



City of Culver City

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Staff Report

File #: 22-1161, **Version:** 1

Item #: C-4.

CC:HA - CONSENT ITEM: (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 Fiscal Years 2022/2023, 2023/2024 and 2024/2025 in an Aggregate Amount Not-to-Exceed \$463,346.

Meeting Date: July 25, 2022

Contact Person/Dept.: Mona Kennedy/Housing/CDD
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Phone Number: (310) 253-5782

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 (06/22/2022);

Department Approval: Sol Blumenfeld, Community Development Director (06/20/2022)

RECOMMENDATION

Staff recommends the City Council waive formal competitive bid procedures; and the Culver City Housing Authority Board (Board) 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 for Fiscal Years 2022/2023 through 2024/2025 in an aggregate amount not to exceed \$463,346 (FY 2022/2023 \$149,906; FY 2023/2024 \$154,403; FY 2024/2025 \$159,037).

BACKGROUND

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 5-year time frame (with a 2-year extension if necessary). 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 the FSS participant's earned income. Once the FSS participant experiences an increase in earned income, the Culver City Housing Authority (Authority) is required to credit an escrow account with the portion of the increase of rent that would otherwise result from the increased earned income. Since the beginning of the program in 1999, FSS participants have generated escrow accounts cumulatively totaling over \$195,645 - with some accounts being as high as \$27,780. The Authority has committed to assisting 25 households. There are currently 11 households enrolled in the FSS program. The FSS Coordinator and the SJC Program Manager are actively conducting recruitment to increase participation. Additionally, there are two new participants pending entrance into the program. Staff anticipates enrolling five new FSS participants by the end of the calendar year.

The Authority has witnessed many successful graduations. A total of 73 households have participated in the program, and of this number, 32 have graduated and completed their FSS Contract of Participation (COP). Some of these households have even secured better employment and received college certifications and degrees.

DISCUSSION

Since January 2008, SJC has functioned as the FSS Coordinator for Authority's FSS Program. To continue to assist the FSS Program participants in achieving their goals and continue providing uninterrupted service, it is recommended that the existing contract with SJC be extended through June 30, 2025 in amounts not to exceed \$149,906 for FY 2022/2023, \$154,403 for FY 2023/2024, and \$159,037 for FY 2024/2025

The FSS Program Coordinator is responsible for the following activities:

- Conducting intake interviews.
- Assessing the skills, abilities, needs, and resources of families.
- Connecting and securing resources to help participants achieve the goal of economic independence.
- 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 and conducting recruitment of FSS participants.
- Organizing economic-enrichment seminars such as preparing for homeownership,

consumer credit counseling, and job interview skills.

- Conducting surveys to determine Program success.
- Recruiting new participants to the FSS Program.
- Providing assistance in applying for additional HUD FSS grant funds.

Pursuant to CCMC Section 3.07.045, where the same consultant has been used for a period of five (5) years, the formal bidding procedures shall apply unless waived by the City Council. In this case, there are very few organizations that provide this type of supportive service to help rental assisted participants achieve economic independence. To continue to assist the Housing Authority's current FSS Program participants in achieving their goals and continue providing uninterrupted service, City staff is requesting the City Council waive this requirement, in accordance with CCMC Section 3.07.075.F.3.

FISCAL ANALYSIS

The proposed FSS Coordinator contract is not to exceed \$149,906 for FY 2022/2023, \$154,403 for FY 2023/2024, and \$159,037 for FY 2024/2025. There are sufficient funds included in the City's FY 2022-2023 Proposed Budget. Funding for subsequent years will be incorporated into future annual budgets.

Under the previous FYs 2019/2020 through 2021/2022 FSS SJC contract, only the positions of Case Manager (FTE 1.00%) and Project Manager (FTE .10%) were supported in the contract budget. Although the position of the Case Manager was fully supported, the Project Manager position was charged at a significantly reduced rate with in-kind services provided.

Under the proposed FYs 2022/2023 through 2024/2025 FSS SJC budget, the Case Manager and Project Manager will continue to provide services. The Case Manager, who functions as the lead FSS Coordinator, will continue at 100% FTE. The Program Manager will be reduced from .25% FTE to .17% FTE. In addition, under the new proposed budget, SJC has included staffing expenditures for the Housing Director, Data Specialist and Quality Assurance. This proposed staffing structure is required to oversee program efficiency and integrity and to expand the level of supportive services/resources provided to FSS participants. Detailed below is staffing information regarding the new proposed budget compared to the current contract.

Staffing Position	Proposed Budget (Year 1)		Current Contract	
Director, Housing	.05 FTE	\$4,333.00	.15FTE	\$14,044.00
Program Manager	.17 FTE	\$10,712.00	.25 FTE	\$15,768.00
Case Manager	1.0 FTE	\$47,885.00	1.00 FTE	\$43,230.00
Data Specialist	.05 FTE	\$2,294.00	.05 FTE-	\$2338.00
Compliance Specialist	.05 FTE	\$2804.00	.05 FTE-	\$2990.00

Although there is a slight increase in the overall cost of the three-year total budget, SJC has decreased staffing time allocation and/or costs for the Director, Program Manager, Data Specialist and Compliance Specialist. Additionally, the operating costs for items such as staff training and development, staff mileage and parking have decreased.

The FSS Coordinator contract is supported through a grant from HUD. Since 1999, the Culver City Housing Authority (CCHA) has applied for and been awarded funding by HUD for the FSS Coordinator program. These grant funds have totaled approximately \$1,056,731. For calendar year 2022, the Authority was awarded \$67,000. The balance of the SJC 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 or the Low- and Moderate-Income Asset Fund (LMIHAF).

ATTACHMENTS

1. St. Joseph Center FSS Coordinator Proposal.

MOTIONS

That the City Council:

Pursuant to CCMC Section 3.07.075.E.3, waive formal competitive bidding procedures.

That the Housing Authority Board:

1. 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 \$149,906 for FY 2022/2023, \$154,403 for FY 2023/2024, and \$159,037 for FY 2024/2025;
2. Authorize the Housing Authority General Counsel to review/prepare the necessary documents;

and

3. Authorize the Executive Director to execute such documents on behalf of the Housing Authority.