



# City of Culver City

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

## Staff Report

---

**File #:** 19-1417, **Version:** 1

**Item #:** C-4.

---

**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, 2019 through June 30, 2020, July 1, 2020 through June 30, 2021, July 1, 2021 through June 30, 2022.**

**Meeting Date:** July 8, 2019

**Contact Person/Dept:** Tevis Barnes/Housing Division  
Mona Kennedy/Housing Division

**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 (07/02/19);

**Department Approval:** Sol Blumenfeld, Community Development Department (06/06/19)

---

### **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 Saint 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, 2019 through June 30, 2020 (\$128,303.00), July 1, 2020 through June 30, 2021 (\$130,295.00) and July 1, 2021 through June 30, 2022 (\$134,019.00).

### **BACKGROUND/DISCUSSION**

#### **Family Self Sufficiency Program**

The Cranston-Gonzales National Affordable Housing Act (Act) of 1990, Section 554, enacted the 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 in earned income. Since the beginning of the program in 1999, FSS participants have generated escrow amounts totaling over \$169,925 with some being as high as \$27,780.40. The CCHA has committed to assisting twenty-five (25) households. There are currently sixteen (16) households enrolled in the FSS program.

The CCHA has witnessed many successful graduations. A total of sixty-two (62) households have participated, and of this number twenty-two (22) have graduated and completed their FSS Contract of Participation (COP). Some of these households secured better employment and received college certifications and degrees.

Since January 2008, SJC has functioned as the FSS Coordinator for CCHA's FSS Program. To continue to assist our FSS Program participants achieve their goals and to continue to provide uninterrupted service, it is recommended that the existing contract with SJC be extended through June 30, 2022 in an amount not to exceed \$128,303.00 for FY 19/20, \$130,295.00 for FY 20/21 and \$134,019.00 for FY 21/22.

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) § 3.07.065 exempts professional services from the formal competitive bid process. However, pursuant to CCMC Section 3.07.045, 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. F.3.

**FISCAL ANALYSIS**

The proposed FSS Coordinator contract is not to exceed \$128,303.00 for the period of July 1, 2019 through June 30, 2020, \$130,295.00 for the period of July 1, 2020 through June 30, 2021 and \$134,019.00 for the period July 1, 2021 through June 30, 2022.

These amounts are at a slightly higher rate than previous year contracts with SJC due to a significant discounted rate given to the CCHA by SJC. SJC discounted previous services and did not charge the CCHA for all staffing and direct client services. This discount was provided to keep costs within the HUD FSS grant maximum limit and the City annual 3% cost of living increase. SJC has stated that the program is no longer currently sustainable with this discount in place and therefore a peak in fee has occurred.

In the previous year contract, the position of Case Manager (FTE 1.00%) and Project Manager (FTE .10%) were supported under the contract. Although SJC charged the CCHA for the Case Manager staffing at its full rate, the Project Manager staff was given at a significantly reduced rate and services were gifted.

At its full rate this new budget allows for these staff members to continue to offer the same level of service along with additional support that was not charged to the CCHA previously. In addition to a Case Manager (at .25% instead of .10%) and Program Manager, under the new proposed budget, SJC will charge the CCHA for the Housing Director, Data Specialist and Quality Assurance. These positions are required to oversee program efficiency and integrity. Detailed below is staffing information regarding the new proposed budget compared to the current contract.

<b><u>Staffing Position/Hours</u></b>	<b><u>Proposed Budget (Year 1)</u></b>	<b><u>Current Contract</u></b>
Director, Housing .15 FTE Under Current Contract	\$13,328.00	Not Supported
Program Manager .25 FTE	\$14,863.00	.10 FTE - \$6,064.00
Case Manager 1.0 FTE \$38,588.00	\$41,000.00	1.00 FTE -
Data Specialist .05 FTE Under Current Contract	\$2,204.00	Not Supported
Quality Assurance .05 FTE Under Current Contract	\$2,819.00	Not Supported

In addition to an increase in staffing costs, SJC has increased the operating costs for items such as staff training and development, staff mileage and parking, office supplies and equipment purchases. As a past example, SJC has charged the CCHA at a discounted rate for staff mileage and training only \$300.00 annually. The new proposed budget charges the full amount of \$7,150.00 annually.

Client Flex Funds such as bus tokens (tap cards), holiday gift cards and meal vouchers has also increased from \$175.00 annually to \$3,125.00. Previously, SJC did not charge the CCHA fully for client transportation and provided pro bono meal vouchers and holiday gift cards.

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 \$916,859.00. For calendar year 2019, the CCHA was awarded \$33,107.00. The balance of the contract is supported through the Section 8 Administrative Fund. There is sufficient funding available under the Section 8 Administrative Fund and there is no impact to the City's general fund.

## **ATTACHMENTS**

1. St. Joseph Center FSS Coordinator Proposal.

## **MOTION**

That the Housing Authority Board:

1. Pursuant to CCMC Section 3.07.075.F.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 \$128,303.00 for fiscal year 2019/2020, \$130,295.00 for 2020/2021 and \$134,019.00 for 2021/2022;
3. Authorize Housing Authority Counsel to review/prepare the necessary documents; and
4. Authorize the Executive Director to execute such documents on behalf of the Housing Authority.