

ATTACHMENT COVER SHEET

Meeting Date: April 20, 2009

Item: Renew the Contract with St. Joseph's Center to Perform Case Management Relocation and Housing Counseling, and Job Development Services for the Family Self-Sufficiency and the Section 8 Welfare-to-Work Voucher Program.

Attachments:	Pages
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1. St. Joseph's Center Proposal	1-10
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**PROPOSAL TO PROVIDE SERVICES
FOR THE
Culver City Family Self-Sufficiency Program
And Housing Location Services
2009-2010**

SUMMARY:

St. Joseph Center proposes to continue to provide case management and employment services to 25 families residing in Section 8 housing in the city of Culver City who are enrolled in the Family Self Sufficiency Program. St. Joseph Center also proposes to provide Housing Location services to 20 families who receive Section 8 vouchers in the city of Culver City and who require assistance in locating and leasing appropriate housing. Using Happy Software as well as other modes of documentation, St. Joseph Center staff will provide the Culver City Housing Department with all required demographic information, service provision data and outcome data relative to the families being served.

AGENCY QUALIFICATIONS:

St. Joseph Center has been providing services to low-income families for more than 30 years and in May 2008 began providing Family Self Sufficiency and Housing Location Services to the City of Culver City.

In addition to FSS and Housing Location, our Family Service and Food Pantry offer a full range of programs including crisis intervention, case management, parenting education, family recreation and youth programs. In addition, St. Joseph Center also operates two full-day, state subsidized/free child care programs for low-income working families or those in training; the Infant-Toddler Center (0-30 months) and the Early Learning Center (18mos-5 yrs.) St. Joseph Center also provides job training and placement in its Culinary Training Program offering 10 weeks of training, including a 4 week internship. Over 75% of these program participants are placed in jobs within 3 months of graduation. In June 2008, we moved into our new Program and Administrative offices in Venice that provided new upgraded facilities for these programs.

St. Joseph Center has been providing case management to families applying for and/or residing in Section 8 housing for over 15 years. In the early 90's, St. Joseph Center was one of the first agencies chosen by the Housing Authority of the City of Los Angeles to administer homeless

Section 8 vouchers. In 1996, St. Joseph Center was awarded a Shelter Plus Care contract by the Department of Housing and Urban Development and was subsequently awarded two additional Section 8 contracts. The Santa Monica Housing Authority awarded St. Joseph Center a Shelter Plus Care contract in 1997. All of these activities require eligibility screening, housing location services and ongoing case management. We currently serve 90 families through Shelter Plus Care and were recently awarded an additional 35 S+C units from HACLA/HUD. We were also recently awarded allotment of Homeless Section 8 vouchers by HACLA.

In 1998, the city of Santa Monica awarded St. Joseph Center a contract to provide Family Self-Sufficiency case management to 130 Santa Monica residents living in Section 8 housing. Through this contract, we have provided case management, advocacy and referrals. Our case managers assist families to develop Individual Training and Service Plans (ITSP) that clearly identify barriers to stability and self-sufficiency and determine specific action steps to address these barriers. Most commonly, these barriers include family stability (mental health, substance abuse, domestic violence) lack of education or vocational skills and/or a lack of resources such as transportation or childcare. Our case managers have also helped families to acquire the skills needed for independent living such as housekeeping, nutrition and food preparation, budgeting and money management, understanding rights and responsibilities of tenancy and healthy relationships with neighbors and other community members. Our case managers have also provided families with the advocacy required to link them to the treatment and services required to address these barriers. Additionally, these families have had access to non-city funded services including our Food Pantry, our job training program, child-care programs and youth activities.

Since the program's inception, more than 50 families enrolled in the Santa Monica FSS program have achieved self-sufficiency; ending any reliance on government benefits or subsidies.

