

**City of Santa Monica  
Department of Community and Cultural Services  
Human Services Division**



**Proposed Community Development  
Plan  
Fiscal Years 2003-2006**



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# COMMUNITY DEVELOPMENT PLAN FY 2003-2006

## INTRODUCTION

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The City's Community and Cultural Services Department (Human Services Division) collaborates with public and private organizations to improve the quality of life for Santa Monica residents including children, teens, families, persons with disabilities, seniors, and persons who are low-income and homeless. To this end, the Division provides planning, research, evaluation and fund development related to human and community service needs, responds to those needs through direct service provision or through contracts with community agencies, and partners with public and private agencies community wide. One mechanism for addressing needs in Santa Monica is funding through the City's Community Development (CD) Program.

City funding through the CD Program has been a stable source of funds for many well-performing local organizations for years, and in some cases, several decades. One of the guiding principles of the City's funding process underscores the City's role in preserving stable service providers to meet the community's needs.

This report sets forth a three-year funding plan for the City's CD Program. By providing stable funding over a three-year period, the City helps organizations to provide uninterrupted, continuous services and to focus on program development and implementation.

This plan is consistent with many of the themes and priorities established through two Community Voices planning projects and reflected in the *Community Voices Final Report (May 2003)* and the *Final Report of Community Voices: A Community Profile and Planning Project (March 2000.)* The proposed approved grants address the primary issues and ideas that emerged from members of the community through both *Community Voices* projects. City staff will continue to use *Community Voices* as a framework for making policy and program recommendations and further develop the City's capacity - as human service funder, advocate, and catalyst - to meet Santa Monica's needs.

Funding through the CD Program is available July 1, 2003 through June 30, 2004 and may be renewed for additional years contingent upon available funding, effective program performance and City Council approval. (Supportive Housing Program grants incorporated in the CD Program operate on a November through October program and fiscal year.) It is anticipated that the CD Program budget in FY 2004-05 and FY 2005-06 will need to incorporate additional budget reductions that will be passed through to grantees. Funding conditions are also subject to change, dependent upon program performance, available funding and other obligations facing the City.

Community input plays an important role in the planning and implementation of the three-year CD Program. Written comments on the Proposed Draft Community Development Plan received during the community review period were transmitted to the City Council before adopting this Plan.

## COMMUNITY VOICES HUMAN SERVICE PLANNING PROJECTS

In 1999-2000, staff engaged in a comprehensive look at the human service needs of City residents known as *Community Voices: a Community Profile and Human Services Planning Project* (Community Voices). The information and input generated during Community Voices shaped the funding rationale and final recommendations for the FY 2000-2003 Community Development Plan.

In the fall of 2002, in response to City Council direction, the Division launched a second Community Voices to: 1) update data and identify new human service trends and needs; 2) update the Santa Monica Community Profile using Census 2000 data; and, 3) take a special look at the needs of youth and young adults.

A more detailed overview of the processes and key outcomes of Community Voices is included in Attachment I, Executive Summary of the *Community Voices Final Report (May 2003)*. The full report is available on the Human Services Division's website ([www.human-services.santa-monica.org](http://www.human-services.santa-monica.org)) and upon request through the Human Services Division.

## THE FUNDING PROCESS

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On February 3, 2003, the City released a Request for Proposals for CD Program funding. Given the City's anticipated budget deficit of over \$16 million in FY 2003-04, and the need for the City to address that deficit through budget reductions to most departments' programs – including the CD Program- proposals were invited from existing CD Program grantees only.

All organizations currently receiving operating grants (31) were invited to apply for funding. All but one currently-funded organization submitted applications for funding. Staff conducted a workshop to provide applicants with an orientation to the application process, including an overview of the difficult financial context facing the City, minimum eligibility requirements and selection criteria (Attachment II) and demographic information and other data collected through Community Voices.

Fifty-one (51) proposals were submitted. Applicants requested a total of \$6,866,793 – approximately \$195,000 over the FY 2002-03 operating budget. Ten programs submitted budgets with reductions below FY 2002-03 funding levels, and 18 programs submitted budgets with increased budgets, including three proposals for expanded programs and one proposal for a new program.

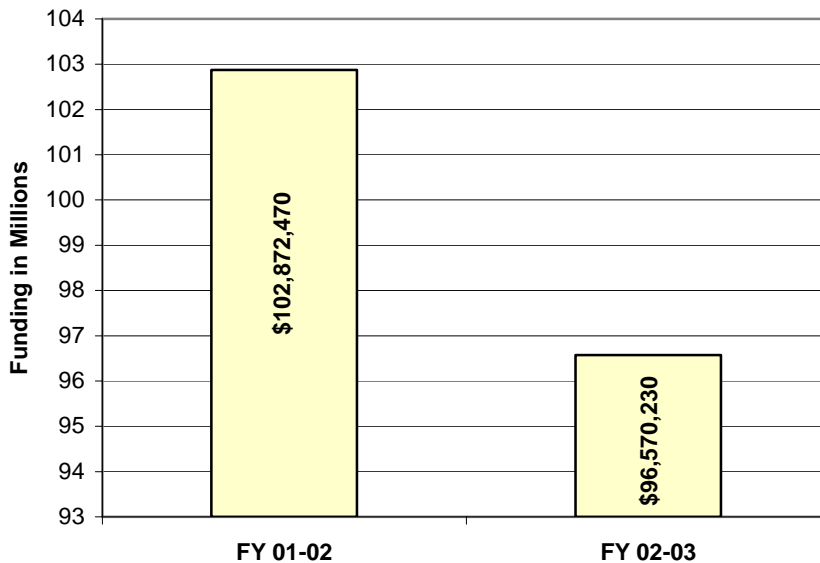
Proposals were reviewed by City staff, City Commissioners, and outside readers considered experts in specific human service areas. Reviewers read the proposals to assess how well they met the Council-approved Minimum Eligibility Requirements and Selection Criteria relating to organizational qualifications/performance history, program justification, target population and outreach, proposed services and outcomes, assessment and evaluation methods, collaborations, and budget efficiency. Staff conducted further analysis and followed up with applicants when needed to clarify or obtain additional information.

# AGENCY FUNDING TRENDS AND PROPOSED BUDGET CUTS IN A DIFFICULT ECONOMY

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During the FY 2000-03 funding cycle, grantees increasingly reported funding difficulties, attributing them to the effects of 9/11 and the overall economic recession. Between FY 2001-02 and FY 2002-03, grantee agency budgets decreased by 6%.<sup>1</sup> These decreases included reductions in all funding sources, with the exception of fundraising events. Only three agencies enjoyed budget increases, and three others sustained funding losses of over 40%.

**Changes in Total Agency Funding Levels (All Sources)  
FY 01-02 to FY 02-03  
(22 of 30 agencies)**

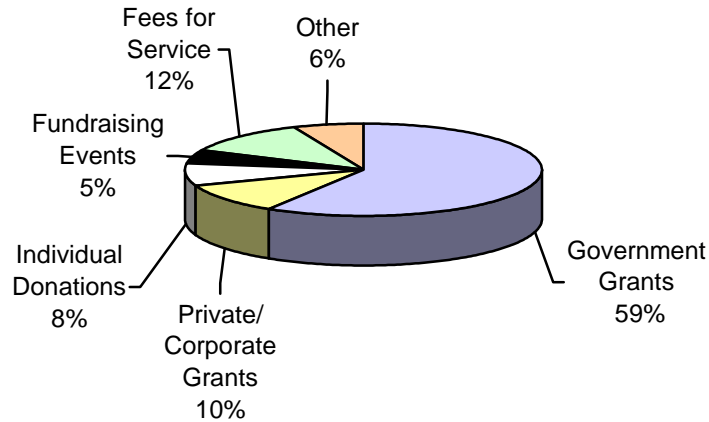


Most agencies have successfully built diverse funding bases, but government funding still accounts for almost 60% of total grantee budgets, plus 12% from fees, 10% from private/corporate grants, and 8% from individual donations. While the proposed cuts to the City's CD Program budget in FY 2003-06 are relatively small, they should be considered in the broader context of declining resources for social service programs. Given the current economy, it is likely that agencies will continue to experience funding reductions, and ultimately, decreases in staffing and service levels during the next three-year funding cycle.

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<sup>1</sup> Information about agency trends was collected by the City as part of the FY 2003-06 Request for Proposals. Budget information includes data from 22 of 30 City-funded agencies.

### Funding Sources



Feeling the effects of a slow national economy, 9/11, and the dot-com bust, California's economy continues to contract. As a result, the State budget will likely include cuts of up to \$38 billion in FY 2003-04. The local economy, and consequently the City's revenue base, is also impacted by the state and national economic downturn, when at the same time, retirement and health costs for the City are rising steeply. Without significant expenditure reductions and targeted revenue increases, the City forecasts a gap between projected revenues and expenditures of over \$16 million in FY 2003-04, over \$20 million in FY 2004-05, and over \$28 million in FY 2005-06.

The total FY 2003-04 CD Program budget is \$7,560,775. For the first time in 10 years, the CD Program budget is less than its current budget, with a 5.5% decrease<sup>2</sup> Staff advised agencies that the CD Program might sustain an estimated 5% cut in FY 2003-2004, with additional cuts possible in years two and three of the funding cycle. Staff urged applicants to consider making program and budget modifications to address any program concerns or resource inefficiencies in their proposals.

- CD program budget reductions in FY 2003-04 total \$298,605 (General Fund dollars).
- Eight organizations representing 10 programs submitted proposals with budget reductions totaling \$114,555. These reductions represent 38% of cuts in FY 2003-04.
- Nine programs with histories of returning grant funds to the City received reduced grants based on average amounts returned, totaling \$58,286. These reductions represent 20% of cuts in FY 2003-04.

