



City of Culver City
Proposal Plan for Family Self-Sufficiency Program
FY 2016-17; 2017-18; 2018-19
May 2, 2016

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 40 years and in May 2008 began providing Family Self Sufficiency and Housing Location Services to the City of Culver City.

In addition to FSS, St. Joseph Center operates a wide range of programs that offer such services as crisis intervention, case management, parenting education, family and youth programs. St. Joseph Center also provides two job training and placement programs. The Culinary Training Program (CTP), established in 1991, offers 10 weeks of training, including a 4-week internship. Over 75% of CTP participants are placed in jobs within three months of graduation. A second vocational initiative, Codetalk, was inaugurated in January 2015. This 15-week class is offered three times annually and prepares low income women for jobs as entry-level web programmers. Since the program's inception, approximately 50% of graduates have obtained employment.

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. Since 1997, St. Joseph Center has provided case management for more than 425 chronically homeless individuals residing in Shelter + Care, Homeless Section 8 and VASH housing.

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 60 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 a 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 Program 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 Program Manager will monitor the Case Manager's interventions, resource 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 Program 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 Annually
Program 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 Program 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
2016-2017 PROGRAM BUDGET**

7/1/16-6/30/17

2016-2017 Program Budget			
	1	2	3
	Total Program Budget	Culver City Grant	Program Costs funded by other sources
1A. Staff Salaries	\$ 40,500	\$ 40,500	\$ -
1B. Staff Fringe Benefits	\$ 8,619	\$ 8,619	\$ -
2. Direct Client Aid	\$ 175	\$ 175	\$ -
3. Space/Facilities	\$ 6,411	\$ 6,411	\$ -
4. Staff Travel and Training	\$ 200	\$ 200	\$ -
5. Insurance	\$ 1,120	\$ 1,120	\$ -
6. Operating Expenses	\$ 8,534	\$ 8,534	\$ -
7. TOTAL PROGRAM COSTS	\$ 65,558	\$ 65,558	\$ -

2016-2017 Program Budget					
			1	2	3
			Total Program Budget	Culver City Grant	Culver City Program Costs funded by other sources
1A. Staff Salaries	FTE	Salary/mo			
Project Manager - Peraza, N	0.100	4,583	\$ 5,500	\$ 5,500	
Case Manager - Stoffer, C	1.000	2,917	\$ 35,000	\$ 35,000	
Total 1A	1.10		\$ 40,500	\$ 40,500	\$ -
1B. Staff Fringe Benefits	21%				
FICA (0.0765)	0.0765		\$ 3,098	\$ 3,098	\$ -
SUI per FTE (.07 to \$7,000)	0.07	7,000	\$ 539	\$ 539	\$ -
Medical/Dental Insurance, \$4,000 x FTE		4,000	\$ 4,400	\$ 4,400	\$ -
Workers Comp Ins (0.013)	0.013		\$ 527	\$ 502	\$ -
Pension			\$ 55	\$ 55	
Total 1B			\$ 8,619	\$ 8,619	

		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:				
MTA Bus Tokens	1.75	\$ 175	\$ 175	
Total 2		\$ 175	\$ 175	
3. Space/Facilities				
Leasing		\$ 6,411	\$ 6,411	\$ -
Total 3		\$ 6,411	\$ 6,411	\$ -
4. Staff Travel and Training				
370 miles @ \$0.54		\$ 200	\$ 200	
Total 4		\$ 200	\$ 200	\$ -
5. Insurance				
General Liability Insurance		\$ 1,120	\$ 1,120	
Total 5		\$ 1,120	\$ 1,120	\$ -
6. Operating Expenses				
Telephone:				
Hampton Site		\$ 311	\$ 311	
Office Supplies:				
Hampton Site		\$ 36	\$ 36	\$ -
Leased Equipment:				
Copier		\$ 137	\$ 137	\$ -
Annual St. Joseph Center audit & payroll processing				
ADP		\$ 385	\$ 385	\$ -
Allocation of Agency Admin,HR,Finance,Operations				
	\$ -	\$ 7,665	\$ 7,665	
Total 6		\$ 8,534	\$ 8,534	\$ -
TOTAL PROGRAM COSTS		\$ 65,558	\$ 65,558	

**ST. JOSEPH CENTER / CULVER CITY Family Self Sufficiency Program and Housing Location Services
2017-2018 PROGRAM BUDGET**

7/1/17-6/30/18

2017-2018 Program Budget			
	1	2	3
	Total Program Budget	Culver City Grant	Program Costs funded by other sources
1A. Staff Salaries	\$ 42,525	\$ 42,525	\$ -
1B. Staff Fringe Benefits	\$ 8,800	\$ 8,800	\$ -
2. Direct Client Aid	\$ 175	\$ 175	\$ -
3. Space/Facilities	\$ 6,411	\$ 6,411	\$ -
4. Staff Travel and Training	\$ 200	\$ 200	\$ -
5. Insurance	\$ 1,120	\$ 1,120	\$ -
6. Operating Expenses	\$ 8,917	\$ 8,917	\$ -
7. TOTAL PROGRAM COSTS	\$ 68,148	\$ 68,148	\$ -

