALUE!							
			#VALUE!							
			#VALUE!							
			#VALUE!							
			#VALUE!							D. Frequency of Collection

CITY OF CULVER CITY
COUNCIL POLICY STATEMENT

General Subject: Personnel

Specific Subject: Acceptance of Gifts or Gratuities

Policy Number: 4003

Date Issued: 1/23/95

Effective Date: 1/24/95

Resolution No. 95-R005

PURPOSE:

To encourage each employee and official of the City to observe a personal code of ethical conduct, and to discourage gifts and gratuities.

STATEMENT OF POLICY:

Employees and officials of the City are expected to be objective and fair in dealing with the public and persons or firms doing business with the City. Employees and officials are fully compensated for their assigned duties, and shall not solicit or accept gifts or gratuities for the performance of their City job responsibilities. Acceptance or solicitation of gifts or gratuities from any person or firm involved in any transaction with the City can create an appearance of influence, conflict of interest, or favoritism which may impair the employee's, or the City's, credibility with clients.

A gift or gratuity offered by any individual (as part of a firm or otherwise), who by virtue of their particular business or activity may be involved with the City currently or in the future, should be politely rejected. Anonymous gifts should be delivered to the Chief Administrative Officer for appropriate disposition.

Solicitation or acceptance of gifts or gratuities may be grounds for disciplinary action, up to and including termination of employment.



CITY OF CULVER CITY

HOUSING PROGRAMS OFFICE

9770 CULVER BOULEVARD, CULVER CITY, CALIFORNIA 90232-0507

(310) 253-5780
INFO. LINE (310) 253-5781
FAX (310) 253-5785

TEVIS BARNES

Housing Programs Administrator

Affirmatively Furthering Fair Housing

The Culver City Housing Agency's (CCHA) mission is the same as that of the U. S. Department of Housing and Urban Development (HUD) as outlined in the Public Housing Agency Five Year Plan (2010-2015). "To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination." The following steps are taken to further fair housing throughout the City of Culver City (City):

1) **Overcome the effects of impediments to fair housing choice that were identified in the jurisdiction's Analysis of Impediments (AI) to Fair Housing Choice-** The CCHA will continue to work with state and local authorities to make regulatory changes that will encourage affordable housing developments throughout and will continue to remain consistent with the applicable jurisdiction's Consolidated Plan and Analysis of Impediment.

2) **Remedy discrimination in housing-** The CCHA continues to actively deconcentrate areas of poverty by outreaching to property owners throughout the City. Rental listings are available to Section 8 Housing Choice Voucher (HCV) Holders to review and include units located throughout the City. .

3) **Promote fair housing rights and fair housing choice-** The CCHA refers Housing Rights questions and concerns to a non-profit organization. Housing Rights Center is available to answer all legal questions and/or concerns and complaints.

A document promoting fair housing rights and where to report violations is included in each briefing packet for all new Section 8 HCV Program participants. Posters (in both English and Spanish) are also displayed for public viewing in the main lobby of the CCHA.

The CCHA also works with a language line translation service available to assist with non English speaking individuals.



CITY OF CULVER CITY

HOUSING PROGRAMS OFFICE

9770 CULVER BOULEVARD, CULVER CITY, CALIFORNIA 90232-0507

(310) 253-5780
INFO. LINE (310) 253-5781
FAX (310) 253-5785

TEVIS BARNES
Housing Programs Administrator

March 14, 2012

Since 1999, the Culver City Housing Authority (CCHA) has been awarded funding for a Family Self Sufficiency (FSS) Coordinator position which has afforded our agency the ability to assist our Section 8 Housing Choice Voucher participants achieve their goal of self sufficiency.

Through the years, fifty-one (51) households have participated in FSS. Of this number, fifteen (15) have graduated by completing their Contract of Participation (COP). On April 2, 2012 our most recent graduate, G. Najarro will be awarded an escrow check for \$12,327.75 followed by a commendation by the Culver City Housing Authority Commission. Additionally, approximately thirty-six (36) have generated escrow accounts which are an indication of increase in wage earned income. These escrow accounts have totaled over \$126,000 with some being as high as \$27,780.40.

The CCHA is approved to enroll up to twenty-five (25) participants in our FSS Program. Currently, twenty-five (25) households are enrolled in the FSS Program. Monthly reports from October 2010-September 2011 are included in this grant application and provide information that is accurate showing a program size of 25 in September 2011. According to the HUD posted report that shows PIC data of existing HCV FSS programs for the specified time period, the total number of families under contract is incorrect at 16. Please review the attached documentation.

The CCHA utilizes Saint Joseph Center to conduct FSS case management and is diligently working with this organization. The CCHA continues to strive toward excellence in effectively and efficiently administering the FSS program.

If you have any questions you may contact me at (310) 253-5780.

Sincerely,

Tevis Barnes
Housing Administrator

**2010 Culver City Family Self Sufficiency
St. Joseph Center
Program Year: 7/1/2010 to 6/30/11
Monthly Report**

REPORT MONTH: October 2010

PART A: GOALS and ACCOMPLISHMENTS:

PROGRAM GOALS	Contract Annual Goal	Monthly Actual	Year to Date
To provide Family Self-Sufficiency Case Management to 25 eligible Culver City families residing in Section 8 housing.			
Assist Culver City Housing Department with FSS recruitment and enrollment activities:			
• Total Mailings completed	**	2	9
• Individual Mailings completed	**	40	86
• Group presentations	**	0	1
• Individual family meetings	**	1	8
• Phone recruitment	**	10	40
Enroll new eligible families in the Family Self Sufficiency Program. Develop a Family Individual Treatment and Service Plan (ITSP) identifying barriers to self-sufficiency (List number of families enrolled and ITSP' completed)	25	1	20
Provide ongoing case management to enrolled families	**	20	58
Provide monthly contact (List number of monthly contacts provided)	**	80	304
Provide case management to enrolled families Provide a quarterly home visit or other face-to-face contact (List number of home visits or face-to-face meetings provided)	**	20	80
Provide employment assistance to families. (List number of employment service sessions provided)	**	1	4
Provide or host workshops on Financial Literacy/ Tenancy/Home-ownership or other appropriate topic (List number of workshops provided.)	4	1	4
Provide or offer counseling referral regarding credit repair	**	1	4
Provide or offer support regarding transportation services	**	1	4

PART B. NARRATIVE

1. Marketing and Enrollment - Accomplishments and barriers:

Accomplished:

- CM called potential individual/families for enrollment from active, eligible clients in Happy software database. CM was able to inform several participants about program, and was able to mail FSS information packet.
- With notification from Teresa Williams, Housing Specialist at Culver City Housing Authority about families porting into Culver City, CM was able to **enroll 1 new participant** into the FSS Culver City program.
- Presented FSS program to participants at Section 8 briefings.

In Progress:

FSS Coordinator continues to solicit possible FSS participants via mail and telephone and by referrals from the City of Culver City Housing Assistants, Teresa Williams and Pamela Jackson. CM will continue to encourage enrollment with the individuals met during annual renewal appointments forwarded by housing specialists.

Barriers:

Culver City occupancy list is limited creating challenges with enrollment. In addition, a large majority of Culver City Section 8 voucher holders are older adults and not eligible for this program. The Section 8 waiting list for the City has been frozen, limiting the number of new individuals to recruit.

