

MEETING DATE: **06.10.13**

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.

ATTACHMENTS

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**PROPOSAL TO PROVIDE SERVICES
FOR THE
Culver City Family Self-Sufficiency Program
And Housing Location Services
2013-2014**

SUMMARY:

St. Joseph Center proposes to provide case management and linkage services to 25 families residing in Section 8 housing in the City of Culver City enrolled in the Family Self Sufficiency Program. 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, the Center's Family Service and Food Pantry programs offer a wide range of services including crisis intervention, case management, parenting education, family and, youth programs. St. Joseph Center also provides job training and placement in its Culinary Training Program (CTP), which offers 10 weeks of training, including a 4-week internship. Over 75% of CTP participants are placed in jobs within 3 months of graduation.

St. Joseph Center has been providing case management to families applying for and/or residing in Section 8 housing for more than 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. The agency currently serves 110 families through Shelter Plus Care and was recently awarded an additional 67 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, the Center has provided case management, advocacy, referrals and assisted families to develop Individual Training and Service Plans (ITSP) clearly identifying barriers to stability and self-sufficiency in order to determine specific action steps to address those barriers. Most commonly, barriers include family instability (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 helped families acquire the skills needed for independent living such as housekeeping, nutrition, food preparation, budgeting, money management, understanding rights and responsibilities of tenancy, and having healthy relationships with neighbors as well as other community members. Our case managers have 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 **Housing Choice Voucher (HCV) and Family Self-Sufficiency (FSS) Programs** with specific services structured around the goal of stability and self-sufficiency. SJC will assist with employment searches, referrals for vocational training, access to transportation, child care and other identified resources. St. Joseph Center will provide ***FSS case management to 25 families.***

Specific services will include:

Outreach Efforts: In order to maintain program enrollment, the FSS case manager will manage outreach efforts that include: (1) sending out 4 targeted mailings to all Section 8 recipients in Culver City, per year; (2) Work with the City of Culver City Housing Department staff to identify appropriate HCV participants for one on one informational sessions. (3) Provide the City of Culver City Housing Department with outreach materials for port-in and newly enrolling HCV participants.

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 also conduct an intake interview with referred families and complete a Needs Assessment. 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 toward the final goals of employment and increased self-sufficiency, revise the plan bi-annually and identify new community resources to support the ITSP, as needed. On at least an bi-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 be ready for employment or secure improved employment. 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. Where appropriate, participants will be referred to Employment Assistance Agencies such as the Marina del Rey, WorkSource 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 and job placement. For working participants, case management sessions will address issues of employment retention and advancement.

Workshops: On at least a monthly basis, St. Joseph Center staff will notify clients about workshops of which FSS participants may attend. Topics for these workshops may 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.

Wellness Classes: This group of classes includes such topics as "Healthily Living and Nutrition", exercise and stress reduction classes, and "Positive Parenting".

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:

St. Joseph Center proposes to co-locate this program at St. Joseph Center's main program & administrative site in Venice 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 services the agency provides. Examples of value added services include access to the Agency Food Pantry, access to the Holiday Adopt-A-Family Program, access to child care programs and linkage to job training programs. Staff believes that this access is best facilitated when families have some familiarity with and can occasionally travel to the central program site.

Program Staff:

The Project Manager (10% FTE on this contract) provides supervision to the FSS case manager and assistance in linking CC FSS participants to other St. Joseph Center Programs. During weekly supervision sessions, the Project Manager will monitor the Case Manager's interventions, resources development and documentation. In addition, this position offers assistance with ideas for recruitment and assistance with any barriers to recruitment. This position is housed at St. Joseph Center's Administrative and Program offices at 204 Hampton Drive in Venice.

The FSS Case Manager position (1.0 FTE position on this contract) receives direct supervision from the Project Manager and participates with other St. Joseph Center staff in ongoing training, case conferencing, 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. This position also attends monthly program meetings in Culver City.

FSS Staff	FTE	Function	Clients served
Project Manager	0.10	Direct staff supervision, Data Management, Outreach	25 FSS clients
Case Manager	1.0	Case Management, Outreach, Workshops, Data Collection	25 FSS clients

Additional administrative duties: In addition to program services, the FSS Case Manager and Project Manager 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
- Provision of reports to HUD, as needed, on the progress of FSS clients

ST. JOSEPH CENTER / CULVER CITY Family Self Sufficiency Program and Housing Location Services
2013-2014 PROGRAM BUDGET

