



# City of Culver City

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

## Staff Report

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**File #:** 22-954, **Version:** 1

**Item #:** C-5.

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**HA - CONSENT ITEM:** Approval of an Amendment to the Existing Professional Services Agreement with Upward Bound House for Homeless Outreach and Case Management for Homeless Children and their Families, Extending the Agreement for an Additional Three-Year Term in an Amount Not-to- Exceed \$147,625 for Fiscal Year 2022-2023; \$155,006 for Fiscal Year 2023-2024; and \$162,756 for Fiscal Year 2024-2025.

**Meeting Date:** April 25, 2022

**Contact Person/Dept.:** Tevis Barnes/Community Development Department;  
Christina Stoffers/ Community Development Department

**Phone Number:** 310-948-2268

**Fiscal Impact:** Yes ☒ No ☐

**General Fund:** Yes ☐ No ☒

**Attachments:** Yes ☒ No ☐

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

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (4/20/2022); Advisory Committee on Housing and Homelessness (4/19/2022); Upward Bound House (3/15/2022 )

**Department Approval:** Sol Blumenfeld, Assistant Executive Director (04/18/2022)

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### **RECOMMENDATION**

Staff recommends the Culver City Housing Authority Board (Board) approve an amendment to the existing professional services agreement with Upward Bound House (UBH) to perform homeless outreach, case management and permanent housing placement to Culver City homeless families, extending the agreement for an additional three-year term in an amount not to exceed \$147,625 for Fiscal Year 2022-2023, \$155,006 for Fiscal Year 2023-2024 and \$162,756 for Fiscal Year 2024-2025.

### **BACKGROUND**

The Board is being asked to consider a contract amendment for Upward Bound House (UBH) to

provide homeless outreach, case management and permanent housing placement services. In 2010, UBH purchased and converted the Sun Motel in Culver City into Family Shelter to address the lack of emergency shelter services for families in the area. Family Shelter is unique and offers the only program of emergency shelter services for families in the area.

Family Shelter offers a safe and dignified living experience and features 18 separate efficiency units. Each unit can house a family of up to four persons and includes beds for adults and children, a refrigerator and microwave, a full bathroom, storage and closet space, and basic furnishings. Families are provided with two nutritious meals each day: a “grab-and-go” breakfast and a hot evening meal. Upward Bound House employs round-the-clock staff to ensure the safety of families, enforce program rules and address any facility issues.

Four years ago, UBH expanded into South Los Angeles with a Rapid Rehousing Program that moves homeless families from emergency shelter into permanent housing as quickly as possible by providing apartment search assistance and financial aid, followed by stabilization services offered in the new home. Over the past two years, UBH has expanded programming further into South L.A. by opening four crisis housing facilities as well as two transitional housing facilities for pregnant and/or parenting youth (ages 18-24).

During the term of the contract from 2019 to 2022, UBH Family Shelter provided crisis housing, food, and wraparound support services to 116 families encompassing 145 adults and 159 children. Referrals to Family Shelter came from various sources, including the Culver City Unified School District (CCUSD) and the Culver City Housing Authority (CCHA). Of the families served, 39 families moved into permanent housing and three families were placed into transitional housing. Through the UBH Career Connect Program, an employment development program, 37 families at Family Shelter increased their income through employment. Lastly, no youth staying at the Family Shelter enrolled in CCUSD have become disconnected from school due to housing instability.

## **DISCUSSION**

When families enroll in Family Shelter, they work with a Case Manager to develop a flexible, individualized housing plan that contains goals in a number of areas (Housing, Employment, Health, Children’s Education, etc.). Families then work to carry out the plan with the ultimate goal of moving into permanent housing and living healthy, independent lives. UBH offers numerous individualized, wraparound services designed to assist participants in meeting their goals. These services include:

- Training & Employment (Career Connect). Employment Specialists offer participants individualized career planning, employability workshops, access to industry-specific vocational training, and job placement/retention assistance.
- Housing Search & Placement. While families are working on addressing their income needs, Case Managers assist them to overcome their housing barriers (e.g., repairing damaged credit), recruit landlords willing to rent to them, and access necessary financial assistance (e.g., rental application fees, security deposits, first and last month’s rent).