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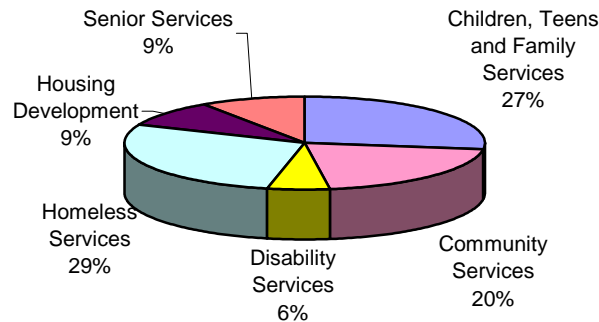
<sup>2</sup> The proposed FY 2003-04 CD Program Budget includes a 5% reduction of the General Fund contribution. Overall, the FY 2003-04 CD Program Budget includes a 5.5% cut, because of reductions in other funding sources (Community Development Block Grant, Redevelopment Agency, and Supportive Housing Program).

- Four programs received reduced grants based on identified areas requiring program and budget efficiencies, including high administrative costs and failure to meet City cash match requirements, totaling \$125,764. These reductions represent 42% of cuts in FY 2003-04.

In FY 2004-05, the proposed budget for the CD Program will likely include an additional 5% or \$265,000 reduction. Staff proposes that these additional cuts be made to programs delivering regional services with limited cash matches, programs with relatively high administrative and indirect costs, performance concerns, and programs not continuing to meet priority needs identified by Community Voices. In addition, it is anticipated that in order to meet the targeted reduction in year two of the funding cycle, all grantees may be required to sustain a small budget reduction of approximately three percent.

## PROPOSED FUNDING RECOMMENDATIONS

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CD Program grant funding supports six main funding areas: 1) Children, Teens, and Family Services, 2) Community Services, 3) Disability Services, 4) Homeless Services, 5) Housing Development, and 6) Senior Services.

In FY 2003-06, CD Program grants to agencies provide operating support only. The majority of recommended funding (76%) is for salaries and benefits. In addition, the City provides limited funding towards technical assistance grants throughout the fiscal year.

Highlights within each funding area are provided below. For more detailed information on all organizations and projects to be funded over this three-year funding cycle (including the FY 2003-04 funding level, a program summary of services to be rendered and outcomes to be achieved, and any special funding conditions), please refer to Attachment III - FY 2003-04 Funding by Organization and Program.

**CHILDREN, TEENS, AND FAMILY SERVICES:** A total of \$2,067,443 is budgeted for the programs and activities highlighted below: (Other City programs for children, teens, and families are offered at Virginia Avenue Park Thelma Terry Center, Police Activities League (PAL), Miles Playhouse, and local school, library and park sites. In addition, the City provides ongoing unrestricted funds to the SMMUSD.)

- Continued support to 13 programs providing crisis intervention, case management, counseling, mentoring, parenting education, employment stipends, tutoring, and other supportive services to children, parents and families.

- A total of \$698,375 to provide childcare subsidies for approximately 92 children (infants through school age).
- Operating support for The Growing Place Childcare Development Center at Marine Park, which provides early childhood education to Santa Monica resident children and over 50 City employee's children.
- Operating support for Woodcraft Rangers Pico Youth and Family Center. (Council approved Reallocation of grant funds from Woodcraft Rangers to Public Health Foundation Enterprises to operate the Pico Youth and Family Center on 9/23/03.)
- Funds supporting strategies outlined in the City's 2001 Early Childhood Initiative (Family Services of Santa Monica's School-Aged Parent Infant Development Program (SAPID) and Elementary School Programs, El Nido Family Center, Connections for Children, St. Joseph Center Family Self Sufficiency Program).

Funding totaling \$491,124 supports existing school-based services provided by nonprofit organizations to elementary through high school students, representing 24% of all services for "Children, Teens, and Families." Additionally, in FY 2003-04, the City reallocated \$308,719 in grant funds currently supporting the Santa Monica Malibu Unified School District's Alliance and Enlace Programs to the District as unrestricted funds, providing more flexible support to the District during these difficult times.

During the three-year funding cycle, the City, in collaboration with the Santa Monica Malibu Unified School District and nonprofit service providers, will undertake a review of the network of City-funded school-based services in order to determine strengths and weaknesses of current programs and to plan for needed improvements and program targeting or specialization. Appropriate recommendations will be developed that take into account service capacity, community need, and anticipated funding trade-offs related to City and District resource allocation.

Also in FY 2003-04, \$21,590 to support the Boys and Girls Club Skate Park was transferred from the CD Program to the Community Program's Division budget. Efforts will be made to coordinate the Boys and Girls Club Skate Park with the City's new skate park planned for opening within the next few years.

**COMMUNITY SERVICES:** A total of \$1,544,512 is budgeted for the programs and activities highlighted below:

- Through five programs, continued domestic violence assistance, general legal services, and community health service;
- Primary health care for over 3,000 low-income Santa Monica residents;
- Legal advice and referrals to over 1,500 low-income Santa Monica residents for help with housing, government benefits, and family-law issues;

- Construction of expanded facilities at Virginia Avenue Park including a new youth center, fitness gym, and community rooms for educational, social and recreational programs.

In FY 2004-05, construction on Virginia Avenue Park is scheduled to be completed. Organizations funded through the CD Program providing youth/teen services, family support, legal assistance, and other priority community services may be asked to provide some City-funded services through out-stationing at the expanded facilities to ensure maximum targeting of CD Program funds to low-income residents. City staff will work closely with community organizations, ensuring services are coordinated with other park programming and facility space meets their needs.

**DISABILITY SERVICES:** A total of \$429,124 is budgeted for the programs and activities highlighted below.<sup>3</sup> (Other programs offered by the City for persons with disabilities, not reflected below, include the Westside Special Olympics, therapeutic recreation and other classes and events. Youth and adults with disabilities are welcomed and encouraged to participate fully in all City programs, classes and events).

- Continued funding to five programs providing independent living assistance, adaptive technology, money management, advocacy, education, training, counseling, transportation, health services, and related supportive services to Santa Monica residents with disabilities.
- Paratransit services to approximately 360 people with disabilities annually.
- Home-delivered meals to approximately 440 people with disabilities.
- More than 25 apartments in Santa Monica will be made more accessible for residents with disabilities.
- Construction or replacement of 100 curb cuts City-wide annually.

**HOMELESS SERVICES:** A total of \$2,119,420 is budgeted for the programs and activities highlighted below.

- Through 20 programs, a “continuum of care” providing outreach, emergency shelter, transitional housing, case management, permanent housing and employment assistance to approximately 2,000 homeless persons annually.

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<sup>3</sup> Disability services are also funded through an estimated \$1,858,730 of operating grants within other funding categories. Approximately 55% of persons served by homeless services have one or more disabilities. Of the total recommended for “homeless” services, approximately \$1,165,681 will support persons with disabilities. Approximately 80% of persons served by senior services have one or more disabilities, and an estimated \$573,820 will support them. Approximately 5% of persons served by children, teens and family services have one or more disabilities, and an estimated \$119,229 will support them.

- Ongoing coordination of the homeless services continuum of care through monthly service provider meetings and daily technical support to the computerized case management network.
- Daily emergency services designed to link homeless people with case management and housing services, including meals linked with supportive services at OPCC's Access Center.

**HOUSING DEVELOPMENT:** A total of \$683,000 in CDBG, HOME, and Redevelopment Agency funds is budgeted for the programs and activities highlighted below. Of this, \$145,000 supports operating costs and \$538,000 supports capital costs. (A number of other housing programs, administered through the City's Housing and Redevelopment Division and funded through other sources are budgeted separately in the City's FY 2003-04 Budget.)

- Ongoing management of 1,182 existing affordable housing units
- Rehabilitation of 32 units
- Predevelopment work (design and entitlement process) on 129 new units to be completed by FY 2005-06
- Home improvements on 30 low-income units through the Residential Repair Program

**SENIOR SERVICES:** A total of \$717,276 is budgeted for the programs and activities highlighted below: (Other programs offered by the City for seniors, not reflected below, include the Senior Recreation Center, senior nutrition sites, and other special classes and events).

- Through five programs, continued case management, health services, counseling, money management, meals, and related supportive services to Santa Monica seniors
- Paratransit services for approximately 3,240 seniors annually.
- Home-delivered meals to approximately 415 home-bound seniors.
- Operating support for WISE's new Adult Day Care Center serving frail seniors, including seniors with stroke sequelae, Parkinson's, and Alzheimer's Disease.

**CITY FACILITIES:** In addition to providing operating and technical assistance grants, the City makes limited facilities available to nonprofit organizations providing critical human services. The City leases space to:

- Center for Healthy Aging
- The Growing Place Child Development Center at Marine Park
- Hill n' Dale Child Development Center
- Ocean Park Community Center – Access Center
- Ocean Park Community Center – Daybreak Center
- Salvation Army SAMOSHEL
- Westside Center for Independent Living
- WISE Senior Services

Finally, the City's Ken Edwards Center provides meeting and community space to grantees and other nonprofit organizations.

**TECHNICAL ASSISTANCE AND PLANNING:** \$25,000 is available in FY 2003-04 to provide technical assistance grants to organizations providing services in all the funding areas. This amount represents a reduction of \$18,000 or 42% from the FY 2002-03 budget. A further reduction of \$13,000 is expected in FY 2004-05. Grants are awarded on a competitive basis throughout the year and are designed to help nonprofits access other public and private funding sources and improve their skills and capacities to better serve the community. Grants support activities such as strategic planning retreats, specialized staff and board training, and joint planning and grant writing efforts for agencies seeking to strengthen collaborative programming. City staff also provides technical assistance directly to organizations to help agencies plan and refine programs and special projects.

## FUNDING SOURCES

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The City provides significant funding to community development activities through its own local sources. In addition, the City has access to a variety of federal, state and local resources to achieve its community development priorities. Specific funding allocations will be made based on the requirements of each particular funding source.