7/1/13-6/30/14

SECTION I: BUDGET SUMMARY

2013-2014 Program Budget

	1	2	3
	Total Program Budget	Culver City Grant	Program Costs funded by other sources
1A. Staff Salaries	\$ 35,600	\$ 35,600	\$ -
1B. Staff Fringe Benefits	\$ 8,608	\$ 8,608	\$ -
2. Direct Client Aid	\$ 150	\$ 150	\$ -
3. Space/Facilities	\$ 4,680	\$ 4,680	\$ -
4. Staff Travel and Training	\$ 1,356	\$ 1,356	\$ -
5. Insurance	\$ 1,277	\$ 1,277	\$ -
6. Operating Expenses	\$ 13,888	\$ 13,888	\$ -
7. TOTAL PROGRAM COSTS	\$ 65,558	\$ 65,558	\$ -

SECTION II: LINE ITEM DETAIL**2013-2014 Program Budget**

			1	2	3
			Total Program Budget	Culver City Grant	Culver City Program Costs funded by other sources
A. Staff Salaries	FTE	Salary/mo			
Project Manager - Fatima	0.100	3,000	\$ 3,600	\$ 3,600	
Case Manager - Vanessa	1.000	2,667	\$ 32,000	\$ 32,000	
Total 1A	1.10		\$ 35,600	\$ 35,600	\$ -
3. Staff Fringe Benefits					
FICA (0.0765)	0.0765		\$ 2,723	\$ 2,723	\$ -
SUI per FTE (.09 to \$7,000)	0.09	7,000	\$ 693	\$ 693	\$ -
Medical/Dental Insurance, \$4,125 x FTE		4,318	\$ 4,750	\$ 4,750	\$ -
Workers Comp Ins (0.0124)	0.0124		\$ 441	\$ 441	\$ -
Pension			\$ -	\$ -	
Total 1B			\$ 8,608	\$ 8,608	

ATTACHMENT 1

1

2

3

**Total
Program
Budget**

**Culver City
Grant**

**Culver City
Program
Costs funded
by other
sources**

Direct Client Aid

Client Transportation: Bus tokens:

RT x 20 families x 2 round trip each

1.25

\$ 150

\$ 150

Total 2

\$ 150

\$ 150

Space/Facilities

Allocation of facilities costs based on number of CC

program staff as a percentage of total staff at site

1.10 program staff/73.4 total Hampton staff = 1.50% of total costs

Facility operations cost: Hampton site

\$26,000 per month x 12 months x 1.50%

0.015 12 \$26,000

\$ 4,680

\$ 4,680

\$ -

Total 3

\$ 4,680

\$ 4,680

\$ -

Staff Travel and Training

200 miles per month x 12 months x .565 per mile

0.565 12 200

\$ 1,356

\$ 1,356

Total 4

\$ 1,356

\$ 1,356

\$ -

Insurance

Allocation of insurance based on number of CC

program staff as % total SJC staff: 1.10/109.35 or 1.01%

Comprehensive \$2M Commercial General Liability

Agency annual premium \$126399 x 1.19%

0.010100 \$126,399

\$ 1,277

\$ 1,277

\$ -

Total 5

\$ 1,277

\$ 1,277

\$ -

Operating Expenses**Telephone:**

Hampton Site 1.50% @ \$2000 monthly

0.0150 \$ 2,000

\$ 360

\$ 360

Office Supplies:

Direct program office supply cost

\$100

\$ 100

\$ 100

\$ -

Leased Equipment:

Copier - Hampton Site (1.50%)

\$ 444

\$ 444

\$ -

Annual St. Joseph Center audit & payroll processing

\$50,000 annual cost x 1.01%

0.010100 \$50,000

\$ 505

\$ 505

\$ -

Allocation of Agency Admin,HR,Finance,Operations

Administrative Overhead is equal to 24% of our

direct program costs.

\$ 53,079

\$ 12,479

\$ 12,479

Total 6

\$ 13,888

\$ 13,888

\$ -

**Total
Program
Budget**

**Culver City
Grant**

**Culver City
Program
Costs funded
by other
sources**

TOTAL PROGRAM COSTS

\$ 65,558

\$ 65,558



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
11/16/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER 1-800-807-0300 Artex Risk Solutions, Inc. (CB) Two Pierce Place Itasca, IL 60143-3141	CONTACT NAME: Christian Brothers Services PHONE (A/C, No, Ext): 1-800-807-0300 FAX (A/C, No): 1-630-378-2508 E-MAIL ADDRESS: <table style="width: 100%;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A: PRINCETON EXCESS & SURPLUS LINES INS</td> <td>10786</td> </tr> <tr> <td>INSURER B: OLD REPUBLIC INS CO</td> <td>24147</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: PRINCETON EXCESS & SURPLUS LINES INS	10786	INSURER B: OLD REPUBLIC INS CO	24147	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER D:															
INSURER E:															
INSURER F:															
INSURED Brothers of the Christian Schools & Affiliates, Including Loc. #: 1155010, ST JOSEPH CENTER 1205 Windham Parkway Romeoville, IL 60446															