2017-2018 Program Budget					
			1	2	3
			Total Program Budget	Culver City Grant	Culver City Program Costs funded by other sources
1A. Staff Salaries	FTE	Salary/mo			
Project Manager - Peraza, N	0.100	4,583	\$ 5,775	\$ 5,775	
Case Manager - Stoffer, C	1.000	2,917	\$ 36,750	\$ 36,750	
Total 1A	1.10		\$ 42,525	\$ 42,525	\$ -
1B. Staff Fringe Benefits					
FICA (0.0765)	0.0765		\$ 3,253	\$ 3,253	\$ -
SUI per FTE (.07 to \$7,000)	0.07	7,000	\$ 539	\$ 539	\$ -
Medical/Dental Insurance, \$4,000 x FTE		4,000	\$ 4,400	\$ 4,400	\$ -
Workers Comp Ins (0.013)	0.013		\$ 553	\$ 527	\$ -
Pension			\$ 55	\$ 55	
Total 1B			\$ 8,800	\$ 8,800	

2. Direct Client Aid

Client Transportation: Bus tokens:

MTA Bus Tokens

Total 2

3. Space/Facilities

Leasing

Total 3

4. Staff Travel and Training

370 miles @ \$0.54

Total 4

5. Insurance

General Liability Insurance

Total 5

6. Operating Expenses

Telephone:

Hampton Site

Office Supplies:

Hampton Site

Leased Equipment:

Copier

Annual St. Joseph Center audit & payroll processing

ADP

Allocation of Agency Admin,HR,Finance,Operations

Total 6

TOTAL PROGRAM COSTS

	1	2	3
	Total Program Budget	Culver City Grant	Culver City Program Costs funded by other sources
	\$ 175	\$ 175	
	\$ 175	\$ 175	
	\$ 6,411	\$ 6,411	\$ -
	\$ 6,411	\$ 6,411	\$ -
	\$ 200	\$ 200	
	\$ 200	\$ 200	\$ -
	\$ 1,120	\$ 1,120	
	\$ 1,120	\$ 1,120	\$ -
	\$ 311	\$ 311	
	\$ 36	\$ 36	\$ -
	\$ 137	\$ 137	\$ -
	\$ 385	\$ 385	\$ -
	\$ 8,048	\$ 8,048	
	\$ 8,917	\$ 8,917	\$ -
	Total Program Budget	Culver City Grant	Culver City Program Costs funded by other sources
	\$ 68,148	\$ 68,148	

**ST. JOSEPH CENTER / CULVER CITY Family Self Sufficiency Program and Housing Location Services
2018-2019 PROGRAM BUDGET**

7/1/18-6/30/19

2018-2019 Program Budget			
	1	2	3
	Total Program Budget	Culver City Grant	Program Costs funded by other sources
1A. Staff Salaries	\$ 44,651	\$ 44,651	\$ -
1B. Staff Fringe Benefits	\$ 8,990	\$ 8,990	\$ -
2. Direct Client Aid	\$ 175	\$ 175	\$ -
3. Space/Facilities	\$ 6,411	\$ 6,411	\$ -
4. Staff Travel and Training	\$ 200	\$ 200	\$ -
5. Insurance	\$ 1,120	\$ 1,120	\$ -
6. Operating Expenses	\$ 9,319	\$ 9,319	\$ -
7. TOTAL PROGRAM COSTS	\$ 70,867	\$ 70,867	\$ -

2018-2019 Program Budget					
			1	2	3
			Total Program Budget	Culver City Grant	Culver City Program Costs funded by other sources
1A. Staff Salaries	FTE	Salary/mo			
Project Manager - Peraza, N	0.100	4,583	\$ 6,064	\$ 6,064	
Case Manager - Stoffer, C	1.000	2,917	\$ 38,588	\$ 38,588	
Total 1A	1.10		\$ 44,651	\$ 44,651	\$ -
1B. Staff Fringe Benefits					
FICA (0.0765)	0.0765		\$ 3,416	\$ 3,416	\$ -
SUI per FTE (.07 to \$7,000)	0.07	7,000	\$ 539	\$ 539	\$ -
Medical/Dental Insurance, \$4,000 x FTE		4,000	\$ 4,400	\$ 4,400	\$ -
Workers Comp Ins (0.013)	0.013		\$ 580	\$ 554	\$ -
Pension			\$ 55	\$ 55	
Total 1B			\$ 8,990	\$ 8,990	

2. Direct Client Aid

Client Transportation: Bus tokens:
MTA Bus Tokens

Total 2

3. Space/Facilities

Leasing

Total 3

4. Staff Travel and Training

370 miles @ \$0.54

Total 4

5. Insurance

General Liability Insurance

Total 5

6. Operating Expenses

Telephone:

Hampton Site

Office Supplies:

Hampton Site

Leased Equipment:

Copier

Annual St. Joseph Center audit & payroll processing

ADP

Allocation of Agency Admin,HR,Finance,Operations

Total 6

TOTAL PROGRAM COSTS

	1	2	3
	Total Program Budget	Culver City Grant	Culver City Program Costs funded by other sources
	\$ 175	\$ 175	
	\$ 175	\$ 175	
	\$ 6,411	\$ 6,411	\$ -
	\$ 6,411	\$ 6,411	\$ -
	\$ 200	\$ 200	
	\$ 200	\$ 200	\$ -
	\$ 1,120	\$ 1,120	
	\$ 1,120	\$ 1,120	\$ -
	\$ 311	\$ 311	
	\$ 36	\$ 36	\$ -
	\$ 137	\$ 137	\$ -
	\$ 385	\$ 385	\$ -
	\$ 8,451	\$ 8,451	
	\$ 9,319	\$ 9,319	\$ -
	Total Program Budget	Culver City Grant	Culver City Program Costs funded by other sources
	\$ 70,867	\$ 70,867	