- Other Services. Case Managers support participants by helping them access childcare, medical/dental care, and emotional support services as well as arranging for activities such as “Health and Nutrition Days” at Urban Farm in Santa Monica. Family Shelter has a high-end computer lab participants use to search for jobs, locate housing, apply for benefits, attend job training, and assist children with homework. In 2017, UBH refurbished the facility with new computers and a printer through funding from the Fineshriber Family Foundation.

The majority of UBH supportive services are offered for up to a year after participants move into permanent housing as part of their Aftercare Program.

Over the 12-month grant period for FY 2022-23, measurable outcomes include:

- 70 families will receive housing, food, and wraparound support services;
- 75% of families exiting the program during the year will move into stable, longer- term housing, including permanent housing;
- 50% of individuals enrolled in Career Connect will increase their income through employment (by program exit or end of calendar year);
- 95% of families placed in permanent housing will remain housed for at least one year.

UBH has assisted the following unhoused families from January 1, 2019 to March 22, 2022:

#### **Number of Families/Persons Served**

· Families Served	116
· Persons Served	304
· Adults Served	145
· Children Served	159
· Culver City/CCUSD families served	16
· CCUSD children served	19

#### **Number of Placements**

· Families Placed in positive outcomes (transitional housing)	3
· Families Placed in Permanent Housing	39
· CC/CCUSD Families Placed in Permanent Housing	5
· CC/CCUSD Children Placed in Permanent Housing	10

#### **FISCAL ANALYSIS**

The proposed amendment for a multi-year contract with the UBH would provide homeless outreach, case management and permanent housing placement for the not to exceed amount of \$147,625 for Fiscal Year 2022-2023, \$155,006 for Fiscal Year 2023-2024, and \$162,756 for Fiscal Year 2024-. The amount of \$147,625 reflects an increase of 5% from the previous fiscal year amount of \$140,595. Project funding will be included in the Housing Division Work Plan as part of the Fiscal Year 2022-2023 budget. During the previous contract term, UBH did not seek any staff or maintenance and operations increases to keep pace with cost of living (COLA). The requested amount for Fiscal Year 2022-2023 brings the contract into alignment with current staffing and overhead expenses. Fiscal Years of 2022-2023, 2023-2024, and 2024-2025 reflect an increase of

5% each fiscal year to keep pace with COLA.

This contract amendment can be funded from the Low- and Moderate-Income Housing Asset Fund (LMIHAF) which is being used to support most of the Housing Division Work Plan.

Pursuant to Culver City Municipal Code Section 3.07.065.A, professional services are exempt from formal competitive bidding procedures provided the agreement is based upon competitive quotations, whenever practical, as determined by the City Manager. In this instance, it is not feasible to acquire competitive quotations as Upward Bound House is the sole provider of emergency shelter services within the City's service area. Additionally, based on UBH's familiarity with and knowledge of Culver City's homeless population, as well as their significant and successful results, staff recommends the City's continue use of UBH as a vendor for this service.

## **ATTACHMENTS**

1. Attachment No. 1 UBH Stats 19-22.
2. Attachment No. 2 UBH Proposed Budget FY 23-25

## **RECOMMENDED MOTIONS**

That the Culver City Housing Authority Board:

1. Approve an amendment to the existing professional services agreement with Upward Bound House to perform homeless outreach, case management and permanent housing placement to Culver City homeless families, extending the agreement for an additional three -year term in an amount not to exceed \$147,625 for Fiscal Year 2022-2023, \$155,006 for Fiscal Year 2023-2024, and \$162,756 for Fiscal Year 2024-2025;
2. Authorize the City Attorney/Housing Authority General Counsel to review/prepare the necessary documents; and
3. Authorize the City Manager/Executive Director to execute such documents on behalf of the Culver City Housing Authority.