

**City of Culver City, California  
Agenda Item Report**

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| Meeting Date: 6/28/2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | Item Number: <u>C-6</u>                                                                |  |
| <b>CITY COUNCIL AGENDA ITEM: Approval of a Professional Services Agreement with St. Joseph's Center to Perform Case Management, Needs Assessment, Job Development Services and Supportive Service Referrals for the Family Self Sufficiency Program.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                        |  |
| Contact Person/Dept.: Tevis Barnes,<br>Mona Kennedy<br>Community Development<br>Department/Housing Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | Phone Number: (310) 253-5782                                                           |  |
| Fiscal Impact: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | General Fund: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>      |  |
| Public Hearing: <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | Action Item: <input type="checkbox"/> Attachments: <input checked="" type="checkbox"/> |  |
| Commission Action Required: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | Date: _____                                                                            |  |
| Public Notification:<br>(E-Mail) Meetings and Agendas – City Council (06/23/10)<br>St. Joseph's Center June 23,2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                        |  |
| Department Approval:<br>Sol Blumenfeld: (06/16/10)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | City Attorney Approval:<br>Carol Schwab (by H. Baker) (06/22/10)                       |  |
| Chief Financial Officer Approval:<br>Jeff Muir (by M. Noller)(06/23/10)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | City Manager Approval:<br>P. Lamont Ewell (06/23/10)                                   |  |
| <p><b><u>RECOMMENDATION:</u></b></p> <p>Staff recommends the City Council:</p> <p>Approve a professional services agreement with St. Joseph's Center (SJC) to perform case management, needs assessment, job development services and supportive service referrals for the Family Self Sufficiency (FSS) Program in an amount not to exceed \$65,558 for Fiscal Year 2010/2011.</p> <p><b><u>BACKGROUND:</u></b></p> <p><b>Family Self Sufficiency</b></p> <p>The Cranston-Gonzales National Affordable Housing Act of 1990 (Act), Section 554 enacted the Family Self Sufficiency (FSS) Program which is implemented by the U.S. Department of Housing and Urban Development (HUD). The Act sets forth a new direction for public housing agencies/authorities (PHA) across the country.</p> <p>FSS is a voluntary program designed to enable families receiving Section 8 rental assistance to become economically independent from all forms of public assistance within a five year time frame. FSS participants are allowed to extend their contract for two additional years if it is necessary to help them achieve educational and/or employment goals. Using housing as a stabilizing force, FSS connects families to</p> |  |                                                                                        |  |

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needed supportive services, such as educational and vocational training, transportation and childcare and other identified support services to enable the participants to focus on activities and experiences that enhance the participant's ability to succeed in the workplace.

Additionally, FSS carries a financial incentive in the form of the establishment of an escrow account which the family receives upon their graduation from the program. Through the use of Federal Section 8 funds, this escrow account functions like a "forced savings account" and is generated based upon an increase in earned income. Once the FSS participant experiences an increase in earned income, CCHA is required to credit to an escrow account a portion of the increase of rent that would otherwise result from increases in earned income. These escrow accounts have totaled over \$114,746.00 with some being as high as \$27,780.40. The Culver City Housing Agency (CCHA) has committed to assisting 25 households. There are currently 20 households enrolled in the FSS Program.

Since the Program was implemented in 1999, CCHA has witnessed many successes. A total of 45 households have participated in the Program and, of this number, 14 have graduated and completed their FSS Contract of Participation (COP). Some of these households secured better employment and received degrees. Additionally, 34 households have generated escrow accounts, which is an indication of an increase in earned income.

**DISCUSSION:**

Since January, 2008, Saint Joseph's Center (SJC) has functioned as the FSS Coordinator for CCHA's FSS Program. To continue to assist our FSS Program participants, CCHA with the City Council's approval is seeking to enter into a professional services agreement with SJC to continue to provide services to FSS Program participants through the 2010/2011 fiscal year.

The FSS Program Coordinator will be responsible for the following activities/services:

- Conducting intake interviews.
- Assessing the skills, abilities, needs, and resources of families.
- Identifying realistic goals and developing tasks and milestones to accomplish goals.
- Monitoring and documenting the family's progress to goals in the client's contract.
- Coordinating/conducting recruitment of FSS participants.
- Organizing economic-enrichment seminars such as preparing for homeownership, consumer credit counseling, and job interview skills.
- Conducting a survey to determine the program success.
- Recruiting new participants to the FSS Program.

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**PROPOSALS:**

It is industry practice for most PHA's that administer the FSS Program to hire either internal staff, contract employees, or non-profit agencies. In our efforts to fill the FSS Coordinator position in 2008/2009, CCHA solicited over three organizations and individuals who had the background, experience, and technical knowledge to assist with the FSS Program. A fourth non-profit agency was also contacted but they did not provide the necessary support services. Additionally, CCHA announced recruitment of a FSS Coordinator at the quarterly FSS Coordinator Meeting where over 20 agencies attend and distributed a mass email to all Housing Authority Management Association (HAMA) participants. HAMA has over 45 members. All three candidates offered to provide these services at the same cost. Upon review of the proposals/resumes, City Council approved a professional services agreement with SJC for case management, counseling, career development, and support service referrals for 25 Culver City FSS participants. In Fiscal Year 2009/2010, the City continued with SJC's services for the FSS Program. In the past two fiscal years there have been housing set aside funds used for the Housing Locator component but this year the contract will just be with the City for the FSS Coordinator.

CCHA has found SJC to be the most qualified candidate based on their prior history with the City in providing homeless outreach services in addition to their work with the City of Santa Monica FSS Program. In an effort to prevent disruption of services and to continue relationships established with the FSS participants, it is recommended that the City continue to utilize SJC's services.

**FISCAL ANALYSIS:**

The proposed FSS Coordinator contract is not to exceed \$65,558 for Fiscal Year 2010/2011. The CCHA has been successful over the last five years applying for and receiving grant funding from HUD for the administration of the FSS program. For Fiscal Year 2008/2009, the CCHA was awarded \$64,266.00. The CCHA is pleased to announce that it received notification on April 1, 2010 that \$65,558 will be received from HUD to support the FSS Coordinator position. Funds for this position are budgeted from HUD Section 8 funds (42654100.618120).

**ATTACHMENTS:**

1. St. Joseph's Center FSS Coordinator Proposal
2. HUD Award Letter

**MOTION:**

That the City Council:

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- 1) Approve a professional services agreement with St. Joseph's Center to serve as the FSS Program Coordinator to perform case management, needs assessment, job development services and supportive service referrals for the Family Self-Sufficiency (FSS) participants in an amount not to exceed \$65,558 for Fiscal Year 2010/2011; and
- 2) Authorize the City Attorney to review/prepare the necessary documents; and,
- 3) Authorize the City Manager to execute such documents on behalf of the City.