2. Case Management: Accomplishment and barriers.

Accomplished:

- FSS Coordinator provided case management with enrolled families through face to face meeting or via phone meetings. FSS Coordinator also worked with other SJC supervisors and case managers to connect clients to appropriate resources and referrals.
- Reviewed ITSP's and created new, relevant ITSP's and Matrix for all enrolled FSS clients
- Assisted several clients with creating new or updated resumes in order to look for full time work and linked them with Marina Del Rey Work source Center.
- Continued to update yearlong calendar outlining upcoming client workshops, socials, activities and FSS orientations.
- Continue to interact with the Family Self-Sufficiency List Serve and other FSS Coordinators in southern California. (This List Serve provides a forum for the discussion of information relevant to HUD's Homeownership and Family Self-Sufficiency Programs.)
- Culver City Housing Authority hosted the Fall 2010 Southern California FSS Collaborative Meeting on Oct 19, 2010. Arranged guest speakers and location for meeting.
- Attended the Nan McKay Self Sufficiency Case Management and Coordination Training at the San Diego Housing Commission held Oct 27 -29th, 201.
- Received certificate of completion for attending Nan McKay Self Sufficiency Case Management and Coordination Training at the San Diego Housing Commission held Oct 27 -29th, 201.

Barriers:

Due to the high unemployment rate, competition of living in a large city and clients job skill sets, there have had challenges obtaining full time and/or part time employment. One solution has been to enroll clients in courses to improve their computer skills, improve their skills sets and obtain education in order to make them a more desirable candidate for employment.

FSS participation increased from 19 to 20 (year to date total)

3. Workshops Offered: (Description and attendance):

Description of workshop	Date	Number Attended
Operation Hope Home Buyers Seminars	10/2/2010 10/16/2010	0
Operation Hope Credit Seminar	10/ 23/ 2010	0
ST Joseph Center Money Management Classes	Per Appointment	0

I hereby certify that the information contained on this quarterly report is true and correct.

CONTRACT REPRESENTATIVE SIGNATURE:

Report prepared by: _____ Date: _____

Date: _____

PRINT NAME and TITLE: Vanessa Porter/ FSS coordinator

PHONE NUMBER: 310/253-5989 or 310/396-6468 x 345

EMAIL ADDRESS: Vanessa.Porter@culvercity.org or Vporter@stjosephctr.org

**2010 Culver City Family Self Sufficiency
St. Joseph Center
Program Year: 7/1/2010 to 6/30/11
Monthly Report**

REPORT MONTH: November 2010

PART A: GOALS and ACCOMPLISHMENTS:

PROGRAM GOALS	Contract Annual Goal	Monthly Actual	Year to Date
To provide Family Self-Sufficiency Case Management to 25 eligible Culver City families residing in Section 8 housing.			
Assist Culver City Housing Department with FSS recruitment and enrollment activities:			
• Total Mailings completed	**	2	11
• Individual Mailings completed	**	20	106
• Group presentations	**	0	1
• Individual family meetings	**	2	10
• Phone recruitment	**	5	5
Enroll new eligible families in the Family Self Sufficiency Program. Develop a Family Individual Treatment and Service Plan (ITSP) identifying barriers to self-sufficiency (List number of families enrolled and ITSP' completed)	25	0	20
Provide ongoing case management to enrolled families	**	20	78
Provide monthly contact (List number of monthly contacts provided)	**	80	384
Provide case management to enrolled families Provide a quarterly home visit or other face-to-face contact (List number of home visits or face-to-face meetings provided)	**	20	100
Provide employment assistance to families. (List number of employment service sessions provided)	**	1	5
Provide or host workshops on Financial Literacy/ Tenancy/Home-ownership or other appropriate topic (List number of workshops provided.)	4	1	5
Provide or offer counseling referral regarding credit repair	**	1	5
Provide or offer support regarding transportation services	**	1	5

PART B. NARRATIVE

1. Marketing and Enrollment - Accomplishments and barriers:

Accomplished:

- CM called potential individual/families for enrollment from active, eligible clients in Happy software database. CM was able to inform several participants about program, and was able to mail FSS information packet.
- With notification from Teresa Williams, Housing Specialist at Culver City Housing Authority about families porting into Culver City, CM has five potential families to enroll into the FSS program.
- Presented FSS program to participants at Section 8 briefings.

In Progress:

FSS Coordinator continues to solicit possible FSS participants via mail and telephone and by referrals from the City of Culver City Housing Assistants, Teresa Williams and Pamela Jackson. CM will continue to encourage enrollment with the individuals met during annual renewal appointments forwarded by housing specialists.

Barriers:

Culver City occupancy list is limited creating challenges with enrollment. In addition, a large majority of Culver City Section 8 voucher holders are older adults and not eligible for this program. The Section 8 waiting list for the City has been frozen, limiting the number of new individuals to recruit.

2. Case Management: Accomplishment and barriers.

Accomplished:

- FSS Coordinator provided case management with enrolled families through face to face meeting or via phone meetings. FSS Coordinator also worked with other SJC supervisors and case managers to connect clients to appropriate resources and referrals.
- Reviewed ITSP's and created new, relevant ITSP's and Matrix for all enrolled FSS clients
- Assisted several clients with creating new or updated resumes in order to look for full time work and linked them with Marina Del Rey Work source Center.
- Continued to update yearlong calendar outlining upcoming client workshops, socials, activities and FSS orientations.
- Continue to interact with the Family Self-Sufficiency List Serve and other FSS Coordinators in southern California. (This List Serve provides a forum for the discussion of information relevant to HUD's Homeownership and Family Self-Sufficiency Programs.)

Barriers:

Due to the high unemployment rate, competition of living in a large city and clients job skill sets, there have had challenges obtaining full time and/or part time employment. One solution has been to enroll clients in courses to improve their computer skills, improve their skills sets and obtain education in order to make them a more desirable candidate for employment.

FSS participation remained at 20 (year to date total)

3. **Workshops Offered:** (Description and attendance):

Description of workshop	Date	Number Attended
Operation Hope Home Buyers Seminars	11/6/2010 11/20/2010	0
Operation Hope Credit Seminar	11/27/ 2010	0
ST Joseph Center Money Management Classes	Per Appointment	0

I hereby certify that the information contained on this quarterly report is true and correct.

