



# City of Culver City

Mike Balkman  
Council Chambers  
9770 Culver Blvd.  
Culver City, CA 90232  
(310) 253-5851

## Staff Report Details (With Text)

**File #:** 18-0176      **Version:** 1      **Name:**  
**Type:** Minute Order      **Status:** Consent Agenda  
**File created:** 8/17/2017      **In control:** City Council Meeting Agenda  
**On agenda:** 9/11/2017      **Final action:**  
**Title:** HA - Approval of the Submission of the Family Self Sufficiency (FSS) Program Coordinator Grant to the United States Department of Housing and Urban Development (HUD); and (2) Authorize the Elimination of the Family Self Sufficiency Program Coordinator Position (a Contract Position) in the Event Grant Funding is Lost or Terminated.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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**HA - Approval of the Submission of the Family Self Sufficiency (FSS) Program Coordinator Grant to the United States Department of Housing and Urban Development (HUD); and (2) Authorize the Elimination of the Family Self Sufficiency Program Coordinator Position (a Contract Position) in the Event Grant Funding is Lost or Terminated.**

**Meeting Date:** September 11, 2017

**Contact Person/Dept:** Tevis Barnes/CDD-Housing  
Mona Kennedy CDD-Housing

**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:** (E-Mail) Meetings and Agendas - City Council (09/07/17);

**Department Approval:** Sol Blumenfeld, Community Development Director (08/21/17)

## RECOMMENDATION

Staff recommends the Housing Authority Board (1) approve the submission of the Family Self Sufficiency Program Grant to the U.S. Department of Housing and Urban Development; and (2) authorize the elimination of the Family Self Sufficiency Program Coordinator position (a contract position) in the event the grant funding is lost or terminated.

## **BACKGROUND/DISCUSSION**

### **Family Self Sufficiency Program**

The Cranston-Gonzales National Affordable Housing Act (Act) of 1990, Section 554, enacted the Family Self Sufficiency (FSS) Program which is implemented by the U. S. Department of Housing and Urban Development (HUD). This act set forth a new direction for Public Housing Authorities across the country to incorporate welfare to work supportive services with housing assistance.

FSS is a voluntary program designed to enable families receiving Section 8 Housing Choice Voucher Program (HCVP) rental assistance to become economically independent from all forms of public assistance within a five-year time frame. As part of the goal of achieving economic independence, 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.

### **Family Self Sufficiency Coordinator Grant**

The purpose of this grant application is to fund a FSS Program Coordinator, who oversees the case management and supportive services coordination for FSS Program participants. The Culver City Housing Authority (CCHA) is committed to providing programs and progressive options for empowering and improving the lives of those we serve. Based on this premise, the CCHA recommends the Authority Board approve submission of the FSS Coordinator Grant application for \$72,000.00 to HUD to support the efforts of the FSS program.

The Housing Authority has been successfully awarded this grant since 1999. In the event that we are not funded, we will work with HUD to use the Section 8 Administrative Reserve Fund to preserve this position.

Through the annual Notice of Funding Availability (NOFA), HUD provides funding to public housing agencies (PHAs) that are operating Section 8 HCV FSS programs to enable those PHAs to employ program coordinators to support their Section 8 HCV FSS programs. The 2017 FSS NOFA was announced on August 15, 2017. NOFA applications are due to HUD by September 15, 2017. For 2017, this NOFA announces the availability of approximately \$75 million dollars nationwide. A funding maximum of \$72,000 is available for each full-time FSS coordinator position.

It is anticipated that award announcements will take place by December 15, 2017. Successful applicants will receive an award letter from HUD.

### **Responsibilities of FSS Coordinator**

The FSS Program Coordinator is responsible for the following activities:

- Conducting intake interviews.
- Assessing the skills, abilities, needs, resources of families.

- Identifying realistic goals and developing tasks and milestones to accomplish goals.
- Identifying and coordinating resources and services needed by the family.
- 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.

### **Status-Culver City FSS Program**

- There are currently 17 households enrolled in the FSS program.
- A total of 19 have graduated from the FSS program.
- A total of approximately \$169,925.00 has been distributed in FSS escrow accounts.
- Approximately 62 households have participated since 1999.

The FSS Coordinator currently outreaches by sending 7-10 flyers a month and follows up by contacting potential clients via telephone and face-to-face meetings. Approximately one person per month responds, attends an individual orientation and enrolls in the program. The FSS Coordinator also works with Housing Staff for specific referrals of clients that may be eligible.

Since 1999, the CCHA has applied for and been awarded funding by HUD for the FSS program. These funds have totaled approximately \$817,538.00. In 2016 the CCHA was awarded \$33,107.00.

Through the submission of this grant to HUD, the CCHA hopes to be awarded approximately \$72,000.00 for 2016 FSS activities. This amount covers one full time position as an FSS Coordinator. On March 28, 2016 the Authority Board approved a 3 year contract with St. Joseph's Center (SJC) to function as the FSS Coordinator for the Culver City program. If awarded, the 2017 FSS grant will be earmarked to support the continuation of the contract with SJC upon Authority Board approval.

### **FISCAL ANALYSIS**

If awarded by HUD, the CCHA will secure \$72,000.00 in funding to support one full time position to administer the FSS Program.

### **ATTACHMENTS**

1. None.

### **MOTION**

That the Housing Authority Board:

1. Approve the submission of the Family Self Sufficiency Program Grant to the U.S. Department of Housing and Urban Development; and,
2. Authorize the Authority General Counsel to review/prepare the necessary documents; and,
3. Authorize the Executive Director to execute such documents on behalf of the Authority; and,
4. Authorize the elimination of the Family Self Sufficiency Program Coordinator position (a contract position) in the event the grant funding is lost or terminated at any time.