SCOPE OF WORK

St. Joseph Center will provide participants in Culver City's **Welfare-to-Work and Family Self-Sufficiency Program (FSS)** with specific services structured around the goal of stability and self-sufficiency. SJC will assist with housing location, employment search assistance, training referrals and provide access to transportation, child care and other resources. St. Joseph Center will provide *FSS case management to 25 families* and *housing location services to 20 families*. Specific services will include:

Housing Location Services: For 20 families entering the Section 8 housing program in the city of Culver City, St. Joseph Center will provide Housing Locator services. The Housing Locator will meet with the family to determine their housing needs including size of unit, neighborhood location and other amenities as well as any special family needs such as housing for large family groups or a requirement for disabled access. The Housing Locator will also evaluate any barriers to housing such as evictions or poor credit history. Based on this information, the Housing Locator will develop a housing plan that will address and/or remediate these barriers and will lead to the identification of an appropriate, available unit.

Building on St. Joseph Center's relationships with Culver City landlords and other management companies that may operate within Culver City, the Housing Locator will provide information to the families and advocacy with landlords on behalf of the families. When a family is also enrolled in FSS, the strategy may include, with client consent, an explanation of the nature of case management support to the landlord.

FSS Screening and Intake: St. Joseph Center's FSS case manager will assist the city of Culver City with the presentation of information and recruitment sessions to introduce families to the FSS program. The FSS case manager will conduct an intake interview with referred families and complete a needs evaluation. Based on this evaluation, the FSS case manager, in conjunction with the family, will develop an Individual Treatment and Service Plan (ITSP) identifying barriers to self-sufficiency. Action plans derived out of the ITSP will be the basis of ongoing case management.

Case Management: The FSS case manager will meet with participants at least once per month, in person or by telephone, to monitor progress. The case manager will conduct a face-to-face meeting with the participant at least once every 90 days. During case management sessions, the case manager and participant will review progress, revise the plan if appropriate and identify new community resources to support the ITSP. On at least an annual basis, the FSS case manager will conduct a visit to the participant's home.

Resources and Referral: On an ongoing basis, the case manager will identify community resources necessary to support the participant's individual plan. Examples of such resources include medical, mental health and substance abuse treatment, legal services, education and job training, youth programs, child care, parent education and consumer credit counseling. The case manager will monitor participants' use of these resources and will advocate, with outside agencies, on behalf of the client when necessary.

Employment Assistance and Support: Special attention will be given to services supporting employment and job retention. ITSP's will outline the steps that will help participants to be ready for employment or to find a better job. Participants will be supported in their job search in individual case management sessions and the case manager will be available to assist in the development of resumes. In many cases, however, participants will be referred to Employment Assistance Agencies such as the Marina del Rey One-Stop (a program of Jewish Vocational Services) or Chrysalis. When appropriate, participants can participate in St. Joseph Center's ten week Culinary Training Program that is followed by job placement. For working participants, case management sessions will address issues of employment retention and advancement.

Workshops:

On at least a quarterly basis, St. Joseph Center will present workshops for FSS participants. These workshops may be scheduled at our Program site in Venice or at a site in Culver City. Topics for these workshops will include:

Financial Literacy and Budgeting: A basic introduction to the family budget; how to open and manage a checking account; how to open and manage a savings account and appropriate use of credit cards.

Rights and Responsibility of Tenancy: A review of the legal relationship between landlord and tenant including property maintenance, allowable rent increases and other fees and eviction procedures.

College and Training Options for Adults: An adult version of “college night” that introduces participants to options for further education and job training available in the community.

In addition, St. Joseph Center co-sponsors workshops offered by Operation Hope, a non-profit dedicated to expanding opportunities for homeownership in low income communities. These workshops include:

Credit Counseling and Debt Consolidation: This workshop teaches participants how to read a credit report, how to begin to clear a poor credit history and how to consolidate and pay off debt.

Home Ownership: This workshop address requirements for mortgage qualification, introduces participants to first time homeowners programs and links participants to low interest mortgage programs.

In many other cases, St. Joseph Center will link FSS participants to other trainings that are available in the community. Examples of these community trainings include the Financial Literacy Course presented by St. John’s Partnership for Families, Parent Education classes offered by the Westside Infant Family Network and the Westside Children’s Center and ESL classes offered by the Career Planning Center, Venice Skills Center and various community colleges.