CONTRACT REPRESENTATIVE SIGNATURE:

Report prepared by: _____ Date: _____

Date: _____

PRINT NAME and TITLE: Vanessa Porter/ FSS coordinator

PHONE NUMBER: 310/253-5989 or 310/396-6468 x 345

EMAIL ADDRESS: Vanessa.Porter@culvercity.org or Vporter@stjosephctr.org

2010 Culver City Family Self Sufficiency
St. Joseph Center
Program Year: 7/1/2010 to 6/30/11
Monthly Report

REPORT MONTH: December 2010

PART A: GOALS and ACCOMPLISHMENTS:

PROGRAM GOALS	Contract Annual Goal	Monthly Actual	Year to Date
To provide Family Self-Sufficiency Case Management to 25 eligible Culver City families residing in Section 8 housing.			
Assist Culver City Housing Department with FSS recruitment and enrollment activities:			
• Total Mailings completed	**	2	13
• Individual Mailings completed	**	5	111
• Group presentations	**	0	1
• Individual family meetings	**	2	12
• Phone recruitment	**	5	10
Enroll new eligible families in the Family Self Sufficiency Program. Develop a Family Individual Treatment and Service Plan (ITSP) identifying barriers to self-sufficiency (List number of families enrolled and ITSP' completed)	25	0	20
Provide ongoing case management to enrolled families	**	20	98
Provide monthly contact (List number of monthly contacts provided)	**	80	464
Provide case management to enrolled families Provide a quarterly home visit or other face-to-face contact (List number of home visits or face-to-face meetings provided)	**	20	120
Provide employment assistance to families. (List number of employment service sessions provided)	**	1	6
Provide or host workshops on Financial Literacy/ Tenancy/Home-ownership or other appropriate topic (List number of workshops provided.)	4	1	6
Provide or offer counseling referral regarding credit repair	**	1	6
Provide or offer support regarding transportation services	**	1	6

PART B. NARRATIVE

1. Marketing and Enrollment - Accomplishments and barriers:

Accomplished:

- CM engaged potential individual/families for enrollment from active, eligible clients in Happy software database. CM was able to inform several participants about program, and was able to mail FSS information packet.
- Teresa Williams, Housing Specialist at Culver City Housing Authority informed CM about several families porting into Culver City in hopes of enrolling them into the FSS program.

In Progress:

FSS Coordinator continues to solicit possible FSS participants via mail and telephone and by referrals from the City of Culver City Housing Assistants, Teresa Williams and Pamela Jackson. CM will continue to encourage enrollment with the individuals met during annual renewal appointments forwarded by housing specialists.

Barriers:

Culver City occupancy list is limited creating challenges with enrollment. In addition, a large majority of Culver City Section 8 voucher holders are older adults and not eligible for this program. The Section 8 waiting list for the City has been frozen, limiting the number of new individuals to recruit.

2. Case Management: Accomplishment and barriers.

Accomplished:

- FSS Coordinator provided case management with enrolled families through face to face meeting or via phone meetings. FSS Coordinator also worked with other SJC supervisors and case managers to connect clients to appropriate resources and referrals.
- Reviewed ITSP's and created new, relevant ITSP's and Matrix for all enrolled FSS clients
- Assisted several clients with creating new or updated resumes in order to look for full time work and linked them with Marina Del Rey Work source Center.
- Continued to update yearlong calendar outlining upcoming client workshops, socials, activities and FSS orientations.
- Continue to interact with the Family Self-Sufficiency List Serve and other FSS Coordinators in southern California. (This List Serve provides a forum for the discussion of information relevant to HUD's Homeownership and Family Self-Sufficiency Programs.)
- Provided each family with Adopt-a-Family holiday gift and grocery gift scrip.

In Progress: Developing new opportunities for workshops

Barriers:

- Due to the high unemployment rate, competition of living in a large city and clients job skill sets, there have had challenges obtaining full time and/or part time employment. One solution has been to enroll clients in courses to improve their computer skills, improve their skills sets and obtain education in order to make them a more desirable candidate for employment.
- Lack of client participation despite regular attempts at contact

FSS participation remained at 20 (year to date total)

3. **Workshops Offered:** (Description and attendance):

Description of workshop	Date	Number Attended
Operation Hope Home Buyers Seminars	12/4/2010	0
Operation Hope Credit Seminar	12/18/2010	0
ST Joseph Center Money Management Classes	Per Appointment	0

I hereby certify that the information contained on this quarterly report is true and correct.

CONTRACT REPRESENTATIVE SIGNATURE:

Report prepared by: _____ Date: _____

Date: _____

PRINT NAME and TITLE: Vanessa Porter/ FSS coordinator

PHONE NUMBER: 310/253-5989 or 310/396-6468 x 345

EMAIL ADDRESS: Vanessa.Porter@culvercity.org or Vporter@stjosephctr.org

**2010 Culver City Family Self Sufficiency
St. Joseph Center
Program Year: 7/1/2010 to 6/30/11
Monthly Report**

REPORT MONTH: January 2011

PART A: GOALS and ACCOMPLISHMENTS:

PROGRAM GOALS	Contract Annual Goal	Monthly Actual	Year to Date
To provide Family Self-Sufficiency Case Management to 25 eligible Culver City families residing in Section 8 housing.			
Assist Culver City Housing Department with FSS recruitment and enrollment activities:			
• Total Mailings completed	**	4	17
• Individual Mailings completed	**	16	127
• Group presentations	**	0	1
• Individual family meetings	**	2	14
• Phone recruitment	**	15	25
Enroll new eligible families in the Family Self Sufficiency Program. Develop a Family Individual Treatment and Service Plan (ITSP) identifying barriers to self-sufficiency (List number of families enrolled and ITSP' completed)	25	0	20
Provide ongoing case management to enrolled families	**	20	118
Provide monthly contact (List number of monthly contacts provided)	**	80	544
Provide case management to enrolled families Provide a quarterly home visit or other face-to-face contact (List number of home visits or face-to-face meetings provided)	**	20	140
Provide employment assistance to families. (List number of employment service sessions provided)	**	1	7
Provide or host workshops on Financial Literacy/ Tenancy/Home-ownership or other appropriate topic (List number of workshops provided.)	4	1	7
Provide or offer counseling referral regarding credit repair	**	1	7
Provide or offer support regarding transportation services	**	1	7

PART B. NARRATIVE

1. Marketing and Enrollment - Accomplishments and barriers:

Accomplished:

- CM engaged potential individual/families for enrollment from active, eligible clients in Happy software database. CM was able to inform several participants about program, and was able to mail FSS information packet.
- Teresa Williams, Housing Specialist at Culver City Housing Authority informed CM about several families porting into Culver City in hopes of enrolling them into the FSS program.

In Progress:

FSS Coordinator continues to solicit possible FSS participants via mail and telephone and by referrals from the City of Culver City Housing Assistants, Teresa Williams and Pamela Jackson. CM will continue to encourage enrollment with the individuals met during annual renewal appointments forwarded by housing specialists.

Barriers:

Culver City occupancy list is limited creating challenges with enrollment. In addition, a large majority of Culver City Section 8 voucher holders are older adults and not eligible for this program. The Section 8 waiting list for the City has been frozen, limiting the number of new individuals to recruit.

2. Case Management: Accomplishment and barriers.

Accomplished:

- FSS Coordinator provided case management with enrolled families through face to face meeting or via phone meetings. FSS Coordinator also worked with other SJC supervisors and case managers to connect clients to appropriate resources and referrals.
- Reviewed ITSP's and created new, relevant ITSP's and Matrix for all enrolled FSS clients
- Assisted several clients with creating new or updated resumes in order to look for full time work and linked them with Marina Del Rey Work source Center.
- Continued to update yearlong calendar outlining upcoming client workshops, socials, activities and FSS orientations.
- Continue to interact with the Family Self-Sufficiency List Serve and other FSS Coordinators in southern California. (This List Serve provides a forum for the discussion of information relevant to HUD's Homeownership and Family Self-Sufficiency Programs.)
- Provided each family with Adopt-a-Family holiday gift and grocery gift scrip.