COVERAGES

CERTIFICATE NUMBER: 30303200

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC	X		G2-A3-EX-0000019-06	06/15/12	06/15/13	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ Included MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ N/A PRODUCTS - COM/OP AGG \$ Included \$
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS	X		MWTB 21543	06/15/12	06/15/13	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	MWC 117262 01	01/01/13	01/01/14	☒ WC STATUTORY LIMITS ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Only the General Liability Coverage will apply on a Primary and Non-Contributory basis (per attached endorsement) if required by fully executed written contract. Certificate Holder is added as Additional Insured (per attached endorsement) for General Liability and Automobile coverages solely, strictly and specifically with regards to:
 FAMILY SELF SUFFICIENCY CONTRACT FOR THE CURRENT POLICY TERM. ALSO ADDED AS ADDITIONAL INSURED: CULVER CITY HOUSING AUTHORITY, THE CITY OF CULVER CITY, MEMBERS OF THEIR RESPECTIVE BOARDS AND COMMISSIONS, OFFICERS, AGENTS AND EMPLOYEES.

CERTIFICATE HOLDER

CITY OF CULVER HOUSING DEPARTMENT

 MONA KARROUM
 9770 CULVER BLVD

VER CITY, CA 90232-0507

USA

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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AGENCY CUSTOMER ID: _____

LOC #: _____

**ADDITIONAL REMARKS SCHEDULE**

Page ____ of ____

AGENCY Artex Risk Solutions, Inc. (CB)		NAMED INSURED Brothers of the Christian Schools & Affiliates, Including Loc. #: 1155010, ST JOSEPH CENTER 1205 Windham Parkway	
POLICY NUMBER			
CARRIER	NAIC CODE	Romeoville, IL 60446	
		EFFECTIVE DATE:	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: _____ FORM TITLE: _____



555 College Road East, Princeton, New Jersey 08543-5241 Phone: (800) 305-4954

POLICY NUMBER: G2-A3-EX-0000019-06 **GENERAL LIABILITY**
NAMED INSURED: The Religious and Charitable Risk Pooling Trust
 Of the Brothers of the Christian Schools and Affiliates
COVERAGE TERM: 6/15/2012 to 06/15/2013

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED
SCHEDULED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under SECTION II INSURING AGREEMENT C, GENERAL LIABILITY COVERAGE defined within the Coverage Agreement.

SECTION I: Schedule

Name of Additional Insured Person(s) Or Organization(s): ANY PERSON OR ORGANIZATION WHEN YOU HAVE AGREED IN A WRITTEN CONTRACT FOR THAT PERSON OR ORGANIZATION TO BE ADDED AS AN ADDITIONAL INSURED ON YOUR POLICY.	Designated Location(s) Of Covered Operations
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If no entry appears above, information required to complete this endorsement will be shown in the Certificate of Coverage as applicable to this endorsement.

Section II Insuring Agreement C –Name of Insured Amended

- A. **Who Is An Insured** defined in the General Insurance Agreement is amended to include as an Additional Insured the person(s) or organization(s) shown in the Schedule above, but only with respect to liability in the performance of the Named Insured's ongoing operations for the Additional Insured(s) at the Location(s) designated in the Schedule above for "bodily injury" or "property damage", caused in whole or in part, by the Named Insured's acts or omissions which takes place after the execution of a written agreement with the Additional Insured(s).
- B. For the coverage provided by this endorsement: the following paragraph is added to Section IV – General Conditions, Section II, Insuring Agreement C - General Liability.

This insurance is primary insurance as respects to this coverage to the additional insured person or organization, where the written contract or written agreement requires that this insurance be primary and noncontributory. In that event, we will not seek contribution from any other insurance policy available to the additional insured on which the additional insured person or organization is a Named Insured.

- C. **Who Is An Insured** is also amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by the "Named Insured's work" at the location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

Section III

All Other terms and conditions of the Insuring Agreement remain unchanged.

IL 10 (12/06) OLD REPUBLIC INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM
GARAGE COVERAGE FORM
MOTOR CARRIER COVERAGE FORM
TRUCKERS COVERAGE FORM

SCHEDULE

Name of Person(s) or Organization(s): All persons or organizations as required by contract or agreement

With respect to LIABILITY COVERAGE, Who Is An Insured is changed with the addition of the following:

Each person or organization shown in the Schedule for whom you are doing work is an "insured". But only for "bodily injury" or "property damage" that results from the ownership, maintenance or use of a covered "auto" by:

1. You;
2. an "employee" of yours; or
3. anyone who drives a covered "auto" with your permission or with the permission of one of your "employees".

However, the insurance afforded to the person or organization shown in the Schedule shall not exceed the scope of coverage and/or limits of this policy. Notwithstanding the foregoing sentence, in no event shall the insurance provided by this policy exceed the scope of coverage and/or limits required by the contract or agreement.

PCA 001 03 06
MWTB 21543

Religious and Charitable Risk Pooling Trust of
the Brothers of the Christian Schools and Affiliates

Effective: 6-15-12