



# City of Culver City

Mike Balkman Council  
Chambers  
9770 Culver Blvd.  
Culver City, CA 90232

## Staff Report

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**File #:** 15-836, **Version:** 1

**Item #:** C-9.

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**HA - (1) Waiver of Formal Competitive Bidding Procedures; and (2) Approval of an Amendment to the Existing 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 for the Periods of July 1, 2016 through June 30, 2017, July 1, 2017 through June 30, 2018, July 1, 2018 through June 30, 2019.**

**Contact Person/Dept:** Tevis Barnes / CDD and Mona Kennedy / CDD  
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**Fiscal Impact:** Yes ☒ No ☐

**General Fund:** Yes ☒ No ☐

**Public Hearing:** ☐

**Action Item:** ☒

**Attachments:** Yes ☒ No ☐

**Commission Action Required:** Yes ☐ No ☒ **Date:**  
**Commission Name:**

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (06/08/16)

**Department Approval:** Sol Blumenfeld (05/23/16)

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### **RECOMMENDATION:**

Staff recommends the Culver City Housing Authority Board (1) waive formal competitive bid procedures; and (2) approve an amendment to the existing professional services agreement with St. Joseph's Center (SJC) to perform case management, needs assessment, job development services and supportive services for the Family Self Sufficiency (FSS) Program the periods of July 1, 2016 through June 30, 2017 (\$65,558.00), July 1, 2017 through June 30, 2018 (\$68,148.00) and July 1, 2018 through June 30, 2019 (\$70,867.00). An approximate 4% increase is requested per year contingent upon grant funding approval.

### **BACKGROUND:**

#### **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. FSS is a voluntary program designed to enable families receiving Section 8 rental assistance to become economically independent from all forms of public assistance within a

five (5) year time frame. Using housing as a stabilizing force, the FSS Program connects families to needed supportive services, such as educational and vocational training, transportation and childcare and other identified support services to enable the participants to focus on activities and experiences that enhance the participant's ability to succeed in the workplace.

Additionally, 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. Through the use of Federal Section 8 Funds, this escrow account functions like a "forced savings account" and is generated based upon an increase in earned income. Once the FSS participant experienced an increase in earned income, the Culver City Housing Authority (CCHA) is required to credit an escrow account a portion of the increase of rent that would otherwise result from increased earned income. These escrow accounts have totaled over \$164,196 with some individual accounts being as high as \$27,780.40. The CCHA has committed to assisting twenty-five (25) households. There are currently twenty-one (21) households enrolled in the FSS program.

Since the program was implemented in 1999, the CCHA has witnessed many successes. A total of sixty-one (61) households have participated and, of this number, 22 have graduated and completed their FSS Contract of Participation (COP). Some of these households secured better employment and received college certifications and degrees.

### **DISCUSSION:**

Since January, 2008, SJC has functioned as the FSS Coordinator for CCHA's FSS Program. To continue to assist our FSS Program participants in achieving their goals and provide uninterrupted service, it is recommended that the existing contract with SJC be extended through June 30, 2019 in an amount not to exceed \$65,558.00 for FY 16/17, \$68,148.00 for FY 17/18 and \$70,867 for FY 18/19.

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.
- 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.
- Recruiting new participants to the FSS Program.
- Assisting to apply for additional HUD FSS grant funds.

In general, Culver City Municipal Code (CCMC) § 3.07.085 exempts professional services from the formal competitive bid process. However, pursuant to CCMC Section 3.07.050, where the same consultant has been utilized for a period of five years, the formal bidding procedures shall apply unless waived by the City Council. In this case, City staff is requesting that the City Council waive this requirement for the reasons stated above, in accordance with CCMC § 3.07.075.E.3.

**FISCAL ANALYSIS:**

The proposed FSS Coordinator contract is in an amount not-to-exceed \$65,558 for the period of July 1, 2016 through June 30, 2017; \$68,148 for the period of July 1, 2017 through June 30, 2018; and \$70,867.00 for the period July 1, 2018 through June 30, 2019. The FSS Coordinator contract is supported through a grant from HUD.

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. For calendar year 2015, the CCHA was awarded \$66,214.00. Grant applications for calendar year 2016 are pending approval by HUD.

Funding is contingent upon the grant award and the City of Culver City Housing Authority has no obligation to continue the contract if funding is not awarded. However, there is sufficient funding available in the Section 8 Administrative Reserve Fund to continue this program.

**ATTACHMENT:**

1. St. Joseph Center FSS Coordinator Proposal.

**MOTION:**

That the Housing Authority Board:

1. Pursuant to CCMC Section 3.07.075.E.3, waive formal competitive bidding procedures;
2. Approve an Amendment to the existing professional services agreement with St. Joseph's Center to serve as the FSS Program Coordinator to perform Case Management, Needs Assessment, Job Development Services and Supportive Service Referrals for the Family Self Sufficiency (FSS) Participants in an amount not to exceed \$65,558.00 for fiscal year 2016/2017, \$68,148.00 for 2017/2018 and \$70,867.00 2018/2019;
3. Authorize the City Attorney to review/prepare the necessary documents; and
4. Authorize the Executive Director to execute such documents on behalf of the Housing Authority.