In Progress: Developing new opportunities for workshops

Barriers:

- Due to the high unemployment rate, competition of living in a large city and clients job skill sets, there have had challenges obtaining full time and/or part time employment. One solution has been to enroll clients in courses to improve their computer skills, improve their skills sets and obtain education in order to make them a more desirable candidate for employment.
- Lack of client participation despite regular attempts at contact

FSS participation remained at 20 (year to date total)

3. **Workshops Offered:** (Description and attendance):

Description of workshop	Date	Number Attended
Operation Hope Home Buyers Seminars	1/15/2011 1/22/2011	0
Operation Hope Credit Seminar	1/ 22, 2011 (Combined with First Time Homebuyers)	0
ST Joseph Center Money Management Classes	Per Appointment	0

I hereby certify that the information contained on this quarterly report is true and correct.

CONTRACT REPRESENTATIVE SIGNATURE:

Report prepared by: _____ Date: _____

Date: _____

PRINT NAME and TITLE: Vanessa Porter/ FSS coordinator

PHONE NUMBER: 310/253-5989 or 310/396-6468 x 345

EMAIL ADDRESS: Vanessa.Porter@culvercity.org or Vporter@stjospehctr.org

2010 Culver City Family Self Sufficiency / St. Joseph Center
Program Year: 7/1/2010 to 6/30/11
Monthly Report

REPORT MONTH: February 2011

PART A: GOALS and ACCOMPLISHMENTS:

PROGRAM GOALS	Contract Annual Goal	Monthly Actual	Year to Date
To provide Family Self-Sufficiency Case Management to 25 eligible Culver City families residing in Section 8 housing.			
Assist Culver City Housing Department with FSS recruitment and enrollment activities:			
• Total Mailings completed	**	3	20
• Individual Mailings completed	**	12	139
• Group presentations	**	0	1
• Individual family meetings	**	3	17
• Phone recruitment	**	12	37
Enroll new eligible families in the Family Self Sufficiency Program. Develop a Family Individual Treatment and Service Plan (ITSP) identifying barriers to self-sufficiency (List number of families enrolled and ITSP' completed)	25	0	20
Number of potential clients attempted to enroll		12	12
Attempts to contact potential clients		48	48
Provide ongoing case management to enrolled families	**	20	138
Provide monthly contact (List number of monthly contacts provided)	**	80	624
Provide case management to enrolled families Provide a quarterly home visit or other face-to-face contact (List number of home visits or face-to-face meetings provided)	**	20	160
Provide employment assistance to families. (List number of employment service sessions provided)	**	1	8
Provide /host workshops on Financial Literacy/ Tenancy/Home-ownership or other appropriate topic (List number of workshops provided.)	4	1	8
Provide or offer counseling referral regarding credit repair	**	1	8
Provide or offer support regarding transportation services	**	1	8

PART B. NARRATIVE

1. Marketing and Enrollment - Accomplishments and barriers:

Accomplished:

- CM engaged potential individual/families for enrollment from active, eligible clients in Happy software database. CM was able to inform several participants about program, and was able to mail FSS information packet.
- Met with [REDACTED] Paige and provided FSS Orientation. Clt enrolled, contract date beginning March 01, 2011.
- Teresa Williams, Housing Specialist at Culver City Housing Authority informed CM about several families porting into Culver City in hopes of enrolling them into the FSS program.

In Progress:

FSS Coordinator continues to solicit possible FSS participants via mail and telephone and by referrals from the City of Culver City Housing Assistants, Teresa Williams and Pamela Jackson. CM will continue to encourage enrollment with the individuals met during annual renewal appointments forwarded by housing specialists.

Barriers:

Culver City occupancy list is limited creating challenges with enrollment. In addition, a large majority of Culver City Section 8 voucher holders are older adults and not eligible for this program. The Section 8 waiting list for the City has been frozen, limiting the number of new individuals to recruit. Potential FSS clients are not work ready and reluctant to participate in the program previous to securing employment .

2. Case Management: Accomplishment and barriers.

Accomplished:

- FSS Coordinator provided case management with enrolled families through face to face meeting or via phone meetings. FSS Coordinator also worked with other SJC supervisors and case mangers to connect clients to appropriate resources and referrals.
- Reviewed ITSP's and created new, relevant ITSP's and Matrix for all enrolled FSS clients
- Assisted several clients with creating new or updated resumes in order to look for full time work and linked them with Marina Del Rey Work source Center.
- Continue to interact with the Family Self-Sufficiency List Serve and other FSS Coordinators in southern California. (This List Serve provides a forum for the discussion of information relevant to HUD's Homeownership and Family Self-Sufficiency Programs.)

In Progress: Developing new opportunities for workshops

Barriers:

- Due to the high unemployment rate, competition of living in a large city and clients job skill sets, there have had challenges obtaining full time and/or part time employment. One solution has been to enroll clients in courses to improve their computer skills, improve their skills sets and obtain education in order to make them a more desirable candidate for employment.
- Lack of client participation despite regular attempts at contact
- [REDACTED] Wansley ported out and was absorbed by HACLA. Her file is closed effective 2/28/11

FSS participation remained at 20 (year to date total)

3. **Workshops Offered:** (Description and attendance):

Description of workshop	Date	Number Attended
Operation Hope Home Buyers Seminars	2/5/2011 2/19/2011	0
Operation Hope Credit Seminar	2/26/2011	0
ST Joseph Center Money Management Classes	Per Appointment	0

I hereby certify that the information contained on this quarterly report is true and correct.

CONTRACT REPRESENTATIVE SIGNATURE:

Report prepared by: _____ Date: _____

_____ Date: _____

PRINT NAME and TITLE: Vanessa Porter/ FSS coordinator

PHONE NUMBER: 310/253-5989 or 310/396-6468 x 345

EMAIL ADDRESS: Vanessa.Porter@culvercity.org or Vporter@stjospehctr.org

2010 Culver City Family Self Sufficiency / St. Joseph Center
Program Year: 7/1/2010 to 6/30/11
Monthly Report

REPORT MONTH: March 2011

PART A: GOALS and ACCOMPLISHMENTS:

PROGRAM GOALS	Contract Annual Goal	Monthly Actual	Year to Date
To provide Family Self-Sufficiency Case Management to 25 eligible Culver City families residing in Section 8 housing.			
Assist Culver City Housing Department with FSS recruitment and enrollment activities:			
• Total Mailings completed	**	2	22
• Individual Mailings completed	**	10	149
• Group presentations	**	0	1
• Individual family meetings	**	2	19
• Phone recruitment	**	10	47
Enroll new eligible families in the Family Self Sufficiency Program. Develop a Family Individual Treatment and Service Plan (ITSP) identifying barriers to self-sufficiency (List number of families enrolled and ITSP completed)	25	1	21
Number of potential clients attempted to enroll	**	10	22
Attempts to contact potential clients	**	20	68
Provide ongoing case management to enrolled families	**	20	158
Provide monthly contact (List number of monthly contacts provided)	**	80	704
Provide case management to enrolled families Provide a quarterly home visit or other face-to-face contact (List number of home visits or face-to-face meetings provided)	**	20	180
Provide employment assistance to families. (List number of employment service sessions provided)	**	1	9
Provide /host workshops on Financial Literacy/ Tenancy/Home-ownership or other appropriate topic (List number of workshops provided.)	4	1	9
Provide or offer counseling referral regarding credit repair	**	1	9
Provide or offer support regarding transportation services	**	1	9

PART B. NARRATIVE

1. Marketing and Enrollment - Accomplishments and barriers:

Accomplished:

- CM engaged potential individual/families for enrollment from active, eligible clients in Happy software database. CM was able to inform several participants about program, and was able to mail FSS information packet.
- Enrolled [REDACTED] Paige into FSS program.
- [REDACTED] Najarro extended her FSS contract for the two year grace period.
- Teresa Williams, Housing Specialist at Culver City Housing Authority informed CM about several families porting into Culver City in hopes of enrolling them into the FSS program.

