

MEETING DATE: June 28, 2010

AGENDA ITEM: Renew the Contract with St. Joseph's Center to Perform Case Management, Needs Assessment, Job Development Services and Supportive Service Referrals for the Family Self Sufficiency (FSS) Program.

ATTACHMENTS

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PROPOSAL TO PROVIDE SERVICES FOR THE Culver City Family Self-Sufficiency Program 2010-2011

SUMMARY:

St. Joseph Center proposes 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. 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 to the City of Culver City.

In addition to FSS, 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 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

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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 **Family Self-Sufficiency Program (FSS)** with specific services structured around the goal of stability and self-sufficiency. SJC will assist with 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.***

Specific services will include:

Increased Outreach Efforts: In order to increase program enrollment and maintain the proper level of program participants, the FSS case manager and FSS managing staff will increase outreach efforts by: (1) sending out 4 targeted mailings to all Section 8 recipients in Culver City; (2) hosting a social/informational event at a local Culver City restaurant to explain the FSS program in a casual, festive atmosphere; (3) offering gift/incentives to potential clients who make and keep a personal interview with the FSS program staff.

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 evaluation. Based on this evaluation, the FSS case manager, in conjunction with the family, will develop an Individual Treatment and Service Plan (ITSP)

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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 staff 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 as well as

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other appropriate programs regarding home ownership offered by other community partners.. 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 main family center 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 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 Director of Family Services (.050 FTE on this contract) provides supervision to program staff, administrative oversight and attendance at monthly program meetings in Culver City. This position is housed at St. Joseph Center's Administrative and Program offices at 204 Hampton Drive in Venice.

The Program Manager for Family Services (.070 FTE on this contract) provides supervision to the case manager and assistance in linking CC FSS participants to other Family Service Programs. During weekly supervision sessions, the Program Manager will monitor the Case Manager's recruitment efforts and will ensure that orientations and workshops are planned and calendared. In addition, she will offer 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.

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The FSS Case Manager position is a full-time position dedicated to this program. The case manager receives direct supervision from the Program Manager and/or 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.

FSS/ Staff	FTE	Function	Clients served
Continuum Director, Family Center	0.050	Direct staff supervision/oversight of report preparation; Outreach efforts as needed.	25 Culver City residents
Program Manager, Family Center	0.070	Direct staff supervision.	25 Culver City residents
Case Manager	1.0	Case Management; workshops; data collection	25 FSS clients

Additional administrative duties: In addition to program services, the FSS Case Manager 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

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ST. JOSEPH CENTER / CULVER CITY Family Self Sufficiency Program and Housing Location Services
2010-2011 PROGRAM BUDGET

5/1/10-4/30/11

SECTION I: BUDGET SUMMARY

20010-11 Program Budget			
	1	2	3
	Total Program Budget	Culver City Grant	Program Costs funded by other sources
1A. Staff Salaries	\$ 31,754	\$ 31,754	\$ -
1B. Staff Fringe Benefits	\$ 7,826	\$ 7,826	\$ -
2. Direct Client Aid	\$ 1,173	\$ 1,173	\$ -
3. Space/Facilities	\$ 6,372	\$ 6,372	\$ -
4. Staff Travel and Training	\$ 2,408	\$ 2,408	\$ -
5. Insurance	\$ 1,632	\$ 1,632	\$ -
6. Operating Expenses	\$ 14,394	\$ 14,394	\$ -
7. TOTAL PROGRAM COSTS	\$ 65,558	\$ 65,558	\$ -

SECTION II: LINE ITEM DETAIL
20010-11 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			
Associate Director	0.020	7,083	\$ 1,700	\$ 1,700	
Program Director:	0.025	4,167	\$ 1,250	\$ 1,250	
Case Manager	0.900	2,667	\$ 28,804	\$ 28,804	
Total 1A	0.9450		\$ 31,754	\$ 31,754	\$ -
3. Staff Fringe Benefits					
FICA (0.0765)	0.0765		\$ 2,429	\$ 2,429	\$ -
SUI per FTE (0.06199 to \$7,000)	0.06199		\$ 410	\$ 410	\$ -
Medical/Dental Insurance, \$4,543 x FTE		4,543	\$ 4,293	\$ 4,293	\$ -
Workers Comp Ins & Employers Liab-0.0124	0.0124		\$ 394	\$ 394	\$ -
Pension: .945 FTE @ .01 of salary	0.00945		\$ 300	\$ 300	
Total 1B			\$ 7,826	\$ 7,826	

