



**City of Culver City**  
**Proposal Plan for Family Self-Sufficiency Program**  
**FY 2019-20, FY 2020-21, and FY2021-22**  
**March 22, 2019**

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**SUMMARY**

St. Joseph Center (“the Center” or “SJC”) 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.

**REPORT ON PREVIOUS GRANT PERIOD**

In 2017, 17 households participated in the Culver City FSS program. In 2018, the number of households decreased by 1 to 16. To date in 2019 the number of participating households has remained essentially stable. The primary barrier to fully enrolling 25 households is a lack of Section 8 housing. The value of the Housing Choice Voucher does not align with fair market rent in the area, and as property owners have increased rents in recent years families that have been approved for HCV subsidies are usually unable to lease up in Culver City.

**AGENCY QUALIFICATIONS**

St. Joseph Center has been providing services to low-income families for more than 40 years. We have provided Family Self Sufficiency and Housing Location Services to the City of Culver City for more than a decade ago, starting in May 2008.

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 12 weeks of training, including a 4-week internship. More than 75% of CTP participants are placed in jobs within three months of graduation. A second vocational initiative, Codetalk, was inaugurated in January 2015. We offer this 15-week class three times annually and prepares low-income women for jobs for entry-level jobs in the technology sector. Last year approximately 75% of graduates obtained employment.

St. Joseph Center has been providing case management to families applying for and/or residing in Section 8 housing for more than 25 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 hundreds of 425 chronically homeless individuals residing in subsidized permanent supportive 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 programs mentioned above, and other resources through referral and linkage.

### **SCOPE OF WORK**

From FY2019-20 through FY2021-22, 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, childcare, 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 or 15-week Codetalk program, both of which include job placement assistance to graduates. 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's Food Pantry, Holiday Adopt-A-Family Program, and 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.

<b>FSS Staff</b>	<b>FTE</b>	<b>Function</b>	<b>Clients Served Annually</b>
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 FSS 8/2020 - DRAFT BUDGET		3 YEAR PROPOSED BUDGET		YEAR 1 Culver City FSS		YEAR 2 Culver City FSS		YEAR 3 Culver City FSS	
No. to Serve:		25		25		25		25	
STAFFING COSTS		FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
Director, Housing	0.15	40,917.00	13,238.00	0.15	13,635.00	0.15	14,044.00	0.15	15,768.00
Program Manager	0.25	45,940.00	14,863.00	0.25	15,309.00	0.25	15,497.00	0.25	15,768.00
Case Manager	1.00	126,727.00	41,000.00	1.00	42,230.00	1.00	43,497.00	1.00	43,497.00
Data Specialist	0.05	6,812.00	2,204.00	0.05	2,270.00	0.05	2,338.00	0.05	2,338.00
Quality Assurance	0.05	8,712.00	2,819.00	0.05	2,903.00	0.05	2,990.00	0.05	2,990.00
Fringe Benefits - 24%		54,986.00	17,790.00	6.50	18,323.00	6.50	18,873.00	6.50	18,873.00
<b>Subtotal - Personnel</b>	<b>6.50</b>	<b>284,094.00</b>	<b>91,914.00</b>	<b>6.50</b>	<b>94,670.00</b>	<b>6.50</b>	<b>97,510.00</b>	<b>6.50</b>	<b>97,510.00</b>
<b>OPERATING COSTS</b>									
Office / Program Supplies		2,700.00	900.00		900.00		900.00		900.00
Equipment Purchases-(laptop, cellphone, etc)		1,450.00	1,450.00		1,450.00		1,450.00		1,450.00
Staff Training & Development		9,750.00	3,250.00		3,250.00		3,250.00		3,250.00
Staff Mileage & Parking		11,700.00	3,900.00		3,900.00		3,900.00		3,900.00
Operating Costs (rent, utilities, security, phones, janitorial, equ		13,135.00	3,968.00		4,365.00		4,802.00		4,802.00
Cellphone Costs		11,700.00	3,900.00		3,900.00		3,900.00		3,900.00
Other Operating		1,600.00	500.00		550.00		550.00		550.00
<b>Subtotal - Operating</b>		<b>52,035.00</b>	<b>17,868.00</b>		<b>16,865.00</b>		<b>17,802.00</b>		<b>17,802.00</b>
<b>SUPPORTIVE SERVICES</b>									
Client Flex Funds		9,375.00	3,125.00		3,125.00		3,125.00		3,125.00
<b>Subtotal - Client Assistance</b>		<b>9,375.00</b>	<b>3,125.00</b>		<b>3,125.00</b>		<b>3,125.00</b>		<b>3,125.00</b>
<b>CONTRACTED SERVICES</b>									
Subcontract: N/A		-	-		-		-		-
N/A		-	-		-		-		-
<b>Subtotal - Contracted Services</b>		<b>-</b>	<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>
<b>Indirect Costs - 12%</b>		<b>47,113.00</b>	<b>15,396.00</b>		<b>15,635.00</b>		<b>16,082.00</b>		<b>16,082.00</b>
<b>Total Budget</b>		<b>\$ 392,617.00</b>	<b>\$ 128,303.00</b>		<b>\$ 130,295.00</b>		<b>\$ 134,019.00</b>		<b>\$ 134,019.00</b>

**DESCRIPTIONS**

(salaries include 3% increase in between fiscal periods)

Provides project oversight and alignment with agency goals, supports PM  
Provides day-to-day supervision, ensures program goals/outcomes are met  
Provides direct client services, case management, and file maintenance  
Provides program data support and technical assistance  
Provides overall quality assurance for program, provides training, etc.  
Fringe benefits estimated at 24%

Office supplies estimated \$75 per month  
Program Staff Only (NEW): \$850 per laptop x 1 FTE; \$600 per cell phone x 1 FTE  
Staff training estimated at \$500 per FTE

Mileage estimated at \$50 per FTE per month  
All Operational costs - building, security, janitorial, insurance, IT & Network, etc. (only for  
Director, Program Manager Data & QA personnel)  
Cellphone usage estimated at \$50 per FTE per month  
Misc. Operating expenses

Flex funds to assist with obtaining IDs, SSNs, document fees, personal care, emergency  
assistance (food, hygiene), transportation, employment fees, etc. Estimated at \$125  
each for 25 households.