In Progress:

FSS Coordinator continues to solicit possible FSS participants via mail and telephone and by referrals from the City of Culver City Housing Assistants, Teresa Williams and Pamela Jackson, as well as from Interim Housing Supervisor, Mona Kennedy. CM will continue to encourage enrollment with the individuals met during annual renewal appointments forwarded by housing specialists.

Barriers:

Culver City occupancy list is limited creating challenges with enrollment. In addition, a large majority of Culver City Section 8 voucher holders are older adults and not eligible for this program. The Section 8 waiting list for the City has been frozen, limiting the number of new individuals to recruit. Potential FSS clients are not work ready and reluctant to participate in the program previous to securing employment .

2. Case Management: Accomplishment and barriers.

Accomplished:

- FSS Coordinator provided case management with enrolled families through face to face meeting or via phone meetings. FSS Coordinator also worked with other SJC supervisors and case mangers to connect clients to appropriate resources and referrals.
- Reviewed ITSP's and created new, relevant ITSP's and Matrix for all enrolled FSS clients
- Assisted several clients with creating new or updated resumes in order to look for full time work and linked them with Marina Del Rey Work source Center.
- Continue to interact with the Family Self-Sufficiency List Serve and other FSS Coordinators in southern California. (This List Serve provides a forum for the discussion of information relevant to HUD's Homeownership and Family Self-Sufficiency Programs.)

In Progress: Developing new opportunities for workshops, more detailed tracking of potential FSS clients and maintaining communication with currently enrolled clients.

Barriers:

- Due to the high unemployment rate, competition of living in a large city and clients job skill sets, there have had challenges obtaining full time and/or part time employment. One solution has been to enroll clients in courses to improve their computer skills, improve their skills sets and obtain education in order to make them a more desirable candidate for employment.
- Lack of client participation despite regular attempts at contact

FSS participation remained at 20 (year to date total)

FSS participation increased from 20 to 21 (year to date total)

3. Workshops Offered: (Description and attendance):

Description of workshop	Date	Number Attended
Operation Hope Home Buyers Seminars	3/5/2011 3/19/2011	0
Operation Hope Credit Seminar	3/26/2011	0
ST Joseph Center Money Management Classes	Per Appointment	0

I hereby certify that the information contained on this quarterly report is true and correct.

CONTRACT REPRESENTATIVE SIGNATURE:

Report prepared by: Date: _____

Date: _____

PRINT NAME and TITLE: Vanessa Porter/ FSS coordinator

PHONE NUMBER: 310/253-5989 or 310/396-6468 x 345

EMAIL ADDRESS: Vanessa.Porter@culvercity.org or Vporter@stjospehctr.org

2010 Culver City Family Self Sufficiency / St. Joseph Center
Program Year: 7/1/2010 to 6/30/11
Monthly Report

REPORT MONTH: April 2011

PART A: GOALS and ACCOMPLISHMENTS:

PROGRAM GOALS	Contract Annual Goal	Monthly Actual	Year to Date
To provide Family Self-Sufficiency Case Management to 25 eligible Culver City families residing in Section 8 housing.			
Assist Culver City Housing Department with FSS recruitment and enrollment activities:			
• Total Mailings completed	**	1	23
• Individual Mailings completed	**	5	154
• Group presentations	**	0	1
• Individual family meetings	**	4	23
• Phone recruitment	**	10	57
Enroll new eligible families in the Family Self Sufficiency Program. Develop a Family Individual Treatment and Service Plan (ITSP) identifying barriers to self-sufficiency (List number of families enrolled and ITSP' completed)	25	0	21
Number of potential clients attempted to enroll	**	5	27
Attempts to contact potential clients	**	10	78
Provide ongoing case management to enrolled families	**	21	180
Provide monthly contact (List number of monthly contacts provided)	**	80	784
Provide case management to enrolled families Provide a quarterly home visit or other face-to-face contact (List number of home visits or face-to-face meetings provided)	**	20	201
Provide employment assistance to families. (List number of employment service sessions provided)	**	1	10
Provide /host workshops on Financial Literacy/ Tenancy/Home-ownership or other appropriate topic (List number of workshops provided.)	4	1	10
Provide or offer counseling referral regarding credit repair	**	1	10
Provide or offer support regarding transportation services	**	1	10

PART B. NARRATIVE

1. Marketing and Enrollment - Accomplishments and barriers:

Accomplished:

- CM engaged potential individual/families for enrollment from active, eligible clients in Happy software database. CM was able to inform several participants about program, and was able to mail FSS information packet.
- Case manager presented FSS orientation to four potential clients, [REDACTED] Taylor, [REDACTED] Trotter, [REDACTED] Behre and [REDACTED] Sims who signed FSS contract, and participation will begin May 1, 2011.
- Teresa Williams, Housing Specialist at Culver City Housing Authority informed CM about several families porting into Culver City in hopes of enrolling them into the FSS program.

In Progress:

FSS Coordinator continues to solicit possible FSS participants via mail and telephone and by referrals from the City of Culver City Housing Assistants, Teresa Williams and Pamela Jackson, as well as from Interim Housing Supervisor, Mona Kennedy. CM will continue to encourage enrollment with the individuals met during annual renewal appointments forwarded by housing specialists, and keeps a weekly log of potential client recruitment efforts. CM has contact with several potential clients who would like to be enrolled, but due to circumstances will meet in May.

Barriers:

Culver City occupancy list is limited creating challenges with enrollment. In addition, a large majority of Culver City Section 8 voucher holders are older adults and not eligible for this program. The Section 8 waiting list for the City has been frozen, limiting the number of new individuals to recruit. Potential FSS clients are not work ready and reluctant to participate in the program previous to securing employment.

2. Case Management: Accomplishment and barriers.

Accomplished:

- FSS Coordinator provided case management with enrolled families through face to face meeting or via phone meetings. FSS Coordinator also worked with other SJC supervisors and case managers to connect clients to appropriate resources and referrals.
- Reviewed ITSP's and created new, relevant ITSP's and Matrix for all enrolled FSS clients
- Continue to interact with the Family Self-Sufficiency List Serve and other FSS Coordinators in southern California. (This List Serve provides a forum for the discussion of information relevant to HUD's Homeownership and Family Self-Sufficiency Programs.)
- Completed annual renewal of the Rider Relief Transportation Program, in order to provide low cost transportation resource to clients.

In Progress: Developing new opportunities for workshops, more detailed tracking of potential FSS clients and maintaining communication with currently enrolled clients. CM keeps a weekly log of recruitment efforts, including dates and times of contact.