Currently, the City receives entitlement grants from the U.S. Department of Housing and Urban Development (HUD) through Home Investment Partnership Act (HOME), Community Development Block Grant (CDBG) programs. These entitlement grants are awarded to the City based on a formula that considers population size, poverty statistics, age of housing stock and the number of overcrowded housing units. (For detailed information about how the City proposes to spend federal HOME and CDBG funds on specific community development activities, see the City's *FY 2003-04 HUD Action Plan*. This plan, which the City completes to meet HUD funding requirements, is available upon request, and is approved by the City Council at the same time as its approval of the CD Plan).

The City also competes for a variety of federal grants, leveraging City funds to support community development activities. Today, the City administers HUD-assisted programs including Section 8 Certificate, Family Self-Sufficiency, Shelter Plus Care, and Supportive Housing Program. Funding for these non-entitlement grants is often determined by overall poverty statistics, making it difficult for Santa Monica to compete with less affluent communities in the region.

The City currently administers a three-year, \$1,145,824 grant from the Los Angeles Homeless Services Authority (LAHSA) to operate five specialized programs (Chrysalis, Ocean Park Community Center, St. Joseph Center, Step up On Second, and New Directions) through the HUD Supportive Housing Program. In summer of 2003, the City will compete to renew the grant for these programs, which have provided comprehensive case management, employment and housing services to homeless people in Santa Monica since 1996. However, because national and local competition for Supportive Housing Program funds has increased dramatically in the past five years, applicants may only apply for one-year renewals. In an effort to sustain stable funding for the program, the City, in cooperation with LAHSA and service providers, will continue to advocate for stable and longer-term funding and submit renewal applications as required.

An overview of all funding sources contributing to the FY 2003-04 CD Program, including a comparison to FY 2002-03 funding levels, is provided in Attachment IV.

## LEVERAGING ADDITIONAL FUNDING SOURCES

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To the extent possible, the City will leverage funding from other public and private entities to strengthen the programs and activities established in the CD Program. The City will work with local institutions and advocacy groups to seek funding and pass legislation that will further the goals identified through the Community Voices planning projects. Much of this effort will focus on identifying collaborative funding opportunities, where the City can serve as a partner with service providers, foundations, and advocacy groups to leverage non-City funds.

Through its participation in the Lifelong Learning Community Partnership, the City will continue to pursue funding and strategies outlined in the Early Childhood Initiative, including seeking Prop 10 funding through First 5 LA (formerly Los Angeles County Children Families First Commission).

The City will continue to work with Saint John's Health Center to ensure that funding from its Santa Monica Community Benefits Program, as required by the 1998 Saint John's Development Agreement with the City, provides approximately \$776,000 annually to support a broad range of health and social services in the community. Since 1999, grants ranging from \$1,000 to \$332,000 through the Santa Monica Community Access Plan have been awarded to City-supported organizations including Venice Family Clinic, Ocean Park Community Center, Upward Bound Family Place, Westside Food Bank, SMMUSD Infant Family Support Program, WISE Senior Services, and Center for Healthy Aging. The City will continue to work in partnership with Saint John's to identify opportunities for leveraging additional funds and respond to ongoing community needs including those identified through Community Voices.

Finally, the City will support collaborative funding opportunities for critical human services through the provision of technical assistance grants, research, analysis, advocacy, and participation in program planning. The City will also advocate for legislation supporting measures related to specific County, State and/or Federally-funded human services programs.

### **FY 2004-05 AND BEYOND**

Developing a three-year CD Plan during uncertain times is challenging. The City, along with community partners, will work to creatively maximize existing resources and minimize community impacts of any reduction or elimination of services resulting from funding cuts.

While it is hoped that the economy will improve, staff might also need to consider alternative grant-making strategies to address any unprojected ongoing budget constraints in FY 2004 and beyond. These may include:

- Increasing the CD Program cash match requirement;
- Restricting grants to Santa-Monica based agencies;
- Establishing lower caps on administrative costs eligible for City funding;
- Restructuring the City's grants program that currently supports a comprehensive range of services to a more targeted program;
- Restructuring City staff to increase its focus on regional advocacy, developing networks with neighboring cities that might result in new opportunities for funding and resource sharing to address community needs regionally.



**Attachment I**  
**Community Voices 2002: Community Profile and**  
**Human Services Planning Project**

# Community Voices 2002: Community Profile and Human Services Planning Project

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## **EXECUTIVE SUMMARY**

### **Introduction**

In 1999, at the direction of City Council, the Human Services Division (Division) initiated its first community-wide planning process, *Community Voices*, which resulted in a report that described the City of Santa Monica's demographic profile, human service needs, and human service priorities. The FY 2000-2003 Community Development Plan, which described the grant funding process and outlined funding recommendations for the City's Community Development program, built on the Community Voices report.

In 2002, the Division undertook a second planning process, also called *Community Voices*, for the purpose of updating data and determining its three-year (FY 2003-2006) funding strategies and recommendations, as described in this report. This effort involved more than 2,000 residents, community leaders, and service providers in identifying and discussing the salient issues and needs of the Santa Monica community.

The information and thoughtful input obtained during Community Voices helped shape the Division's funding rationale, Request for Proposals (RFP), and funding recommendations for the FY 2003–2006 Community Development Program.

This Executive Summary offers a snapshot of the processes and key outcomes of Community Voices.

### **Methodology**

Data was gathered through a variety of methods including: the Resident Satisfaction Survey of 415 Santa Monica residents (a statistically-valid telephone survey); 585 surveys completed by consumers utilizing Santa Monica services; 377 surveys completed by youth and young adults; more than 40 discussion groups involving community leaders, social and civic group members, agency representatives, and the general public; presentations and discussions at five public hearings of City Commissions; Community Voices Gathering attended by more than 250 people; a review of secondary data sources including reports prepared by schools and community groups; and an analysis of demographic and social welfare indicators collected primarily from Census 2000.

## Key Findings

### **Themes**

A number of themes emerged through Community Voices addressing a range of topics including:

- The need for enhanced communication about, and coordination of, human services.
- Increased public awareness of programs and services and access to services.
- Expanded prevention approaches.
- Improved service quality and consistency.
- Expanded after-school programs.
- Increased cultural sensitivity of service providers.

### **Shared Needs and Priorities**

Table 1 represents priorities shared across most data sources. While the rank–order was different among different sources; the top priorities were essentially the same. It is not surprising to see that they mirror the shared needs and priorities identified in 1999. It is also interesting to note that one of the priorities identified, health care access, is not directly under the purview of the City. However, the Division does partner nonprofit organizations whose missions and services address this priority.

**Table 1. Top Identified Needs and Priorities**

<b><i>Needs and Priorities 2002</i></b>	<b><i>Needs and Priorities 1999</i></b>
Increasing the number of affordable housing units	Affordable housing
Improving access to health care for children and their families	Health care access
Reducing the number of juveniles engaged in criminal activity	Youth services with emphasis on teens
Ensuring that every child is born healthy and enters school ready to succeed	Early child development / family support

In addition, in 2002, three other new priorities emerged with frequency:

- Increasing support for education in general, and for Santa Monica public schools, specifically.
- Increasing access to affordable childcare.
- Increasing the availability of mental health services.

### ***Needs and Priorities by Respondent Groups***

The following section highlights needs and priorities identified by specific respondent groups.

#### ***Clients/Consumers of Human Services***

- Most respondents go to friends (36.8%) or other family members (33.2%) when they need help, while 28.2% use human services agencies, and 27.7% use church or religious advisors.
- Less than one-quarter (23.8%) seek help from a therapist or social worker.
- The two most frequently identified barriers to service access were: (1) long wait lists when attempting to get services; and, (2) lack of childcare while receiving services.
- The top three services ranked as needing expansion were: (1) affordable housing; (2) transitional/long-term shelter/housing; and, (3) access to health care.

#### ***Youth and Young Adults***

- Nearly one-quarter (24.6%) of youth respondents had been in trouble with police an average of 2.42 times.
- Eleven percent (10.8%) indicated that they have been involved with a gang, and an additional 6.6% reported that they had been approached to join a gang.
- Concern about school and grades ranked as the highest worry of youth and young adults, followed by worries about family.
- Family and friends were identified as the most common sources for social and personal support and safety (74%).
- More than one-quarter of respondents reported having seen someone being beaten up, and one-fifth had lost a close friend.
- More than 50% of respondents belonged to a school or community club.
- Slightly more than two-thirds (68.6%) of respondents had volunteered at some time in their lives, and 82.7% indicated that they would volunteer.
- Working with young children and tutoring young people were ranked highest as areas of volunteer interest, while working with homeless people and participating on the City advisory board or commission ranked the lowest.
- The most utilized services were after-school programs (39.5%), social and recreational activities (36.5%), and educational services (30.4%).
- Services that youth and young adults think should be expanded include educational, help getting into college, and health care.

#### ***Community-wide Discussion Groups and Public Hearings***

Respondents identified the following priorities and needs:

- Mental health
- Affordable housing
- Healthcare
- Affordable childcare

Respondents believed that primary service barriers include:

- A lack of cultural sensitivity on the part of providers
- Transportation
- Accurate information on service availability

They also identified older adults and homeless persons as the subpopulations requiring special attention from City services.

### **Highlights from the Updated Community Profile**

The following information was derived from an updated Community Profile based primarily on the 2000 Census, which was prepared by the RAND Corporation. The full report is available upon request to the Human Services Division by calling (310) 458-8701, TTY (310) 458-8696, or online at [www.rand.org/community\\_area/rand\\_area/index.html](http://www.rand.org/community_area/rand_area/index.html).

