MEETING DATE: **07.23.12**

AGENDA ITEM: **Approval of a 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

	Pages
1. St. Joseph's Center FSS Coordinator Proposal	1-8

PROPOSAL TO PROVIDE SERVICES
FOR THE
Culver City Family Self-Sufficiency Program
And Housing Location Services
2012-2013

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 and managing staff outreach efforts will include: (1) sending out 4 targeted mailings to all Section 8 recipients in Culver City; (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 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 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 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 present workshops of which FSS participants may attend. 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.
>
> ***Wellness Classes:*** This group of classes includes such topics as "Healthily Living and Nutrition", exercise and stress reduction classes, and "Positive Parenting".

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 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:

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 Division 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
2012-2013 PROGRAM BUDGET

7/1/12-6/30/13

SECTION I: BUDGET SUMMARY

	2012-2013 Program Budget		
	1	2	3
	Total Program Budget	Culver City Grant	Program Costs funded by other sources
1A. Staff Salaries	$ 34,004	$ 34,004	$ -
1B. Staff Fringe Benefits	$ 8,359	$ 8,359	$ -
2. Direct Client Aid	$ 150	$ 150	$ -
3. Space/Facilities	$ 5,298	$ 5,298	$ -
4. Staff Travel and Training	$ 1,818	$ 1,818	$ -
5. Insurance	$ 1,193	$ 1,193	$ -
6. Operating Expenses	$ 14,735	$ 14,735	$ -
7. TOTAL PROGRAM COSTS	**$ 65,558**	**$ 65,558**	**$ -**

SECTION II: LINE ITEM DETAIL

			2012-2013 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	0.950	2,667	$ 30,404	$ 30,404	
Total 1A	1.05		$ 34,004	$ 34,004	$ -
B. Staff Fringe Benefits					
FICA (0.0765)	0.0765		$ 2,601	$ 2,601	$ -
SUI per FTE (.09 to $7,000)	0.09	7,000	$ 662	$ 662	$ -
Medical/Dental Insurance, $4,125 x FTE		4,125	$ 4,331	$ 4,331	$ -
Workers Comp Ins (0.0124)	0.0125		$ 425	$ 422	$ -
Pension	0.01		$ 340	$ 340	
Total 1B			$ 8,359	$ 8,359	

				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 1.05 program staff/65 total Hampton staff = 1.62% of total costs						
Facility operations cost: Hampton site						
$27,333 per month x 12 months x 1.62%	0.016154	12	$27,333	$ 5,298	$ 5,298	$ -
Total 3				$ 5,298	$ 5,298	$ -
Staff Travel and Training						
300 miles per month x 12 months x .505 per mile	0.505	12	300	$ 1,818	$ 1,818	
Total 4				$ 1,818	$ 1,818	$ -
Insurance						
Allocation of insurance based on number of CC program staff as % total SJC staff: 1.05/102 or 1.03%						
Comprehensive $2M Commercial General Liability						
Agency annual premium $115,936 x 1.03%	0.010294		$115,936	$ 1,193	$ 1,193	
Total 5				$ 1,193	$ 1,193	$ -
Operating Expenses						
Telephone:						
Hampton Site 1.62% @ $6500 monthly	0.0162		$ 6,500	$ 1,260	$ 1,260	
Office Supplies:						
Direct program office supply cost			$862	$ 862	$ 862	$ -
Leased Equipment:						
Copier - Hampton Site (1.62%)				$ 444	$ 444	$ -
Annual St. Joseph Center audit & payroll processing						
$44,300 annual cost x 1.03%	0.010294		$44,300	$ 456	$ 456	$ -
Allocation of Agency Admin,HR,Finance,Operations						
Administrative Overhead is equal to 22% of our direct program costs.			$ 52,585	$ 11,713	$ 11,713	
Total 6				$ 14,735	$ 14,735	$ -

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