Barriers:

- Due to the high unemployment rate, competition of living in a large city and clients job skill sets, there have had challenges obtaining full time and/or part time employment. One solution has been to enroll clients in courses to improve their computer skills, improve their skills sets and obtain education in order to make them a more desirable candidate for employment.
- Lack of client participation despite regular attempts at contact

FSS participation remained at 20 (year to date total).

3. Workshops Offered: (Description and attendance):

Description of workshop	Date	Number Attended
Operation Hope Home Buyers Seminars	4/2/2011 4/16/2011	0
Operation Hope Credit Seminar	4/23/2011	0
ST Joseph Center Money Management Classes	Per Appointment	0

I hereby certify that the information contained on this quarterly report is true and correct.

CONTRACT REPRESENTATIVE SIGNATURE:

Report prepared by: _____ Date: _____

Date: _____

PRINT NAME and TITLE: Vanessa Porter/ FSS coordinator

PHONE NUMBER: 310/253-5989 or 310/396-6468 x 345

EMAIL ADDRESS: Vanessa.Porter@culvercity.org or Vporter@stjosephctr.org

2010 Culver City Family Self Sufficiency / St. Joseph Center
Program Year: 7/1/2010 to 6/30/11
Monthly Report

REPORT MONTH: May 2011

PART A: GOALS and ACCOMPLISHMENTS:

PROGRAM GOALS	Contract Annual Goal	Monthly Actual	Year to Date
To provide Family Self-Sufficiency Case Management to 25 eligible Culver City families residing in Section 8 housing.			
Assist Culver City Housing Department with FSS recruitment and enrollment activities:			
• Total Mailings completed	**	1	23
• Individual Mailings completed	**	5	154
• Group presentations	**	0	1
• Individual family meetings	**	2	25
• Phone recruitment	**	10	57
Enroll new eligible families in the Family Self Sufficiency Program. Develop a Family Individual Treatment and Service Plan (ITSP) identifying barriers to self-sufficiency (List number of families enrolled and ITSP' completed)	25	4	25
Number of potential clients attempted to enroll	**	5	27
Attempts to contact potential clients	**	10	78
Provide ongoing case management to enrolled families	**	24	204
Provide monthly contact (List number of monthly contacts provided)	**	50	834
Provide case management to enrolled families Provide a quarterly home visit or other face-to-face contact (List number of home visits or face-to-face meetings provided)	**	24	225
Provide employment assistance to families. (List number of employment service sessions provided)	**	1	11
Provide /host workshops on Financial Literacy/ Tenancy/Home-ownership or other appropriate topic (List number of workshops provided.)	4	1	11
Provide or offer counseling referral regarding credit repair	**	1	11
Provide or offer support regarding transportation services	**	1	11

PART B. NARRATIVE

1. Marketing and Enrollment - Accomplishments and barriers:

Accomplished:

- CM engaged potential individual/families for enrollment from active, eligible clients in Happy software database. CM was able to inform several participants about program, and was able to mail FSS information packet.
- CM enrolled four clients into the FSS program, including [REDACTED] Trotter, [REDACTED] Taylor, [REDACTED] Behre and [REDACTED] Sims.
- Case manager presented FSS orientation to one potential client, [REDACTED] Parks and [REDACTED] Williams who signed FSS contract and participation will begin June 1, 2011.
- Teresa Williams, Housing Specialist at Culver City Housing Authority informed CM about several families porting into Culver City in hopes of enrolling them into the FSS program.

In Progress:

FSS Coordinator continues to solicit possible FSS participants via mail and telephone and by referrals from the City of Culver City Housing Assistants, Teresa Williams and Pamela Jackson, as well as from Interim Housing Supervisor, Mona Kennedy. CM will continue to encourage enrollment with the individuals met during annual renewal appointments forwarded by housing specialists.

Barriers:

Culver City occupancy list is limited creating challenges with enrollment. In addition, a large majority of Culver City Section 8 voucher holders are older adults and not eligible for this program. The Section 8 waiting list for the City has been frozen, limiting the number of new individuals to recruit. Potential FSS clients are not work ready and reluctant to participate in the program previous to securing employment.

2. Case Management: Accomplishment and barriers.

Accomplished:

- FSS Coordinator provided case management with enrolled families through face to face meeting or via phone meetings. FSS Coordinator also worked with other SJC supervisors and case managers to connect clients to appropriate resources and referrals.
- Reviewed ITSP's and created new, relevant ITSP's and Matrix for all enrolled FSS clients
- Continue to interact with the Family Self-Sufficiency List Serve and other FSS Coordinators in southern California. (This List Serve provides a forum for the discussion of information relevant to HUD's Homeownership and Family Self-Sufficiency Programs.)

In Progress: Developing new opportunities for workshops, more detailed tracking of potential FSS clients and maintaining communication with currently enrolled clients.

Barriers:

- Due to the high unemployment rate, competition of living in a large city and clients job skill sets, there have had challenges obtaining full time and/or part time employment. One solution has been to enroll clients in courses to improve their computer skills, improve their skills sets and obtain education in order to make them a more desirable candidate for employment.
- Lack of client participation despite regular attempts at contact

FSS participation increased from 20 to 24 (year to date total).

3. Workshops Offered: (Description and attendance):

Description of workshop	Date	Number Attended
Operation Hope Home Buyers Seminars	5/7/2011 5/21/2011	0
Operation Hope Credit Seminar	5/14/2011 5/21/2011	0
ST Joseph Center Money Management Classes	Per Appointment	0

I hereby certify that the information contained on this quarterly report is true and correct.

CONTRACT REPRESENTATIVE SIGNATURE:

Report prepared by: _____ Date: _____

Date: _____

PRINT NAME and TITLE: Vanessa Porter/ FSS coordinator

PHONE NUMBER: 310/253-5989 or 310/396-6468 x 345

EMAIL ADDRESS: Vanessa.Porter@culvercity.org or Vporter@stjosephctr.org

2010 Culver City Family Self Sufficiency / St. Joseph Center
Program Year: 7/1/2010 to 6/30/11
Monthly Report

REPORT MONTH: June 2011

PART A: GOALS and ACCOMPLISHMENTS:

PROGRAM GOALS	Contract Annual Goal	Monthly Actual	Year to Date
To provide Family Self-Sufficiency Case Management to 25 eligible Culver City families residing in Section 8 housing.			
Assist Culver City Housing Department with FSS recruitment and enrollment activities:			
• Total Mailings completed	**	2	25
• Individual Mailings completed	**	5	159
• Group presentations	**	0	1
• Individual family meetings	**	2	27
• Phone recruitment	**	5	62
Enroll new eligible families in the Family Self Sufficiency Program. Develop a Family Individual Treatment and Service Plan (ITSP) identifying barriers to self-sufficiency (List number of families enrolled and ITSP' completed)	25	2	27
Number of potential clients attempted to enroll	**	3	30
Attempts to contact potential clients	**	9	87
Provide ongoing case management to enrolled families	**	24	228
Provide monthly contact (List number of monthly contacts provided)	**	25	859
Provide case management to enrolled families Provide a quarterly home visit or other face-to-face contact (List number of home visits or face-to-face meetings provided)	**	24	249
Provide employment assistance to families. (List number of employment service sessions provided)	**	1	12
Provide /host workshops on Financial Literacy/ Tenancy/Home-ownership or other appropriate topic (List number of workshops provided.)	4	1	12
Provide or offer counseling referral regarding credit repair	**	1	12
Provide or offer support regarding transportation services	**	1	12