PROGRAM ADMINISTRATION:

Program Location:

We propose to co-locate this program at St. Joseph Center’s Family Center site and at the Culver City Housing Department. Because of the integrated nature of family services, offered by St. Joseph Center, we believe that Culver City FSS participants will benefit from program integration with other SJC services. Examples of value added services include access to our Food Pantry, access to our Holiday Adopt-A-Family Program, participation in Center Family Recreational events, access to child care programs and access to our job training program. We believe this access will be best facilitated if families have some familiarity with and can occasionally travel to our central program site.

Program Staff:

The Program Director is a 0.25 FTE position that provides supervision to program staff and administrative oversight. She is housed at St. Joseph Center’s Administrative and Program offices but attends monthly program meetings in Culver City.

The FSS case manager position is a 0.75 FTE position dedicated to this program. The case manager receives direct supervision from our Program Director and will participate with other Family Center staff in ongoing training, case conferences and staff meetings. The FSS case manager provides services in Culver City including recruitment of families, intake, case management meetings, as appropriate and, of course, home visits. She also attends monthly program meetings in Culver City.

The Housing Locator is a 0.30 FTE position dedicated to this program. The Housing Locator is primarily housed at St. Joseph Center's Administrative and Program Offices in Venice but attends monthly program meetings in Culver City. She also provides orientation to new Section 8 families in Culver City and meets with families requiring housing assistance at the location most convenient for them.

FSS/ Housing Location Staff	FTE	Function	Clients served
Program Director	0.25	Direct staff: oversight of report preparation	45 Culver City residents
Case Manager	0.75	Case Management; workshops; data collection	25 FSS clients
Housing Locator	0.30	Development of housing plans; marketing to owners and managers; coaching to Section 8 tenants	20 Section 8 tenants

Additional administrative duties: In addition to program services, the FSS case manager, Housing Locator and Program Director will support the city of Culver City in the daily operations of the FSS program. Supervisory and direct service staff will share administrative duties including:

- Oversight of daily program operations
- Assistance with the recruitment of new FSS families
- Representation of the FSS program to the larger community including business, academic and social service sectors
- Assistance with revision and update of FSS Action Plan
- Assistance with the FSS grant application process including development/revision of the Logic Model
- Maintenance of FSS program records including participant demographics, case management progress notes and participant outcomes.
- Input of required data into Happy Software
- Attendance at quarterly FSS meetings
- Provision of reports to HUD, as needed, on the progress of FSS clients

Culver City Family Self Sufficiency and Housing Location Services
St. Joseph Center
Program Year: 5/01/09-4/30/10
Annual Plan

PROGRAM GOALS	Contract Annual Goal
Housing Location Services: To provide Housing Location Services to 20 Culver City families seeking Section 8 Housing	
Develop a Family Housing Plan identifying housing needs and barriers and address at least one major barrier per family	20
Identify appropriate rental housing for identified family and link family to appropriate rental housing.	20
Family Self-Sufficiency Case Management: 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	
• Mailings completed	**
• Group presentations	**
• Individual family meetings	**
Enroll eligible families in Family Self Sufficiency Program and develop a family Individual Treatment and Service Plan (ITSP) identifying barriers to self-sufficiency	25
Provide ongoing case management to enrolled families through monthly Contact (number of monthly contacts provided)	*****
Provide ongoing case management to enrolled families through quarterly home visit or other face-to-face contact (number of face-to-face meetings provided)	*****
Provide employment assistance to families by providing counseling, assisting with resume preparation or by referral to other Employment Assistance agency.	*****
Provide or host workshops on Financial Literacy/Tenancy/Home-ownership or other appropriate topic	4

ST. JOSEPH CENTER / CULVER CITY Family Self Sufficiency Program and Housing Location Services
2009-2010 PROGRAM BUDGET

5/1/09-4/30/10

SECTION I: BUDGET SUMMARY

	2008 Program Budget		
	1	2	3
	Total Program Budget	Culver City Grant	Program Costs funded by other sources
1A. Staff Salaries	\$ 40,200	\$ 40,200	\$ -
1B. Staff Fringe Benefits	\$ 9,378	\$ 9,378	\$ -
2. Direct Client Aid	\$ 1,760	\$ 1,760	\$ -
3. Space/Facilities	\$ 5,845	\$ 5,845	\$ -
4. Staff Travel and Training	\$ 828	\$ 828	\$ -
5. Insurance	\$ 750	\$ 750	\$ -
6. Operating Expenses	\$ 15,671	\$ 15,506	\$ 165
7. TOTAL PROGRAM COSTS	\$ 74,431	\$ 74,266	\$ 165

