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May 5, 2016

Tevis Barnes, Housing Administrator
Culver City Housing Authority
City of Culver City – City Hall
70 Culver Blvd.
Culver City, CA 90232

Dear Ms. Barnes:

Thank you for your past support of the families served at Upward Bound House (UBH) and your email on April 27th requesting a formal written proposal for renewal funding of the case management and outreach services offered at Family Shelter. We hereby respectfully request \$130,000 to provide case management and outreach services at Family Shelter, our 18-unit emergency facility in Culver City. Your grant in 2016 – 2017 will continue to support our efforts to serve at least 70 homeless families; improve our outreach and shelter services to homeless families in Culver City notably within the Culver City School District; and assess the housing sustainability of current recipients of RAP funds referred through UBH. We have been very successful in assisting homeless children in the Culver City School District during this program year. So far, twenty-two (22) homeless children have received food, shelter and stabilization services.

Highlights from our current year of service (July 2015-March 2016) include:

- 1) Providing temporary shelter and intensive case management to 30 families encompassing 36 adults and 56 children.
- 2) Placing 19 families in safe, sanitary permanent housing.
- 3) Serving 22 children from the Culver City Unified School District.
- 4) Serving 9 families whose last permanent housing was in City Culver.
- 5) Ensuring that enrolled families experience homelessness for shorter periods of time (approximately 3.5 months, average length of stay is typically 4 months).

UBH was founded in 1990 in response to the affordable housing crisis on the Westside of Los Angeles and its impact on homeless families with minor children and very low-income seniors. Our latest project, Family Shelter, opened in 2010 and is the only program of its kind on the Westside of Los Angeles. Developed to address the lack of emergency shelter services for families in the area, Family Shelter has significantly expanded our service capacity in addressing family homelessness. *Since 1997, we have helped more than 1,119 families – including nearly 2,073 children – transition from homelessness into permanent housing. Over 95% of these families were still in their homes more than a year after placement.*

Brief Description of the Program Requesting Funding

UBH is requesting grant funds to provide outreach, case management and permanent housing placement services at Family Shelter. Families are primarily referred to our program through the Homeless Families Solutions System (HFSS) in Service Planning Area 5 that UBH operates in partnership with St. Joseph Center.

Family Shelter offers a safe and dignified living experience and features 18 separate efficiency units. Each unit can house a family of up to four persons and includes beds for adults and children, a refrigerator and microwave, a full bathroom, storage and closet spaces, and basic furnishings. Families are provided with two nutritious meals each day: a "grab-and-go" breakfast (e.g., oatmeal, yogurt, fruit, juice) and a hot evening meal. UBH employs round-the-clock staff to ensure the safety of families, enforce program rules, and address any facility issues. Key supportive services provided to families during their stay at Family Shelter include:

- **Individualized Case Management.** At the core of our services is a customized case plan. Housing Case Managers (HCM) help each family develop a plan that focuses on the root causes of why they became homeless, their goals to achieve permanent housing, and accessing community resources that will help them to maintain self-sufficiency. HCMs assist families to develop a personal budget and coach them through their financial challenges, focusing on areas that cause barriers to housing (e.g., poor money management skills, poor credit histories, prior evictions). In addition, families must also set aside no less than 75% of their income into savings, which accustoms them to living on a budget and helps them build a "rainy day" fund for any unforeseeable crises (e.g., car repair, out-of-pocket medical expenses, etc.). Families must actively work on meeting their case plan goals and discuss their progress with their HCM at least weekly.
- **Housing Placement.** The scarcity of affordable housing coupled with the low vacancy rates of market rate apartments make this service all the more critical for homeless families. In conjunction with their HCM, families work to locate and secure suitable and affordable housing. HCMs advocate with landlords on behalf of families; make referrals to housing resources; arrange for families' receipt of temporary financial assistance, as needed; and assist with rental applications and negotiating lease agreements.
- **Housing Retention.** Once families move into permanent housing, HCMs continue to follow up with them for one year through regular phone calls and home visits. Services focus on enhancing each family's stability, ensuring positive landlord-tenant communication, and linking them to appropriate resources and our partner agencies that can provide services in their new community. For families receiving temporary rental assistance (3-6 months), services are geared towards helping them overcome the barriers that prevent them from being able to pay the entire amount of rent on their own, so they can gradually assume full responsibility for their monthly payment.
- **Employment Services.** Key to maintaining housing is the family's ability to increase its income. UBH leverages funding for an Employment Specialist who works to provide income-generating opportunities through four strategies: 1) Assist participants to remove employment/training barriers common to parents, including child care and transportation; 2) Provide "gap services," including employment readiness and soft skills training (e.g., computer literacy, job search techniques) to prepare individuals for enrollment in WorkSource programs or, in some cases, direct employment placement; 3) Proactively outreach to, and form partnerships with, local employers in high-demand industries (e.g., health care, food industry and hospitality); and 4) Provide financial literacy/asset-building services to assist newly employed families to achieve financial stability (e.g., opening savings accounts, developing money management skills, accessing Earned Income Tax Credits).

- Supplemental services. Families have access to an array of on-site supplemental services such as one-on-one tutoring for children through School on Wheels; individual and family therapy provided by Early Childhood Parenting Center; basic health care provided by Cedars-Sinai Coach for Kids; weekly life skills seminars on topics that promote independent living; weekly parenting classes; and special events and social activities for children and families.

Unique to UBH is our ability to house families in their own individual units during their temporary stay with us. They do not share bedrooms, bathrooms etc.; this allows families to simulate independent living, which promotes a more rapid and successful reintegration into mainstream life. It also allows us to keep families together during this difficult period in their lives – which has been shown to improve outcomes for all family members.

Expected Outcomes

Over the 12-month grant period, our measurable outcomes include:

- Serving at least 70 families at Family Shelter.
- 75-80% of families served will be placed in permanent housing.
- 65% of abled adults will increase their income.
- 95% of families placed in permanent housing will remain housed for at least one year.

Use of Grant Funds

Support from the Culver City Housing Authority will be used for the personnel and non-personnel costs (e.g., mileage, cell phone etc.) associated with conducting case management and outreach activities at Family Shelter. In addition to providing the case management activities as described above, UBH staff will reach out to families in Culver City as follows:

- Coordination with the Culver City School District (CCSD). We will maintain and formalize our collaboration with the CCSD in order to serve families experiencing homelessness or are at-risk of homelessness within the school district. We will working in a proactive collaborative approach that ensures that families are identified early and quickly assisted with appropriate services. We will also ensure that the Culver City Fire and Police Departments are informed of our specific outreach services in the City and establish, if necessary, a protocol for communication between our agencies that will facilitate homeless families' connection to Family Shelter.
- Assessment of Housing Sustainability for Residents in Culver City Rental Assistance Program. UBH will follow up with former UBH clients who are now receiving RAP funds to assess their ability to sustain permanent housing once this funding expires. We will connect families who need continued assistance with UBH and other resources they are eligible for. Additionally, UBH will assist any Culver City households that become homeless.

I would welcome the opportunity to meet with you to discuss this request in further detail. If you need more information or would like to arrange a site visit, please contact me directly at (310) 458-7779 x202 or cglasco@upwardboundhouse.org

Sincerely,



Christine Mirasy-Glasco
Executive Director