PART B. NARRATIVE

1. Marketing and Enrollment - Accomplishments and barriers:

Accomplished:

- Alternative promotion of FSS program was done by Housing Specialist informing port in clients, and newly enrolled Section 8 clients about the FSS program, and FSS case manager presenting program during Section 8 briefing meetings.
- CM posted Culver City FSS flyers at neutral locations around Culver City in order to promote and market FSS program.
- Major contributor to FSS program was the number of port ins, and the efforts by the Housing Specialists and FSS case manager to work together to screen appropriate candidates.
- CM made Culver City FSS program flyer and information available in the St. Joseph Center Food pantry.
- Culver City Hall website was updated to provide correct information about the FSS program, as well as the current FSS case manager contact information.
- CM engaged potential individual/families for enrollment from active, eligible clients in happy software database. CM was able to inform several participants about program, and was able to mail FSS information packet.
- CM enrolled two clients into the FSS program, including [REDACTED] Williams and [REDACTED] Parks
- Overall in fiscal year, CM was able to increase size of FSS program 46% by enrolling 12 clients exceeding the contract total of 25.

In Progress:

- FSS Coordinator continues to solicit possible FSS participants via mail and telephone and by referrals from the City of Culver City Housing Assistants, Teresa Williams and Pamela Jackson, as well as from Interim Housing Supervisor, Mona Kennedy.
- CM will continue to encourage enrollment with the individuals met during annual renewal appointments forwarded by housing specialists.
- As the FSS participant enrollment number has met the contract goal, CM will create wait list for future clients.
- CM will screen clients on eligibility, hoping to enroll client who may meet their FSS goal and accrue escrow.

Barriers:

- Culver City occupancy list is limited creating challenges with enrollment and the Section 8 waiting list for the City has been frozen, limiting the number of new individuals to recruit.
- Renee Clay dropped out of FSS program and moved out of city, due to personal family issues. As of July 2011, participation will decrease from 26 to 25
- Potential FSS clients are reluctant to participate in the program due to lack of interest
- Potential FSS clients are unaware of FSS program and its benefits

2. Case Management: Accomplishment and barriers.

Accomplished:

- FSS Coordinator provided case management with enrolled families through face to face meeting or via phone meetings. FSS Coordinator also worked with other SJC supervisors and case managers to connect clients to appropriate resources and referrals.
- Reviewed ITSP's and created new, relevant ITSP's and Matrix for all enrolled FSS clients
- Continue to interact with the Family Self-Sufficiency List Serve and other FSS Coordinators in southern California. (This List Serve provides a forum for the discussion of information relevant to HUD's Homeownership and Family Self-Sufficiency Programs.)

In Progress:

- Developing new opportunities for workshops, more detailed tracking of potential FSS clients and maintaining communication with currently enrolled clients.
- Improving the educational opportunities by creating relationships with local schools/organizations.

Barriers:

- Due to the high unemployment rate, competition of living in a large city and clients job skill sets, there have had challenges obtaining full time and/or part time employment. One solution has been to enroll clients in courses to improve their computer skills, improve their skills sets and obtain education in order to make them a more desirable candidate for employment.
- Lack of client participation despite regular attempts at contact
- Making workshops accessible to Culver City clients, as a majority of workshops are held during the day during regular work hours.

FSS participation increased from 24 to 26 (year to date total).

3. **Workshops Offered:** (Description and attendance):

Description of workshop	Date	Number Attended
Operation Hope Home Buyers Seminars	6/4/2011 6/18/2011	0
Operation Hope Credit Seminar	6/25/2011	0
ST Joseph Center Money Management Classes	Per Appointment	0

I hereby certify that the information contained on this quarterly report is true and correct.

CONTRACT REPRESENTATIVE SIGNATURE:

Report prepared by: _____ Date: _____

Date: _____

PRINT NAME and TITLE: Vanessa Porter/ FSS coordinator

PHONE NUMBER: 310/253-5989 or 310/396-6468 x 345

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2010 Culver City Family Self Sufficiency / St. Joseph Center
Program Year: 7/1/2011 to 6/30/12
Monthly Report

REPORT MONTH: August 2011

PART A: GOALS and ACCOMPLISHMENTS:

PROGRAM GOALS	Contract Annual Goal	Monthly Actual	Year to Date
To provide Family Self-Sufficiency Case Management to 25 eligible Culver City families residing in Section 8 housing.			
Assist Culver City Housing Department with FSS recruitment and enrollment activities:			
• Total Mailings completed	**	3	28
• Individual Mailings completed	**	3	162
• Group presentations	**	0	1
• Individual family meetings	**	1	28
• Phone recruitment	**	3	65
• Clients placed on waitlist	**	3	3
Enroll new eligible families in the Family Self Sufficiency Program. Develop a Family Individual Treatment and Service Plan (ITSP) identifying barriers to self-sufficiency (List number of families enrolled and ITSP' completed)	25	0	27
Number of potential clients attempted to enroll	**	3	33
Attempts to contact potential clients	**	3	90
Provide ongoing case management to enrolled families	**	25	253
Provide monthly contact (List number of monthly contacts provided)	**	25	884
Provide case management to enrolled families Provide a quarterly home visit or other face-to-face contact (List number of home visits or face-to-face meetings provided)	**	25	274
Provide employment assistance to families. (List number of employment service sessions provided)	**	1	13
Provide /host workshops on Financial Literacy/ Tenancy/Home-ownership or other appropriate topic (List number of workshops provided.)	4	1	13
Provide or offer counseling referral regarding credit repair	**	1	13
Provide or offer support regarding transportation services	**	1	13

PART B. NARRATIVE

1. Marketing and Enrollment - Accomplishments and barriers:

Accomplished:

- CM was able to start a FSS waitlist for Clients interested in FSS program, as the 25 slots have been filled.
- Alternative promotion of FSS program was done by Housing Specialist informing port in clients, and newly enrolled Section 8 clients about the FSS program, and FSS case manager presenting program during Section 8 briefing meetings.
- CM posted Culver City FSS flyers at neutral locations around Culver City in order to promote and market FSS program.
- CM made Culver City FSS program flyer and information available in the St. Joseph Center Food pantry.
- CM engaged potential individual/families for enrollment from active, eligible clients in happy software database. CM was able to inform several participants about program, and was able to mail FSS information packet.

In Progress:

- FSS Coordinator continues to solicit possible FSS participants via mail and telephone and by referrals from the City of Culver City Housing Assistants, Teresa Williams and Pamela Jackson, as well as from Interim Housing Supervisor, Mona Kennedy.
- CM will continue to encourage enrollment with the individuals met during annual renewal appointments forwarded by housing specialists.
- CM will screen clients on eligibility, hoping to enroll client who may meet their FSS goal and accrue escrow.