- Santa Monica's population declined by 3.25% or 2,821 people between 1990 and 2000, to 84,084.
- Ethnic and racial groups which experienced a decline in population include whites (decreased by 7.2%), Latinos (decreased by 7.4%), and African-Americans (decreased by 4.0%), while Asian and Pacific Islander populations increased by 7%.
- Older adults (65+) comprise 14% of the city's population, a decline of 3% between 1990 and 2000, and nearly half (42%) of them reported having at least one disability in 2000.
- 55% of all African American Santa Monica residents, and 39% of all Latinos, reside in the Pico Neighborhood (90404).
- According to the 2000 Census, the median income in Santa Monica was \$50,714. In constant dollar terms (CPI-U adjusted), this is an increase of about 5% over the median income of \$35,997 reported in 1990.
- Household rents increased by 49% between 1990 and 2000, from a median of \$532 to \$792.
- While the number of households living in poverty increased by 8% during the 1990s, the percentage of female-headed households in poverty declined between 1990 and 2000, from 24.6% to 19.2%, and the number of households with children declined by approximately 30% between 1990 and 2000, representing 12% of all households in Santa Monica in 2000.
- Households receiving public assistance also declined from 5% to 2% between 1990 and 2000, while Medi-Cal eligibility increased by 17.5% between 1992 and 2002.
- According to the 1999 City Of Santa Monica Homeless Population Survey, an estimated 1,037 individuals are homeless, with 72% of them being males, and 2% of the homeless being under the age of 17.



**Attachment II**  
**Minimum Eligibility Requirements and**  
**Selection Criteria**

## MINIMUM ELIGIBILITY REQUIREMENTS

Applicants are eligible to apply for grant funding through the City's Community Development Program (CD Program) if they meet the following minimum eligibility requirements:

- The applicant is an educational institution, hospital or nonprofit organization with tax-exempt status under Section 501(c)(3) of the Internal Revenue Service Code or Section 23701(d) of the California State Franchise Tax Code.
- The applicant is in compliance with Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968 (as amended), Section 504 of the Rehabilitation Act of 1973 (as amended), Age Discrimination Act of 1974, Title I of the Housing and Community Development Act of 1974 (as amended), and the Americans with Disabilities Act (ADA) of 1990. The applicant does not discriminate in the hiring of staff or provision of services on the basis of race, religion, sex, age, national origin, disability, HIV status, political affiliation or beliefs, or sexual orientation.
- The applicant has an active board of directors or governing board and receives formal approval of its board of directors or governing body to submit a proposal for City funding.
- The applicant maintains an accounting system that is in accordance with generally accepted accounting principles (GAAP). Further, the applicant has an agency audit performed annually by an outside independent Certified Public Accountant (CPA).
- The applicant targets services to residents of the City of Santa Monica.
- The applicant is currently funded by the City's CD Program.

## SELECTION CRITERIA

Applications for the City's Community Development Program will be reviewed according to how effectively applicants demonstrate that the proposed program meets the following selection criteria:

- Addresses a clearly documented need in Santa Monica as identified through *Community Voices*;
- Demonstrates a strong history of program, fiscal and administrative performance;
- Involves a broad range of partners including health and social service providers, schools, neighborhood groups, the business community, the faith community, law enforcement, Los Angeles County services, residents and program participants;
- Provides a plan for participation in a collaborative planning process with relevant community-based organizations and both private and public-sector resources, with the goal of improving service delivery in a specific service area (homelessness, school-based youth services, senior or disability services) and supporting a continuum of care;
- Provides access to services through information to residents and other service providers regarding service availability, appropriate geographic location, responsive hours of operation outside of a traditional 9-5 weekday schedule, physical and programmatic accessibility, bilingual capacity and cultural relevance;
- Implements useful outcome indicators to measure program effectiveness and specifies a procedure for continually evaluating program effectiveness;
- Promotes a prevention approach to service delivery;
- Provides training for staff to develop skills, develops opportunities for cross training between agencies representing various disciplines that are relevant to the program, and maintains competitive salaries for direct service positions;
- Promotes principles of self-help and leadership, with client participation as an integral part of the decision-making process in program development, operation and evaluation;
- Provides a minimum of 25% of the total budget for the Santa Monica program from non-City cash sources, and provides a cost-effective budget that is consistent with the amount of service provided to persons living in Santa Monica;

- Demonstrates financial stability, program oversight and administrative accountability;
- Demonstrates knowledge of and qualifications to serve the targeted community and promotes public awareness about its needs; and
- For affordable housing development organizations, demonstrates strong, proven track record in developing and maintaining a wide range of affordable housing types (special funding consideration will be given to organizations meeting HUD's Community Housing Development Organization (CHDO) criteria).



**Attachment III**  
**FY 2003-04 Funding**  
**By Organization and Program**

<b>ORGANIZATION</b>	<b>PROGRAM</b>	<b>FY 2002-03 FUNDING LEVEL</b>	<b>FY 2003-04 FUNDING REQUEST</b>	<b>FY 2003-04 RECOMMEND. FUNDING LEVEL</b>
<b>CHILDREN, TEENS AND FAMILY SERVICES</b>				
Boys & Girls Club of Santa Monica	Skatepark	\$ 25,420	\$ 27,072	See #1 (notes below)
Connections for Children	Quality Child Care and Family Support	\$ 753,743	\$ 716,056	\$ 656,056
Dispute Resolution Services	Youth & Family Program	\$ 48,175	\$ 90,831	\$ 48,175
El Nido Family Center	Santa Monica Outreach Program	\$ 110,085	\$ 115,000	\$ 110,085
Family Service of Santa Monica	Agency-Based Programs	\$ 57,605	\$ 65,223	\$ 57,605
Family Service of Santa Monica	John Muir and McKinley Elementary School-Based Programs	\$ 91,840	\$ 101,931	\$ 91,840
Family Service of Santa Monica	SAPID/CAL-Safe Family Support	\$ 45,920	\$ 47,942	\$ 39,181
Growing Place	Mentoring Program	\$ 10,250	\$ 10,000	\$ 10,000
Growing Place	Marine Park Child Development Center	\$ 246,000	\$ 221,000	\$ 221,000
Jewish Family Services of Santa Monica	Santa Monica High School (SAMO) Program	\$ 26,138	\$ 26,138	\$ 26,138
Santa Monica College	Pico Partnership/On the Move	\$ 199,875	\$ 199,875	\$ 179,875
Santa Monica-Malibu Unified School District	Santa Monica High School Alliance	\$ 308,013	\$ 290,348	See #2 (notes below)
Santa Monica-Malibu Unified School District	Enlace Familiar	\$ 62,360	\$ 65,380	See #3 (notes below)
St. John's Child and Family Development Center	Youth Development Project and Pico Youth & Family Center	\$ 175,705	\$ 175,705	\$ 175,705
St. Joseph Center	Child Care and Parenting Program		\$ 60,000	0
St. Joseph Center	Family Self Sufficiency	\$ 161,875	\$ 161,875	\$ 161,875
Woodcraft Rangers	Pico Neighborhood Youth and Family Center/John Adams After School Club	\$ 318,000	\$ 359,173	\$ 289,908
<b>SUBTOTAL</b>		<b>\$ 2,641,004</b>	<b>\$ 2,733,549</b>	<b>\$ 2,067,443</b>
<b>COMMUNITY SERVICES</b>				
Legal Aid Foundation of Los Angeles	Domestic Violence Clinic/Campion Counseling Program	\$ 110,700	\$ 110,700	\$ 97,531
Legal Aid Foundation of Los Angeles	General Community Legal Services	\$ 386,425	\$ 386,425	\$ 377,225
Ocean Park Community Center	Sojourn Services for Battered Women and their Children	\$ 58,717	\$ 58,717	\$ 58,717
Ocean Park Community Center	Westside Domestic Violence Network	\$ 6,458	\$ 6,458	\$ 6,458
Virginia Avenue Park Expansion	Virginia Avenue Park Expansion	\$ 735,675	\$ 926,136	\$ 926,136
Venice Family Clinic	Health Care Services	\$ 78,445	\$ 84,401	\$ 78,445
<b>SUBTOTAL</b>		<b>\$ 1,376,420</b>	<b>\$ 1,572,837</b>	<b>\$ 1,544,512</b>

				FY 2003-04
ORGANIZATION	PROGRAM	FY 2002-03	FY 2003-04	RECOMMEND.
DISABILITY SERVICES		FUNDING LEVEL	FUNDING REQUEST	FUNDING LEVEL
Center for the Partially Sighted	Comprehensive Low Vision Services	\$ 10,250	\$ 10,250	\$ 10,250
Citywide Curb Cuts	Citywide Curb Cuts	\$ -	\$ 100,000	\$ 100,000
Common Ground	Common Ground	\$ 121,565	\$ 147,570	\$ 121,565
Computer Access Center	School Days! Assistive Technology	\$ 28,905	\$ 30,053	\$ 28,905
Westside Center for Independent Living	Home Access Program	\$ 17,425	\$ 17,426	\$ 17,425
Westside Center for Independent Living	Independent Living Services	\$ 156,175	\$ 156,176	\$ 150,979
<b>SUBTOTAL</b>		<b>\$ 334,320</b>	<b>\$ 461,475</b>	<b>\$ 429,124</b>
HOMELESS SERVICES				
Chrysalis	Employment Program	\$ 226,788	\$ 226,788	\$ 226,788
Chrysalis	Supportive Housing Program	\$ 36,686	\$ 36,686	\$ 36,686
CLARE Foundation	Coordinated Case Management	\$ 96,068	\$ 92,567	\$ 92,567
New Directions	Supportive Housing Program	\$ 42,823	\$ 42,823	\$ 42,823
Ocean Park Community Center	Access Center	\$ 137,780	\$ 137,780	\$ 137,780
Ocean Park Community Center	Daybreak Day Center & Shelter	\$ 170,513	\$ 170,513	\$ 170,513
Ocean Park Community Center	Shelter Plus Care	\$ 65,703	\$ 70,103	\$ 70,103
Ocean Park Community Center	Turning Point Transitional Housing	\$ 277,051	\$ 277,051	\$ 277,051
Ocean Park Community Center	Supportive Housing Program	\$ 71,562	\$ 71,562	\$ 71,562
Salvation Army	SAMOSHEL	\$ 418,400	\$ 444,297	\$ 418,400
Salvation Army	SHWASHLOCK	\$ 114,878	\$ 117,994	\$ 112,041
Salvation Army	Supportive Housing Program	\$ 47,376	\$ 47,376	See #4 (notes below)
St. Joseph Center	Coordinated Case Management	\$ 67,241	\$ 67,241	\$ 67,241
St. Joseph Center	Shelter Plus Care	\$ 32,903	\$ 36,203	\$ 36,203
St. Joseph Center	Shower Program	\$ 5,330	\$ 5,330	\$ 5,330
St. Joseph Center	Supportive Housing Program	\$ 60,758	\$ 60,758	\$ 60,758
Step Up On Second	Case Management and Vocational Skills for Adults w/Mental Disabilities	\$ 51,903	\$ 73,531	\$ 67,776
Step Up On Second	Coordinated Case Mgmt/Shelter Plus Care	\$ 32,903	\$ 35,203	\$ 35,203
Step Up On Second	Job Training and Meals Program	\$ 21,628	0	See #5 (notes below)
Step Up On Second	Supportive Housing Program	\$ 84,200	\$ 84,200	\$ 84,200
Upward Bound House	Family Place	\$ 10,250	\$ 61,657	\$ 10,250
Westside Food Bank	Emergency Food Distribution	\$ 96,145	\$ 96,145	\$ 96,145
YWCA of Santa Monica	Transitional Housing & Education	\$ 5,330	0	0
<b>SUBTOTAL</b>		<b>\$ 2,174,219</b>	<b>\$ 2,255,808</b>	<b>\$ 2,119,420</b>

