

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

Meeting Date: 06/27/2011		Item Number: <u>C-7</u>	
CITY COUNCIL 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, Mona Kennedy Community Development Department/Housing Division		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: Meetings and Agendas – City Council (06/22/11); St. Joseph's Center (05/04/11)			
Department Approval: Sol Blumenfeld: (05/28/11)		City Attorney Approval: Carol Schwab (by H. Baker) (06/22/11)	
Chief Financial Officer Approval: Jeff Muir (06/22/11)		City Manager Approval: John M. Nachbar (06/22/11):	
<u>RECOMMENDATION:</u> Staff recommends the City Council 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 service referrals for the Family Self Sufficiency (FSS) Program in an amount not to exceed \$65,558 for Fiscal Year 2011/2012. <u>BACKGROUND:</u> Family Self Sufficiency 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. FSS participants are allowed to extend their contract for two (2) additional years if it is necessary to help them achieve educational and/or employment goals. 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.			

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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 experiences an increase in earned income, the Culver City Housing Agency (CCHA) is required to credit 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 with some being as high as \$27,780.40. The CCHA has committed to assisting twenty-five (25) households. There are currently twenty (24) households enrolled in the FSS program.

Since the program was implemented in 1999, the CCHA has witnessed many successes. A total of fifty-one (51) households have participated, and of this number fourteen (14) have graduated and completed their FSS Contract of Participation. Some of these households secured better employment and received degrees. Additionally, thirty-six (36) households have generated escrow accounts, an indication of an 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 2011/2012 in an amount not to exceed \$65,558.

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.

FISCAL ANALYSIS:

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The proposed FSS Coordinator contract is not to exceed \$65,558 for Fiscal Year 2011/2012. The CCHA has been successful over the last five (5) years applying for and receiving grant funding from HUD for the administration of the FSS program. For Fiscal Year 2009/2010, the CCHA was awarded \$65,558. Grant applications for 2010 are currently still being reviewed by HUD. These funds support the 2011 FSS activities.

In case funding is not awarded due to economic circumstances, there is sufficient funding available in the Section 8 Administrative Reserve Fund to continue this program.

ATTACHMENTS:

- St. Joseph's Center FSS Coordinator Proposal.

MOTION:

That the City Council:

- 1) Approve and amendment to the existing 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 Participants in an amount not to exceed \$65,558 for Fiscal Year 2011/2012 and extending the term of the Agreement to June 30, 2012; 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.