Barriers:

- Culver City occupancy list is limited creating challenges with enrollment and the Section 8 waiting list for the City has been frozen, limiting the number of new individuals to recruit.
- Potential FSS clients are reluctant to participate in the program due to lack of interest
- Potential FSS clients are unaware of FSS program and its benefits

2. Case Management: Accomplishment and barriers.

Accomplished:

- FSS Coordinator provided case management with enrolled families through face to face meeting or via phone meetings. FSS Coordinator also worked with other SJC supervisors and case managers to connect clients to appropriate resources and referrals.
- Reviewed ITSP's and created new, relevant ITSP's and Matrix for all enrolled FSS clients
- Continue to interact with the Family Self-Sufficiency List Serve and other FSS Coordinators in southern California. (This List Serve provides a forum for the discussion of information relevant to HUD's Homeownership and Family Self-Sufficiency Programs.)

In Progress:

- Developing new opportunities for workshops, more detailed tracking of potential FSS clients and maintaining communication with currently enrolled clients.
- Improving the educational opportunities by creating relationships with local schools/organizations.

Barriers:

- Due to the high unemployment rate, competition of living in a large city and clients job skill sets, there have had challenges obtaining full time and/or part time employment. One solution has been to enroll clients in courses to improve their computer skills, improve their skills sets and obtain education in order to make them a more desirable candidate for employment.
- Lack of client participation despite regular attempts at contact
- Making workshops accessible to Culver City clients, as a majority of workshops are held during the day during regular work hours.

FSS participation decreased from 26 to 25* (year to date total).

*Renee Clay dropped voluntarily from FSS.

3. Workshops Offered: (Description and attendance):

Description of workshop	Date	Number Attended
Operation Hope Home Buyers Seminars	8/6/11- 8/20/11	0
Operation Hope Credit Seminar	8/27/11	0
New Economics For Women	Per Appointment	
ST Joseph Center Money Management Classes	Per Appointment	0

I hereby certify that the information contained on this quarterly report is true and correct.

CONTRACT REPRESENTATIVE SIGNATURE:

Report prepared by: _____ Date: _____

Date: _____

PRINT NAME and TITLE: Vanessa Porter/ FSS coordinator

PHONE NUMBER: 310/253-5989 or 310/396-6468 x 345

EMAIL ADDRESS: Vanessa.Porter@culvercity.org or Vporter@stjosephctr.org

2010 Culver City Family Self Sufficiency / St. Joseph Center
Program Year: 7/1/2011 to 6/30/12
Monthly Report

REPORT MONTH: September 2011

PART A . NARRATIVE

1. Marketing and Enrollment - Accomplishments and barriers:

Accomplished:

- Program currently filled with 25 slots, and accepting participants to be places on the waitlist. The waitlist currently has 3 interested participants.
- Promotion of FSS program by Housing Specialist informing port in clients, and newly enrolled Section 8 clients about the FSS program, and FSS case manager presenting program during Section 8 briefing meetings.
- CM made Culver City FSS program flyer and information available in the St. Joseph Center Food pantry.
- CM engaged potential individual/families for enrollment from active, eligible clients in happy software database. CM was able to inform several participants about program, and was able to mail FSS information packet.

In Progress:

- FSS Coordinator continues to solicit possible FSS participants via mail and telephone and by referrals from the City of Culver City Housing Assistants, Teresa Williams and Pamela Jackson, as well as from Interim Housing Supervisor, Mona Kennedy.
- CM will continue to encourage enrollment with the individuals met during annual renewal appointments forwarded by housing specialists.
- CM will screen clients on eligibility, hoping to enroll client who may meet their FSS goal and accrue escrow.
- CM manages an active FSS waitlist and will enroll clients when FSS slots are available.

Barriers- Long Term:

- Culver City occupancy list is limited creating challenges with enrollment and the Section 8 waiting list for the City has been frozen, limiting the number of new individuals to recruit.
- Potential FSS clients are reluctant to participate in the program due to lack of interest
- Potential FSS clients are unaware of FSS program and its benefits

2. Case Management: Accomplishment and barriers.

Accomplished:

- FSS Coordinator provided case management with enrolled families through face to face meeting or via phone meetings. FSS Coordinator also worked with other SJC supervisors and case managers to connect clients to appropriate resources and referrals.
- Reviewed ITSP's and created new, relevant ITSP's and Matrix for all enrolled FSS clients
- Continue to interact with the Family Self-Sufficiency List Serve and other FSS Coordinators in southern California. (This List Serve provides a forum for the discussion of information relevant to HUD's Homeownership and Family Self-Sufficiency Programs.)

In Progress:

- Developing new opportunities for workshops, more detailed tracking of potential FSS clients and maintaining communication with currently enrolled clients.
- Improving the educational opportunities by creating relationships with local schools/organizations.
- Linking with Santa Monica's Family Self Sufficiency Program for the PCC meetings.

Barriers:

- Due to the high unemployment rate, competition of living in a large city and clients job skill sets, there have had challenges obtaining full time and/or part time employment. One solution has been to enroll clients in courses to improve their computer skills, improve their skills sets and obtain education in order to make them a more desirable candidate for employment.
- Lack of client participation despite regular attempts at contact
- Making workshops accessible to Culver City clients, as a majority of workshops are held during the day during regular work hours.

FSS participation increased from 25 to 25 (year to date total).

3. Workshops Offered: (Description and attendance):

Description of workshop	Date	Number Attended
Operation Hope Home Buyers Seminars	Sept. 17, 24, 27 th , 2011	0
Operation Hope Credit Seminar	Sept. 24, 2011	0
New Economics For Women: Home Ownership & Credit Seminars	Per appointment	0
ST Joseph Center Money Management Classes	Per Appointment	0

PART B: GOALS and ACCOMPLISHMENTS:

PROGRAM GOALS	Contract Annual Goal	Monthly Actual	Year to Date
To provide Family Self-Sufficiency Case Management to 25 eligible Culver City families residing in Section 8 housing.			
Assist Culver City Housing Department with FSS recruitment and enrollment activities:			
• Total Mailings completed	**	1	2
• Individual Mailings completed	**	1	2
• Group presentations	**	0	0
• Individual family meetings	**	0	0
• Phone recruitment	**	2	0
Enroll new eligible families in the Family Self Sufficiency Program. Develop a Family Individual Treatment and Service Plan (ITSP) identifying barriers to self-sufficiency (List number of families enrolled and ITSP' completed)	25	0	0
Number of potential clients attempted to enroll	**	1	2
Attempts to contact potential clients	**	2	6
Provide ongoing case management to enrolled families	**	25	50
Provide monthly contact (List number of monthly contacts provided)	**	50	100
Provide case management to enrolled families Provide a quarterly home visit or other face-to-face contact (List number of home visits or face-to-face meetings provided)	**	10	20
Provide employment assistance to families. (List number of employment service sessions provided)	**	1	2
Provide /host workshops on Financial Literacy/ Tenancy/Home-ownership or other appropriate topic (List number of workshops provided.)	4	1	2
Provide or offer counseling referral regarding credit repair	**	1	2
Provide or offer support regarding transportation services	**	1	2

I hereby certify that the information contained on this quarterly report is true and correct.
CONTRACT REPRESENTATIVE SIGNATURE:

Report prepared by: Date: _____

Date: _____

PRINT NAME and TITLE: Vanessa Porter/ FSS coordinator

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