		FY 2002-03	FY 2003-04	FY 2003-04
ORGANIZATION	PROGRAM	FUNDING LEVEL	FUNDING REQUEST	RECOMMEND. FUNDING LEVEL
<b>HOUSING DEVELOPMENT</b>				
Citywide Affordable Housing Program	Acquisition	\$ 295,000	\$ 295,000	\$ 238,000
Community Corporation of SM	Affordable Housing	\$ 153,900	\$ 145,000	\$ 145,000
CHS	Residential Repair	\$ 300,000	\$ 300,000	\$ 300,000
<b>SUBTOTAL</b>		<b>\$ 748,900</b>	<b>\$ 740,000</b>	<b>\$ 683,000</b>
<b>SENIOR SERVICES</b>				
Center for Healthy Aging	Daily Money Management	\$ 44,075	\$ 43,172	\$ 43,172
Center for Healthy Aging	Health Care for Seniors	\$ 87,330	\$ 84,850	\$ 84,850
Meals on Wheels West	Meals on Wheels	\$ 116,022	\$ 116,022	\$ 116,022
WISE Senior Services	WISE Adult Day Care	\$ 85,383	\$ 122,798	\$ 120,814
WISE Senior Services	Care Management	\$ 195,468	\$ 195,468	\$ 190,468
WISE Senior Services	WISE Paratransit, Education & Outreach	\$ 131,200	\$ 131,200	\$ 131,200
WISE Senior Services	WISE Adult Day Care/WISE Care	\$ 37,413	0	See #6 (notes below)
WISE Senior Services	WISE America Reads	\$ 30,750	\$ 30,750	\$ 30,750
<b>SUBTOTAL</b>		<b>\$ 727,641</b>	<b>\$ 724,260</b>	<b>\$ 717,276</b>
<b>TOTAL COMMUNITY DEVELOPMENT PROGRAM</b>		<b>\$ 8,002,504</b>	<b>\$ 8,487,929</b>	<b>\$ 7,560,775</b>

- #1 Funding support of \$21, 590 to the Boys and Girls Club Skate Park was transferred from the CD Program to the Community Program's Division budget and will be coordinated with the City's skatepark.
- #2 Funding support of \$290,348 currently supporting the Alliance Program was allocated to the SMMUSD as unrestricted funds.
- #3 Funding support of \$18,371 currently supporting the Enlace Program was allocated to the SMMUSD as unrestricted funds.
- #4 Federal grant funding administered through the City to The Salvation Army to operate supportive housing services was terminated and has been reallocated to support the computerized case management system for homeless services.
- #5 Step Up On Second consolidated the Job Training and Meals Program into the Case Management and Vocational Skills Program.
- #6 WISE Senior Services consolidated the WISE Care program into the WISE Adult Day Care Program.

## CHILDREN, TEENS AND FAMILY SERVICES

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### **CONNECTIONS FOR CHILDREN - CHILD CARE SUBSIDY & FAMILY SUPPORT PROGRAM (CFC)**

#### **FY 2003-04 Funding Level:**

\$ 656,056 (General Fund). Funding level is \$60,000 less than the requested budget because of the July 2003 closure of the Parent Infant Care Services Center (PICS), previously funded through this program.

#### **Program Summary:**

This program provides \$487,500 in child care subsidies for at least 75 low and moderate income Santa Monica resident infants, toddlers, preschool and school-age children and \$40,000 in small grants to improve the quality of child care in Santa Monica. Services will also include: 1) support and training workshops to child care providers; 2) family support through parenting workshops and individualized counseling and referrals; and 3) dissemination of information and statistical data to the Santa Monica child care community to address long-range planning and program development.

#### **FY 2003-04 Funding Conditions:**

1) Scholarships will be prioritized to infants and toddlers; 2) Santa Monica residency must be verified for use of the Santa Monica subsidy program by utility bills, valid driver's license, or identification card. If applicant is not named on above documentation, a letter from a roommate, domestic partner, parent or other relative stating the applicant and children are living in their Santa Monica household must be accompanied by verification of residency in Santa Monica and signed by a Notary of Public whenever possible; 3) CFC staff will review the City subsidy recipients' files twice annually to ensure that required updates of information have been provided; 4) Families that are income eligible for a City subsidy must certify eligibility based on employment and/or school status of both parents; 5) All providers accepting City of Santa Monica subsidy funds must document annually that their license is current; 6) Corrections to the fiscal audit must be completed by October 31, 2003; 7) Submit information on the total number of children served by age range, number of children served in accredited centers, number of children on the eligibility list, and progress in implementing the different program components with mid-year and year-end program reports; 8) Document maintenance of effort for FBG and CDE funds at mid-year and year-end; 9) Submit documentation evidencing in-house training of the SM Child Care Subsidy and Family Support program staff to ensure excellent customer service; 10) Complete at year-end a customer service survey; 11) Organize semi-annual advisory group of providers and consumers to assist in Program planning and resolving any program concerns; 12) meet with Santa Monica-Malibu Unified School District by October 31, 2003 to determine an unduplicated number of children eligible for subsidized child care on

the combined CFC and SMMUSD waiting list; 13) Recipients of child care quality support grants may not be a current Santa Monica Community Development Program grantee; 14) Priority for technical assistance grants will be given to applicants serving low-income families or addressing a documented need to improve agency capacity to better serve children and families; 15) Child care quality support grant funding eligibility and criteria must be submitted annually to the City for prior approval; 16) Childcare quality support grants are for one-time, one-year timeframe and applicants may receive no more than two technical assistance grants for FY 2003-2006; 17) CFC staff will provide technical assistance and support to recipients on program activities and services including conducting at minimum two site visits; 18) Submit revised Program Plan (Exhibit B) and Budget (Exhibit C) by July 31, 2003; and 19) The program will operate Monday-Friday, 8:00 a.m.-7:00 p.m.

## **DISPUTE RESOLUTION SERVICES (DRS) - YOUTH & FAMILY PROGRAM**

### **FY 2003-04 Funding Level:**

\$48,175 (General Fund)

### **Program Summary:**

The program provides conflict resolution training, mediation, workshops and seminars on campus to approximately 2,350 youth at John Adams Middle School and Lincoln Middle School. A total of 45 peer mediators will be trained, and 40 mediations will be performed. Program outcomes include: 1) 85% of program participants will report that they would use mediation services again; 2) 85% will report gaining new understanding of topics discussed (anger management, respect, bullying, communication); and 3) 90% of student participants will report that they will refer a friend with conflict to Peer Mediation.

### **FY 2003-04 Funding Conditions:**

1) Provide services on a 12-month basis and identify summer activities and outcomes in the program plan; 2) provide 1 FTE Program Coordinator position dedicated a minimum of 95% to this program; 3) sustain a minimum direct cash match of 25% to the Santa Monica program based on services to 100% of Santa Monica residents; 4) submit a revised outcomes section that separately tracks the level of participation in mediation by students at Lincoln and John Adams Middle Schools; and 5) operating hours must be at a minimum: twelve months of the year Monday through Friday 8 a.m. to 3 p.m. and on call at both schools during their hours of operation in case of emergencies during the school year.

## **EL NIDO FAMILY CENTER - SANTA MONICA OUTREACH PROGRAM**

### **FY 2003-04 Funding Level:**

\$110,085 (General Fund)

**Program Summary:**

This program will provide counseling, case management and parent education services to 140 individuals (children and parents) at Edison and Will Rogers Elementary Schools. Services will include meeting with all incoming kindergarten students and their families to identify potential needs and follow up plans.

**FY 2003-04 Funding Conditions:**

1) The program will operate Monday-Friday 9:00 a.m.-5:30 p.m. on a 12-month basis; 2) Coordinate case management services for children and their families with school staff and other service providers; 3) For tracking purposes, count children seen with their families as "family units" rather than individual participants to avoid duplication or inflation of service and outcome statistics; 4) coordinate with school principals and other appropriate staff to share information about the kindergarten assessments and ensure they are coordinated with District Preschool to Kindergarten Articulation efforts; 5) Participate in the District Student Support Network or other comparable District planning efforts for referral, triage, and monitoring of care; 6) Collaborate with the City, SMMUSD and other community-based service providers in evaluating school-linked services and developing strategies to improve services, integrate school and community resources, and reduce service fragmentation; and 7) Submit revised Program Plan (Exhibit B) and Budget (Exhibit C) by July 31, 2003.

**FAMILY SERVICE OF SANTA MONICA (FSSM) - AGENCY-BASED COMMUNITY SUPPORT****FY 2003-04 Funding Level:**

\$57,605 (General Fund)

**Program Summary:**

This program will provide agency-based telephone intake and referral for long-term counseling and case management services to 120 low-income Santa Monica residents. The services include: 1) telephone intake and referrals; 2) mental health counseling; 3) group counseling; and 4) community consultations and workshops.