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				Total Program Budget	Culver City Grant	Culver City Program Costs funded by other sources				
<u>Direct Client Aid</u>										
Client Transportation: Bus tokens:										
1.20 per RT x 25 families x 1 round trip each	1.2	25	\$	30	\$	30				
Client Outreach										
Printing for flyer distribution			\$	193	\$	193				
Client Orientation and Recruitment										
Meeting Refreshments 7 meetings x \$50 each	7	50	\$	350	\$	350				
Incentives: \$20 Gift Cards x 25 families	20	25	\$	500	\$	500				
Client Workshop Supplies: 4 workshops @ \$25	4	25	\$	100	\$	100				
Total 2			\$	1,173	\$	1,173				
<u>Space/Facilities</u>										
Allocation of facilities costs based on number of CC										
program staff as a percentage of total staff at site										
.945 program staff/48.644 total Hampton staff = 1.94% of total costs										
Facility operations cost: Hampton site										
\$27,333 per month x 12 months x 1.94%	0.019427	12	\$27,333	\$	6,372	\$	6,372			
Total 3				\$	6,372	\$	6,372	\$	-	
<u>Staff Travel and Training</u>										
300 miles per month x 12 months x .505 per mile	0.505	12	300	\$	1,818	\$	1,818			
4 conference per year @ \$145		4	148	\$	590	\$	590			
Total 4				\$	2,408	\$	2,408	\$	-	
<u>Insurance</u>										
Allocation of insurance based on number of CC										
program staff as % total SJC staff: .9/48.644 or 1.94										
Comprehensive \$2M Commercial General Liability										
Agency annual premium \$84,000 x 1.94%	0.019427		84,000	\$	1,632	\$	1,632			
Total 5				\$	1,632	\$	1,632	\$	-	
<u>Operating Expenses</u>										
Telephone - Hampton site										
\$4,675 per month x 12 months x 1.94%	0.019427	12	\$4,675	\$	1,090	\$	1,090	\$	-	
Wireless Connection: 1 @ \$180				\$	180	\$	180			
Office Supplies:										
Direct program office supply cost			\$264	\$	264	\$	264	\$	-	
Printing: staff business cards @ \$100 per staff	0.9450		\$100	\$	95	\$	95			
Annual St. Joseph Center audit										
\$25,000 annual cost x 1.94%	0.019427		\$25,000	\$	486	\$	486	\$	-	
Allocation of Agency Admin,HR,Finance,Operations										
Based on FY08-09 actual costs, we have calculated							\$	-	\$	-
that Administrative Overhead is equal to 24% of our										
direct program costs.										
Culver City direct program costs	0.24		\$ 51,165	\$	12,279	\$	12,279			
Total 6				\$	14,394	\$	14,394	\$	-	

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	Total Program Budget	Culver City Grant	Culver City Program Costs funded by other sources
TOTAL PROGRAM COSTS	\$ 65,558	\$ 65,558	

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Office of Public and Indian Housing

US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, D.C. 20410-5000

April 01, 2010

Mr. Tevis Barnes
Culver City Housing Agency
9770 Culver Boulevard
Culver City, CA 90232

Dear Mr. Barnes:

The Department of Housing and Urban Development is pleased to inform you that the Culver City Housing Agency (2009-FSSA-CA110-5207) has been selected to receive **\$65,558** for the Fiscal Year 2009 Administrative Fee Funding for the Housing Choice Voucher Family Self Sufficiency Program Coordinator Salaries to support 1 position(s):

<u>Position Type</u>	<u>Amount</u>	<u>Months</u>
Existing HCV/FSS pgm (FY 08 funding)	\$65,558	12

An amendment to the Consolidated Annual Contributions Contract (ACC) obligating these funds will be mailed separately by HUD's Financial Management Center (FMC). All funds will expire December 31, 2010. Should you have questions concerning this award letter, please contact Ms. Dorothy Ivory, Grants Administrator at (202) 475-8983.

Thank you for your interest in HUD and its programs.

Sincerely,

Cedric A. Brown
Director
Grants Management Center