

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: September 10, 2014

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Council File No. 14-0280-S1
Council District: Citywide

To: The Mayor
The Council

From: Miguel A. Santana, City Administrative Officer *MAS*

Reference: Housing and Community Investment Department (HCID) Transmittal dated July 16, 2014; Received by the City Administrative Officer on August 7, 2014

Subject: **HOUSING AND COMMUNITY INVESTMENT DEPARTMENT (HCID) REQUEST TO EXECUTE AN AGREEMENT WITH THE LOS ANGELES UNIFIED SCHOOL DISTRICT IN AN AMOUNT NOT TO EXCEED \$660,000 FOR PLACEMENT OF PUPIL SERVICES ATTENDANCE COUNSELORS AT 13 FAMILYSOURCE CENTERS**

SUMMARY

The Housing and Community Investment Department (HCID) requests authority to execute a Professional Services Agreement (Agreement) with the Los Angeles Unified School District (LAUSD) to fund the placement of Pupil Services Attendance Counselors (PSACs) at 13 City FamilySource Centers (FSCs) in an amount not to exceed \$660,000. This amount represents an adjusted match from the original annual LAUSD commitment based on funds identified by the City. The Agreement represents a pilot program within FSCs based on the successful PSAC model already implemented in the City's YouthSource Centers. The PSACs will serve as the first point of contact for youth participants pre-kindergarten through 12th grade and enrolled in a participating FSC. The focus of the PSAC's work will be to provide student retention services that will assist the FSCs to meet and expand academic achievement goals and help standardize youth services available at the FSCs.

The HCID also requests authority to allocate \$40,000 of Community Services Block Grant (CSBG) funds to offset lease costs at the HCID headquarters. The HCID indicates that these funds will be used to cover increased administrative costs resulting from the pilot PSAC implementation. These actions will not impact the General Fund since all funds are derived from the 2014 CSBG funds awarded to the City from the California Department of Community Services and Development (CSD). This Office largely concurs with the recommendations of the Department; however, it is recommended that HCID return to Council for time extensions to the proposed LAUSD contract beyond two one-year extensions and for the addition of funds, if any, beyond the \$660,00 identified in this report.

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Background

The FSCs are the City's primary service providers for anti-poverty initiatives and core services designed to assist low and very low-income families. FSC services are intended to increase family income, promote financial empowerment and maximize academic performance. The FSC system provides 40,000 City residents with a wide array of services, including but not limited to financial literacy, parenting skills, income tax preparation, computer literacy, legal assistance, tutoring and mentoring.

HCID/LAUSD Collaborative

One of the core goals of the FSC system is increased academic achievement; however, the attainment of this objective has been difficult due to the challenge of establishing metrics that support student outcomes. To address this issue and increase the effectiveness of other services provided by the FSCs, the PSACs will perform the following tasks:

- Serve as the primary, initial point of contact for new registrants at the FSCs to determine their academic status;
- Conduct psychosocial and educational assessments and develop intervention strategies;
- Provide clinical case management for parents and families;
- Serve as mental health consultants for FSC staff and provide expertise in threat assessment, and crisis and suicide intervention;
- Provide training on the relationship between academic success and good attendance;
- Serve as a liaison between the FSCs and LAUSD schools; and,
- Facilitate the process of releasing confidential information from schools to help document the academic achievement of youth participants.

Proposed City and LAUSD Funding

In April 2014, the Mayor and Council approved the HCID projected 2014 CSBG allocation of \$5,232,992 from CSD (C.F. 14-0280). The CSD subsequently informed HCID of its actual 2014 award (\$6,112,576), or \$879,584 more than the projected award. These additional funds are proposed to be used for the PSACs. The full, additional amount is not available, however, due to overestimated 2013 CSBG savings of \$179,584. The unbudgeted 2014 CSBG funds are \$700,000, of which the HCID proposes \$660,000 to support the PSACs and \$40,000 to offset rent and utilities costs of CSBG-funded programs.

The HCID and LAUSD originally discussed the hire of 17 PSACs; one to be assigned to each of the City's 17 FSCs on a full-time basis, as well as one Lead Counselor and one Program Coordinator. Subsequent to the release of their transmittal dated July 16, 2014, however, HCID was not able to identify available funds for all 17 PSACs. As a result, HCID and LAUSD agreed to fund 13 PSACs and subsequently downsized the financial commitment on both sides for at least the first year. HCID states that it is possible that additional funds totaling \$407,344 might be identified in future years to fully match the \$1,067,344 original commitment made by LAUSD.

The HCID has stated that until additional matching funds are identified, the number of PSACs will remain at 13 during the City’s and LAUSD’s proposed three-year commitment to this agreement. HCID indicates that additional funds may be identified during the annual CSBG budgeting process.

The City CSBG and LAUSD funds identified to support the PSAC Program currently total \$1,320,000; however, if the City identifies full match funding the partnership could reach the \$2,134,689 shown in the HCID transmittal. The table below reflects the proposed financial commitment for 2014-15 and the potential financial annual commitment for future years:

Personnel	City CSBG	LAUSD Funds	Total
13 PSACs	\$597,722	\$597,722	\$1,195,444
1 Lead Counselor		62,278	62,278
1 Project Coordinator	62,278		62,278
Current Funds 14-15 Subtotal	660,000	660,000	1,320,000
Additional Funds TBD	407,344	407,344	814,688
Total Matching Funds Future Years	\$1,067,344	\$1,067,344	\$2,134,688

Approval of this request requires a Charter Section 1022 determination. At this time a Charter Section 1022 determination has not been made; however, HCID intends to secure the determination prior to the execution of the contract. It is therefore recommended that HCID completes the 1022 determination process with the Personnel Department and this Office as necessary before the written agreement with LAUSD is executed.

RECOMMENDATIONS

That the Council, subject to the approval of the Mayor:

1. Authorize the General Manager, Housing and Community Investment Department (HCID), or designee, to execute an agreement with the Los Angeles Unified School District in an amount not to exceed \$660,000, for the period of July 1, 2014 to June 30, 2015, with two one-year renewal options, in substantial conformance with the draft Professional Services Agreement attached to the HCID July 16, 2014 transmittal and to execute amendments to this agreement solely for the purpose of adjusting the scope of work as necessary, subject to the approval by the City Attorney as to form and compliance with the City’s contracting requirements and the completion of a Charter Section 1022 determination;
2. Approve the use of \$660,000 in 2014 Community Services Block Grant (CSBG) as described set aside for FamilySource Center services, to fund this agreement;
3. Approve the use of \$40,000 in CSBG funds for HCID administrative costs, including but not limited to rent and parking; and,

4. Authorize the Controller to increase appropriations in the amount of \$700,000 in Account No. 43K262, FamilySource System, within CSBG Account No. 428, and expend funds upon proper written demand of the General Manager, HCID, or designee; and,
5. Authorize the General Manager, HCID, or designee, to prepare Controller instructions and any necessary technical adjustments consistent with Mayor and Council actions, subject to the approval of the City Administrative Officer, and authorize the Controller to implement these instructions.

FISCAL IMPACT STATEMENT

These actions will not affect the General Fund, as all funds related to these actions are derived from the 2014 Community Services Block Grant awarded to the City by the California Department of Community Services and Development.

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