**FY 2003-04 Funding Conditions:**

1) Maintain a minimum .50 FTE bilingual social worker; 2) provide year-round services; 3) Coordinate with school principals and other appropriate staff to share information about the kindergarten assessments and ensure they are coordinated with District Preschool to Kindergarten Articulation efforts; 4) Participate with City, SMMUSD, El Nido Family Center and other community-based service providers in developing measurable outcomes; 5) Participate in the District Student Support Network or other comparable District planning efforts for case management planning, information-sharing, and/or outcome evaluation to improve the transition of children from fifth grade to middle school; 6) Submit revised ADA Work Plan with year-end report by August 1, 2003; and 7) operate year-round from 9:00 a.m.-9:00 p.m., Thursday; 9:00 a.m.-3:00 p.m.,

Friday; and 9:00 a.m.-2:00 p.m., Saturday.

**FAMILY SERVICE OF SANTA MONICA-JOHN MUIR AND MCKINLEY SCHOOL-BASED PROGRAMS**

**FY 2003-04 Funding Level:**

\$91,840 (General Fund)

**Program Summary:**

The program provides school-based individual and family case management and counseling service to 45 children and their families for long term support and 95 children and their families for short term support at John Muir and McKinley Elementary Schools. Services to include 1) meeting with all incoming kindergarten students and their families to identify potential needs; and 2) prevention and early intervention services, home visits, counseling, case management, classroom consultation, parenting groups and children's groups on conflict resolution.

**FY 2003-04 Funding Conditions:**

1) Coordinate case management services for children and their families with school staff and other service providers; 2) For tracking purposes, count children seen with their families as "family units" rather than individual participants to avoid duplication or inflation of service and outcome statistics; 3) Provide year-round services; 4) Coordinate with school principals and other appropriate staff to share information and ensure they are coordinated with District Preschool to Kindergarten Articulation efforts; 5) Maintain a minimum .50 FTE bilingual social worker at each school site as approved by the school principal and based on school need; 6) Participate in the District Student Support Network or other comparable District planning efforts for referral, triage, and monitoring of care; and 7) Collaborate with the City, SMMUSD and other community-based service providers in evaluating school-linked services and developing strategies to improve services, integrate school and community resources, and reduce service fragmentation; and 8) submit revised Program Plan (Exhibit B) and Budget (Exhibit C) by July 31, 2003.

**FAMILY SERVICE OF SANTA MONICA (FSSM) - SCHOOL-AGED PARENT-INFANT DEVELOPMENT (SAPID)/CAL-SAFE SUPPORT PROGRAM**

**FY 2003-04 Funding Level:**

\$39,181 (General Fund)

**Program Summary:**

The program provides case management and counseling services to 50 pregnant and parenting teen mothers and fathers to support their academic progress, future self-sufficiency and parenting. The program participants will be students enrolled in the Cal-Safe School Aged Parent-Infant Development Program (SAPID) through Santa Monica-Malibu Unified School District.

**FY 2003-04 Funding Conditions:**

1) The program will be provided on a 12-month basis from 9:00 a.m.-9:00 p.m., Thursday; 9:00 a.m.-3:00 p.m., Friday; and 9:00 a.m.-2:00 p.m., Saturday; 2) Maintain minimum .5 FTE bilingual social worker; 3) participate in the Santa Monica High Alliance Team meetings and as appropriate in the Santa Monica High Alliance Case Management meetings; 4) maintain monthly communication with Santa Monica High and Santa Monica College staff to coordinate services upon graduation; 5) Develop written case management plans for each participant; 6) Collaborate with the City, SMMUSD and other community-based service providers in evaluating school-linked services and developing strategies to improve services, integrate school and community resources, and reduce service fragmentation; and 7) submit revised Program Plan (Exhibit B) and Budget (Exhibit C) by July 31, 2003.

**THE GROWING PLACE AT MARINE PARK CHILD DEVELOPMENT CENTER****FY 2003-04 Funding Level:**

\$221,000 (General Fund)

**Program Summary:**

The program provides full-day, early childhood education and child care for 12 infants, 21 toddlers and 20 preschoolers. The program serves Santa Monica City employees and residents of Santa Monica. Twenty percent (20%) of enrolled children shall be from low income and moderate income families. The goals of the program are: 1) to offer a thoughtful environment and skilled teaching staff that will support the growth of the individual child and parents; 2) to offer children educational experiences that support their language, as well as their cognitive, social, emotional, aesthetic, and physical development; 3) to provide children a seamless day of education, play and structured routines; 4) to develop a community where parents, teachers, staff and children can share information and support each other; 5) to help children form meaningful relationships with adults and children; and 6) to foster problem solving and assist children to find diverse ways to express ideas and feelings.

**FY 2003-04 Funding Conditions:**

1) Operate from 7:00 a.m. – 6:00 p.m., Monday through Friday; 2) Operate year-round except for identified holidays: Independence Day, Labor Day, Thanksgiving Holiday, Martin Luther King's Birthday, President's day, Memorial Day, the last week of August, two-week Winter Break that includes Christmas and New Year coordinated with the Santa Monica-Malibu Unified School District school year calendar; two Thursdays and Fridays for staff development which will fall on closed Fridays for City of Santa Monica employees; and two days during Spring Break, one of which will be on a City closed Friday. Any changes in the days of operation shall require the prior written approval of the City; 3) In accordance with the Education Code and Title 22 regulations and NAEYC Accreditation Standards, maintain a staffing ratio of 3:1 ratio in the infant room; 4) Maintain 6:1

ratio in the toddler room, and an 8:1 ratio in the preschool room except naptime, in accordance with the Education Code and Title 22 regulations and NAEYC Accreditation Standards; 5) Operate the center in accordance with the National Association for the Education of Young Children (NAEYC) Accreditation Criteria and Standards; 6) Maintain licenses or permits as required; 7) Spaces at the center are for children of City of Santa Monica employees and Santa Monica residents. Siblings may be considered. Growing Place teachers with at least one-year tenure may have up to four toddler and preschool spaces; 8) Administer a tuition assistance program using a minimum of \$80,000 from the FY 2003-04 grant for low income and moderate-income Santa Monica residents (tuition assistance funds can only be allocated to other line items with prior written approval from the City). By July 1, 2003, in coordination with city staff, develop specific criteria and procedures; including specific income guidelines and a subsidy schedule to determine tuition assistance amounts and family's contribution to their child care costs. City and Center employees (regardless of residency) are not eligible for this subsidy and should access other available subsidy programs; 9) Establish and maintain a quality program that operates on a financially sound basis through parent fees and MPCDC resources; 10) By March 1, 2004, submit proposed FY 2004-05 fee schedule for City approval that includes fund raising efforts and other forms of financial support to incrementally reduce the City's contribution over the three-year funding cycle; 11) Any changes in the fee schedule shall require prior written approval of the City; 12) Maintain responsibility of the facilities including all custodial services, the interior and exterior of the premises, and reporting the need for any repairs to the City in a timely manner, as per agreement with the City; 13) Submit revised Program Plan (Exhibit B) and Budget (Exhibit C) by July 31, 2003; 14) Develop and implement an accounting system that is in accordance with generally accepted accounting principles (GAAP), submitting an implementation plan and timeline by July 31, 2003; and 15) Submit a complete ADA Work Plan based on ADA Accessibility Guidelines for Childcare Facilities.

## **THE GROWING PLACE - GROWING PLACE - MENTORING PROGRAM**

### **FY 2003-04 Funding Level:**

\$10,000 (General Fund)

### **Program Summary:**

The program provides a job training and mentor program to 12 Santa Monica youth from Santa Monica High School as early childhood assistants in an accredited child care setting. Services include: 1) recruiting four mentor teachers from the Growing Place; 2) conducting four skill building workshops for Santa Monica High School students; 3) conducting four community seminars on mentor training; 4) providing ongoing support and follow-up with the students; and 5) developing guidelines for replication to other early childhood centers. The service categories are: Job

Training & Employment Assistance, Child Care, Conflict Resolution and Mediation and exposure to Assistive Technology and Education.

**FY 2003-04 Funding Conditions:**

1) Establish by October 1, 2003 a regular meeting schedule with staff from Santa Monica High School which includes having the Careers with Children teacher meet with The Growing Place teachers prior to site visits; 2) submit new Program Plan (Exhibit B) by July 31, 2003; 3) prepare handbook for community replication by June 30, 2004; and 4) develop a plan for submission with the FY 2003-04 mid-year report to continue the program without City support in FY 2004-05.

**JEWISH FAMILY SERVICE OF SANTA MONICA - SANTA MONICA HIGH SCHOOL YOUTH COUNSELING & REFERRAL PROGRAM (Y-CARP)**

**FY 2003-04 Funding Level:**

\$26,138 (General Fund)

**Program Summary:**

The program provides individual, group and family counseling, discussion groups, peer counseling, crisis intervention, and child abuse assessments to 260 individuals (students, parents and faculty) at Santa Monica High School year-round.

**FY 2003-04 Funding Conditions:**

1) Maintain bilingual program staff; 2) participate in the Santa Monica High Alliance Team meetings and as appropriate in the Santa Monica High Alliance Case Management meetings; 3) collaborate with the City, SMMUSD and other community-based service providers in evaluating school-linked services and developing strategies to improve services, integrate school and community resources, and reduce service fragmentation; 4) submit revised Program Plan (Exhibit B) and Budget (Exhibit C) by July 31, 2003; and 5) submit ADA Work Plans based on checklists completed and submitted last year; and 6) operate 8:30 a.m.-5:00 p.m., Monday through Thursday and 8:30 a.m.-3:30 p.m., Friday. This schedule is in place year round.

**SANTA MONICA COLLEGE – ON - THE - MOVE PROGRAM/PICO PARTNERSHIP**

**FY 2003-04 Funding Level:**

\$179,875 (General Fund). Funding level is \$20,000 less than requested budget because program has historically returned this amount of unspent funds.

