

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

Meeting Date: 06/10/2013		Item Number: <u>C-1</u>	
HOUSING AUTHORITY AGENDA ITEM: Approval of an Amendment to the Existing 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.			
Contact Person/Dept.: Tevis Barnes, Teresa Williams Community Development Department		Phone Number: (310) 253-5782	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: Agenda and Meetings – City Council (06/05/13); St. Joseph's Center (05/17/13)			
Department Approval: Sol Blumenfeld: (5/30/13)		Housing Authority General Counsel Approval: Carol Schwab (by H. Baker) (06/03/13)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (06/05/13)		Executive Director Approval: John Nachbar (06/05/13)	
<u>RECOMMENDATION:</u> Staff recommends the Housing Authority Board approve an amendment to the existing professional services agreement with St. Joseph's Center (SJC) to perform case management, needs assessment, job development services and supportive services for the Family Self Sufficiency (FSS) Program in an additional amount not to exceed \$65,558 for FY 2013/2014. <u>BACKGROUND:</u> Family Self Sufficiency Program The Cranston-Gonzales National Affordable Housing Act (Act) of 1990, Section 554, enacted the Family Self Sufficiency (FSS) Program which is implemented by the U. S. Department of Housing and Urban Development (HUD). 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 (5) year time frame. Using housing as a stabilizing force, the FSS Program connects families to 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.			

City of Culver City, California
Agenda Item Report

Additionally, the FSS Program 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 experienced an increase in earned income, the Culver City Housing Authority (CCHA) is required to credit an escrow account a portion of the increase of rent that would otherwise result from increased in earned income. These escrow accounts have totaled over \$126,000 with some being as high as \$27,780.40. The CCHA has committed to assisting twenty-five (25) households. There are currently twenty-four (24) households enrolled in the FSS program.

Since the program was implemented in 1999, the CCHA has witnessed many successes. A total of sixty-one (61) households have participated, and of this number sixteen (16) have graduated and completed their FSS Contract of Participation (COP). Some of these households secured better employment and received degrees. Additionally, forty-six (46) households have generated escrow accounts which is an indication of increase in earned income.

DISCUSSION:

Since January, 2008, SJC has functioned as the FSS Coordinator for CCHA’s FSS Program. To continue to assist our FSS Program participants achieve their goals and to continue to provide uninterrupted service, it is recommended that the existing contract with SJC be extended through 2013/2014 in an additional amount not to exceed \$65,558.

The FSS Program Coordinator is responsible for the following activities:

- Conducting intake interviews.
- Assessing the skills, abilities, needs, 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.

Pursuant to Culver City Municipal Code Section 3.07.085.A, this professional services agreement may be approved without the necessity of formal competitive bidding, provided that, the agreement is based upon competitive quotations, whenever practical. Due to the importance of maintaining the ongoing relationship SJC has established with

City of Culver City, California
Agenda Item Report

the City's homeless population, the City Manager/Executive Director has determined that it is not practical to obtain competitive quotations at this time.

FISCAL ANALYSIS:

The proposed FSS Coordinator contract is not to exceed \$65,558 for FY2013/2014. The City/Housing Authority has been successful over the last five (5) years when applying for and receiving grant funding from HUD for the administration of the FSS program. For calendar year 2012, the CCHA was awarded \$66,214. Grant applications for calendar year 2013 are pending by HUD.

In case funding is not awarded due to the current HUD Budget Sequestration, there is sufficient funding available in the Section 8 Administrative Reserve Fund to continue this program.

ATTACHMENT:

1. St. Joseph Center FSS Coordinator Proposal.

MOTION:

That the Housing Authority Board:

1. Approve an amendment to the existing professional services agreement 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 additional amount not to exceed \$65,558 for fiscal year 2013/2014; and
2. Authorize the Housing Authority General Counsel to review/prepare the necessary documents; and
3. Authorize the Executive Director to execute such documents on behalf of the Housing Authority.