SECTION II: LINE ITEM DETAIL

	2008 Program Budget		
	1	2	3
	Total Program Budget	Culver City Grant	Culver City Program Costs funded by other sources
1A. Staff Salaries			
Program Director:			
Program allocation of 0.25			
Salary of \$4,820 per month x 12 months x .25	\$ 14,460	\$ 14,460	
Case Manager			
Program allocation of .75 FTE			
Salary of 2,860 x 12 months x .75 FTE	\$ 25,740	\$ 25,740	
Housing Locator			
Program allocation of 0.3 FTE			
Salary of 2,278 per month x 12 months x 0.30	\$ 8,201	\$ 8,201	
Total 1A	\$ 40,200	\$ 40,200	\$ -
1B. Staff Fringe Benefits			
FICA (0.0765)	\$ 3,075	\$ 3,075	\$ -
SUI per FTE (0.03603 to \$7,000)	\$ 757	\$ 757	\$ -
Medical/Dental Insurance, \$4,083 x 1.25	\$ 5,104	\$ 5,104	\$ -
Workers Comp Ins & Employers Liab-0.011%	\$ 442	\$ 442	\$ -
Total 1B	\$ 9,378	\$ 9,378	

	1	2	3
	Total Program Budget	Culver City Grant	Culver City Program Costs funded by other sources
2. Direct Client Aid			
Client Transportation: Bus tokens at \$3.00 per round trip			
20 families x 8 round trips x \$3.00	\$ 480	\$ 480	
Client Orientation and Recruitment			
Meeting Refreshments 8 meetings x \$60 each	\$ 480	\$ 480	
Incentives: \$20 Gift Cards x 30 families	\$ 600	\$ 600	
Client Workshop Supplies: 4 workshops @ \$50	\$ 200	\$ 200	
Total 2	\$ 1,760	\$ 1,760	
3. Space/Facilities			
Allocation of facilities costs based on number of CC			
program staff as a percentage of total staff at site			
1.3 CC staff/45 total staff = 3% of total costs			
Facility operations cost: Hampton site			
\$16,236 per month x 12 months x 3%	\$ 5,845	\$ 5,845	
Total 3	\$ 5,845	\$ 5,845	\$ -
4. Staff Travel and Training			
150 miles per month x 12 months x .485	\$ 728	\$ 728	
1 conference per year @ \$100	\$ 100	\$ 100	
Total 4	\$ 828	\$ 828	\$ -
5. Insurance			
Allocation of insurance based on number of CC			
program staff as % total SJC staff: 1.3/100 or 1%			
Comprehensive \$2M Commercial General Liability			
Agency annual premium \$6,250/mo X 12 months X 1%	\$ 750	\$ 750	\$ -
Total 5	\$ 750	\$ 750	\$ -
6. Operating Expenses			
Telephone - Hampton site			
\$3,564 per month x 12 months x 3%	\$ 1,283	\$ 1,283	\$ -
Cell Phone: \$45 per month x 12 months	\$ 540	\$ 540	
Wireless Connection: 1 @ \$180	\$ 180	\$ 180	
Office Supplies			
\$300 per year x 1.3 FTE	\$ 390	\$ 390	\$ -
Printing: staff business cards @ \$100 per staff	\$ 100	\$ 100	
Annual St. Joseph Center audit			
\$26,000 annual cost x 1% of total staff	\$ 260	\$ 260	\$ -
Allocation of Agency Admin,HR,Finance,Operations			
Based on FY05-06 actual costs, we have calculated		\$ -	\$ -
that Administrative Overhead is equal to 21% of our			
direct program costs.			
Culver City direct program costs = \$ 61,513	\$ 12,918	\$ 12,753	\$ 165
Total 6	\$ 15,671	\$ 15,506	\$ 165

	Total Program Budget	Culver City Grant	Culver City Program Costs funded by other sources
6. TOTAL PROGRAM COSTS	\$ 74,431	\$ 74,266	# \$ 165