**Program Summary:**

The program provides recruitment and information, childcare assistance, personal and academic counseling, employment and career services, tutoring, financial aid application assistance and book vouchers to 100 Santa Monica students. The

program operates from 8 a.m. to 6 p.m. Monday to Thursday and 8 a.m. – 4 p.m. on Fridays year-round except for school breaks (Christmas, Spring).

**FY 2003-04 Funding Conditions:**

1) “Santa Monica youth” shall be defined as recent graduates or students who attended Santa Monica or Olympic High School or students from those schools who have completed their GED, with priority given to those residing in the Pico Neighborhood or other City of Santa Monica neighborhoods; 2) Allocate a minimum of \$73,920 of City grant funds for employment stipends; 3) coordinate and target service delivery with the Santa Monica High School Alliance and SAPID to ensure an effective continuum of services; 4) Continue to strengthen the program’s funding base through non-City sources; 5) Provide services on a 12-month basis with summer activities; 6) Allocate \$40,875 to child care subsidies; 7) Submit a plan to ensure that all students needing childcare in the program will receive it including during summer months; 8) On-the-Move participants shall be defined as graduates from Santa Monica-Malibu Unified School District SAPID Program; 9) maintain staffing pattern including the Project Director (.5 FTE dedicated to program and funded via cash match); 10) Any elimination or consolidation of a staff position must be submitted to the City for prior approval and contract renegotiation, and 11) Submit revised Program Plan (Exhibit B) and Budget (Exhibit C) by July 31, 2003.

**ST. JOHN’S CHILD AND FAMILY DEVELOPMENT CENTER - YOUTH DEVELOPMENT PROJECT**

**FY 2003-04 Funding Level:**

\$175,705 (General Fund)

**Program Summary:**

The program provides school-based, home-based and community-based intervention and counseling services to 200 Santa Monica Middle School students, Olympic Continuation School students, faculty and parents and 20 older youth and young adults between the ages of 15 and 24 at the Pico Youth & Family Center. Services include: 1) school-based counseling and case management services at Lincoln and John Adams Middle School and Olympic High School; 2) community based counseling and support; 3) crisis intervention; 4) classroom observation and teacher consultation, and 5) individual, family and group counseling to youth at the Pico Youth & Family Center.

**FY 2003-04 Funding Conditions:**

1) Services are to be provided on a 12-month basis; 2) summer activities, including program outcomes, must be identified in the Program Plan and Program Reports; 3) total direct and indirect administrative overhead costs shall not exceed 20% of grant; 4) collaborate with the City, SMMUSD and other community-based service providers in evaluating school-linked services and developing strategies to improve services, integrate school and community resources, and reduce service

fragmentation; and 5) submit revised Program Plan (Exhibit B) and Budget (Exhibit C) by July 31, 2003.

### **ST. JOSEPH CENTER - FAMILY SELF SUFFICIENCY (FSS) PROGRAM**

#### **FY 2003-04 Funding Level:**

\$161,875 (\$93,890 General Fund; \$7,081 Prop. A; \$60,904 Housing Authority)

#### **Program Summary:**

The program provides support to 150 families participating in the Housing Authority's Family Self-Sufficiency Program. Services include crisis intervention, case management and advocacy, housing placement and assistance, job training and employment assistance, and information and referral. Program outcomes include 1) 75% of newly enrolled and continuing families will identify and overcome one major barrier to self-sufficiency; 2) 50% of heads of household will enroll in or continue to participate in a remedial education or job training program; 3) 25% of new and continuing families will increase their earned income; and 4) during this program year, seven families will achieve self-sufficiency and graduate from the program.

#### **FY 2003-04 Funding Conditions:**

1) Dedicate 3 FTE case managers exclusively for FSS activities; 2) assess the feasibility of expanding tracking program services and outcomes to include data about program graduates; 3) Participate in the City of Santa Monica Housing Authority Family Self Sufficiency Advisory Committee; 4) Continue to partner with other potential service providers to ensure that services are well coordinated and effective; 5) Operating hours must be at a minimum: Monday, Tuesday, Thursday 8:00 a.m.- 4:30 p.m. and Friday 8:00 a.m.-3:30 p.m.

### **WOODCRAFT RANGERS-PICO YOUTH AND FAMILY CENTER**

#### **FY 2003-2004 Funding Level:**

\$ 289,908 (General Fund). Funding level is \$13,092 less than requested budget because administrative costs are too high. Council approved Reallocation of grant funds from Woodcraft Rangers to Public Health Foundation Enterprises to operate the Pico Youth and Family Center on 9/23/03.

Woodcraft Rangers: \$85,921 (3 Months)

Public Health Foundation Enterprises: \$203,987 (9 Months)

#### **Program Summary:**

The Woodcraft Rangers – PYFC serves 180 at-risk residents of the Pico Neighborhood, ages 15-24, with intensive services provided to a core group of 30 older youth and young adult Pico Neighborhood participants and their families through the Pico Youth and Family Center (PYFC). Services include case management, individual and family counseling, leadership development,

community events, community service projects, tutorial assistance, computer skills training and music production workshops.

The Woodcraft Rangers has formed a partnership with the PYFC Community Advisory Board until the PYFC is established as a nonprofit agency.

**FY 2003-04 Funding Conditions:**

1) By December 31, 2003, submit written notification to the City detailing the organizational status of the PYFC and whether incorporation of PYFC as a separate non-profit entity is proposed. Should plans be contemplated to spin-off the project from Woodcraft Rangers, submit for City consideration relevant documentation including evidence of separate non-profit status and proposed transition plan; 2) Program must maintain 1 FTE Center Director and 1 FTE Office Manager, and document a summary of each position's performed administrative duties upon submission of mid-year and year-end program and fiscal reports to the City; 3) Community CAN\*Do Consulting Services must provide 16 hours of staff and program development service monthly to the program; 4) Allocate \$29,302 of City grant for fiscal and administrative oversight; 5) Develop for City approval a plan detailing hours of operation, including hours that may be adjusted during the summer, to ensure program accessibility to target population; and 6) Develop a revised Program Plan and Budget for City approval by July 31, 2003.

## COMMUNITY SERVICES

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### **LEGAL AID FOUNDATION OF LOS ANGELES (LAFLA) - DOMESTIC VIOLENCE PROGRAM**

#### **FY 2003-04 Funding Level:**

\$97,531 (General Fund). Funding level is \$13,169 less than requested budget because cash match and level of service to Santa Monica residents is inadequate. (Program is a regional program and must include a minimum of 25% cash match to Santa Monica grant.)

#### **Program Summary:**

The program provides counsel and advice, and technical assistance in preparing appropriate documents for restraining orders for 220 Santa Monica victims of domestic abuse and violence. In addition, LAFLA will cross train 100 mental health and legal workers and will collaborate with Ocean Park Community Center to provide individual, family and group therapy to 40 Santa Monica women and youth who are victims or family witnesses of domestic violence. Program outcomes include: 1) 90% of clients seeking temporary restraining orders will receive them; 2) 80% of LAFLA-Campion clients will report a decrease in stress, improved self-confidence and self-empowerment within six months; and 3) 80% of training participants will report a better understanding of legal rights and greater confidence in communicating information to others.

#### **FY 2003-04 Funding Conditions:**

- 1) By December 31, 2003, develop a detailed plan for City approval to restructure program services and budget to ensure continued service to Santa Monica residents and compliance with cash match requirements (25%); 2) in FY 2003-04 City funds may be further reduced and grant funds will no longer support regional services; and 3) operating hours must be at a minimum: Monday through Friday 8:30 a.m. to 11:00 a.m. and Tuesday and Thursday 6:00 p.m. to 7:30 p.m.

### **LEGAL AID FOUNDATION OF LOS ANGELES (LAFLA) - GENERAL COMMUNITY LEGAL SERVICES**

#### **FY 2003-04 Funding Level:**

\$377,225 (General Fund). Funding level is \$9,200 less than requested budget because program has historically returned this amount of unspent funds.

#### **Program Summary:**

The program provides counsel, information/referral advice, brief service and legal representation to residents of Santa Monica in the area of landlord-tenant, government benefits, family law and debt crisis matters to approximately 1,500

Santa Monica residents. Program outcomes include 1) 80% of clients with a housing problem will secure or maintain permanent housing within six months of seeking service; 2) 65% of clients seeking assistance with family law matters will receive orders or judgments which improve support or family stability; 3) 85% of clients with government benefits problems will receive the benefits or relief they seek; and 4) 75% of clients and other agency staff who attend LAFLA workshops or trainings will report better understanding of legal rights and greater confidence in communicating that information to others.

**FY 2003-04 Funding Conditions:**

- 1) By December 31, 2003, develop and implement client consumer surveys to help assess satisfaction with and effectiveness of services; 2) Surveys should be administered annually or more frequently and available to the City for review upon request; and 3) Operating hours must be at a minimum Monday through Friday 9:00 a.m. to 5:00 p.m. and Tuesday and Thursday 6:00 p.m. to 7:30 p.m.

**OCEAN PARK COMMUNITY CENTER - SOJOURN SERVICES/OCEAN PROJECT**

**FY 2003-04 Funding Level:**

\$58,717 (\$58,117 General Fund; \$600 Prop. A)

**Program Summary:**

The program provides shelter-based empowerment playgroups and clinical play therapy for 60 children. Services also include healthy relationship workshops for youth, court advocacy and emergency response services (24 hours a day, seven days a week) and follow up services to victims of domestic violence

**FY 2003-04 Funding Conditions:**

Operating hours must be at a minimum: Monday through Friday 8:30 a.m.-5 p.m.

**OCEAN PARK COMMUNITY CENTER - SOJOURN/DOMESTIC VIOLENCE NETWORK**

**FY 2003-04 Funding Level:**

\$6,458 (General Fund)

**Program Summary:**

The Westside Domestic Violence Network is an interagency council focusing on improved, cooperative service delivery to families affected by domestic violence. Over 350 representatives and administrators meet regularly to cross-refer, cross-train, improve protocols and ensure a continuum of services to those affected by domestic violence.

**FY 2003-04 Funding Condition:**

By July 31, 2003, submit an updated plan to increase funding resources for the

Westside Domestic Violence Network from Los Angeles County and other Westside cities served by the program.

### **VENICE FAMILY CLINIC (VFC) - HEALTH CARE SERVICES**

**FY 2003-04 Funding Level:**

\$78,445 (\$67,459 General Fund; \$10,986 Prop A)

**Program Summary:**

The program provides free comprehensive primary health care services for 3,000 homeless and low-income Santa Monica residents. Program outcomes include: 1) by the end of the contract period, 90% of unduplicated pediatric patients will be fully immunized; 2) 75% of females over 50 will receive breast and cervical cancer screening and be referred for appropriate diagnostic services as needed; 3) 75% of new patients will be screened for tuberculosis (TB) and referred for chest x-ray and treatment as needed; 4) 500 homeless persons will receive at least one medical visit; and 5) 96% of pregnant women will receive first-trimester prenatal care.

**FY 2003-04 Funding Conditions:**

1) Maintain Spanish language outreach in the Pico Neighborhood; 2) maintain outreach through the Family Self-Sufficiency Program; 3) Operating hours must be at a minimum: Monday through Thursday 8:30 a.m.-7:00 p.m.; Friday 8:30 a.m.-4:00 p.m. and Saturday 8:00 a.m.-2:00 p.m. at the Venice Family Clinic and Monday through Thursday 8:30 a.m.-5:00 p.m.; Friday 8:30 a.m.-5:00 p.m.; and Saturday 8:00 a.m.-2:00 p.m. at the Burke Health Center.

### **VIRGINIA AVENUE PARK (VAP) IMPROVEMENTS**

**FY 2003-04 Funding Level:**

\$926,136 (Community Development Block Grant)

**Program Summary:**

In September 2003, construction will begin to expand and develop the facilities and outdoor space at Virginia Avenue Park. Programmable facility space for youth, family and other community programs will increase from approximately 6,000 square feet to 22,390 square feet. This is a City-administered Capital Improvement (CIP) Project.

## HOMELESS SERVICES

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### **CHRYSALIS – EMPLOYMENT ASSISTANCE**

#### **FY 2003-04 Funding Level:**

\$226,788 (\$216,788 General Fund; \$10,000 Prop. A)

#### **Program Summary:**

The program provides comprehensive employment assistance to 380 unduplicated homeless and low-income residents annually. Program outcomes include: 1) 220 will secure employment in the private sector; 2) 65 will secure Labor Connection assignments; 3) 50 will secure Street Works assignments.

#### **FY 2003-04 Funding Conditions:**

1) Track and document services provided through the City's computerized case management system; 2) Participate in monthly coordinated case management meetings with the City's provider network; and 3) Hours of service: Mon. 9 a.m.–12 p.m., 1 p.m.–4 p.m. and 5:30 p.m.–9 p.m.; Tues. 8 a.m.–12 p.m., 1 p.m.–4 p.m.; Wed. 8 a.m.–12 p.m. and 1 p.m.–3 p.m.

#### **Proposition A Funding Requirements:**

Los Angeles County Proposition A funds are designated for transportation purposes only. The City currently has an agreement with the Los Angeles County Metropolitan Transportation Authority (LACMTA) to use Proposition A funds for bus tokens or passes. It is important that these funds remain restricted for this purpose only. They may not be used for other budget line items. Any unexpended or unencumbered Proposition A funds must be returned to the City at the end of the fiscal year. Support documentation (i.e., copies of paid invoices, canceled checks, etc.) must be submitted for all Proposition A expenditures with Fiscal Status Reports.

### **CHRYSALIS – SUPPORTIVE HOUSING PROGRAM**

#### **FY 2003-04 Funding Level:**

\$36,686 (HUD-SHP)

#### **Program Summary:**

The Chrysalis SHP program will provide comprehensive employment assistance to 60 unduplicated homeless individuals annually. Program outcomes include: 1) placing 100% persons in temporary employment through Labor Connections and StreetWorks; 2) placing 21 participants in permanent positions; and 3) supporting 24 participants in retaining their jobs for 90 days or more.

**FY 2003-04 Funding Conditions:**

None.

**CLARE FOUNDATION - COORDINATED CASE MANAGEMENT**

**FY 2003-04 Funding Level:**

\$92,567 (\$89,477 General Fund; \$3,090 Prop. A)

**Program Summary:**

Provides coordinated case management services to 80 homeless clients. Services include substance abuse treatment, job and housing placement, and social service referrals. Outcomes include: 50 participants will be placed in transitional housing; 10 participants will be placed in permanent housing.

**FY 2003-04 Funding Conditions:**

1) Track and document services provided through the City's computerized case management system; 2) participate in monthly coordinated case management meetings with the City's provider network; and 3) Maintain at a minimum hours of operation from Monday - Thursday 8 a.m. until 8 p.m., Friday - 7:30 a.m. until 4:30 p.m.

**NEW DIRECTIONS – SUPPORTIVE HOUSING PROGRAM**

**FY 2003-2004:**

\$42,823 (HUD-SHP)

The New Directions program will provide remedial education and job skills training for 100 participants annually. Program outcomes include: 1) 80% will obtain employment in carpentry, food service and other jobs; 2) record all client consent form on hard copy; 3) document clients' homeless eligibility according to HUD guidelines; and 4) all job and housing outcomes must be documented in Client Track.

**FY 2003-04 Funding Conditions:**

None.

**OCEAN PARK COMMUNITY CENTER - ACCESS CENTER**

**FY 2003-04 Funding Level:**

\$137,780 (\$130,380 General Fund; \$7,400 Prop A)

**Program Summary:**

Provides case management, crisis intervention, outreach, referrals, and meals to 200 homeless participants. Outcomes include: 1) 90 participants will be placed in emergency shelter; 2) 20 participants will be placed in transitional shelter; and 3) 20 participants will be placed in permanent housing.

**FY 2003-04 Funding Conditions:**

1) Provide documentation of Community Response Team interventions to the City; 2) track and document services provided through the City's case computerized case management system; 3) participate in monthly coordinated case management meetings with the City's provider network; 4) provide daily meals linked to services; and 5) hours of service: Monday 9 a.m.-noon, 1 p.m.-5 p.m.; Tuesday 1 p.m.-5 p.m.; Wednesday 9 a.m.-noon, 1 p.m.-5 p.m. (closed 2<sup>nd</sup> Wednesday of month); Thursday 9 a.m.-noon; 1 p.m.-5 p.m.; Friday 9 a.m.-noon, 1 p.m.-5 p.m.; Saturday 9 a.m.-noon; Sunday 9 a.m.-noon.

**OCEAN PARK COMMUNITY CENTER - DAYBREAK DAY CENTER & SHELTER**

**FY 2003-04 Funding Level:**

\$170,513 (\$168,613 General Fund; \$1,900 Prop. A)

**Program Summary:**

The Day Center provides emergency services to 525 mentally ill, homeless women. Services include health education, medical services, substance abuse, counseling and benefits advocacy. The Daybreak Shelter provides transitional housing for 50 women. Outcomes include: 1) 36 participants will complete the transitional shelter and secure permanent housing; and 2) 40 participants will be placed in transitional shelter.

**FY 2003-04 Funding Conditions:**

1) Track and document services provided through the City's computerized case management system; 2) participate in monthly coordinated case management meetings with the City's provider network; and 3) hours of service (Day Center): Monday, Tuesday, Thursday, Friday 9 a.m.-2 p.m., Wednesday, Saturday, Sunday 9 a.m.-12 p.m.

**OCEAN PARK COMMUNITY CENTER - SHELTER PLUS CARE PROGRAM**

**FY 2003-04 Funding Level:**

\$70,103 (\$65,703 General Fund; \$4,400 Housing Authority)

**Program Summary:**

Provides case management to 85 homeless and formerly homeless individuals. Outcomes include 20 participants will secure permanent housing.

**FY 2003-04 Funding Conditions:**

1) Track and document services provided through the City's computerized case management system; and 2) submit City Program and Fiscal Status Reports and a HUD-required annual report.

**OCEAN PARK COMMUNITY CENTER – SUPPORTIVE HOUSING PROGRAM**

**FY 2003-04 Funding Level:**

\$71,562 (HUD-SHP)

**Program Summary:**

The OPCC-SHP will provide screening and emergency assistance to homeless heads of families. Fifty will receive ongoing case management services. Program outcomes include: 1) 25% (12) of the homeless participants will secure permanent housing; 2) 50% (25) will increase skills in money management and parenting; 3) 10% (4) will secure permanent employment; and 4) of those who secure permanent housing, 80% (9) will maintain housing for at least 12 months.

**FY 2003-04 Funding Conditions:**

None.

**OCEAN PARK COMMUNITY CENTER - TURNING POINT**

**FY 2003-04 Funding Level:**

\$277,051 (\$272,701 General Fund; \$4,350 Prop. A)

**Program Summary:**

Provides transitional housing and case management to 150 individuals. 10 will secure transitional housing in other programs. 75 will secure permanent housing.

**FY 2003-04 Funding Conditions:**

1) Track and document services provided through the City's computerized case management system; and 2) participate in monthly coordinated case management meetings with the City's provider network.

## **SALVATION ARMY - SAMOSHEL/SHWASHLOCK**

### **FY 2003-04 Funding Level:**

#### SAMOSHEL:

\$418,400 (\$171,958 General Fund; \$242,442 Community Development Block Grant; \$4,000 Prop A)

#### SHWASHLOCK:

\$112,041 (\$111,041 General Fund; \$1,000 Prop. A). Funding level is \$2,837 less than requested budget because program has historically returned this amount of unspent funds.

### **Program Summary:**

SAMOSHEL provides 110 emergency shelter beds to homeless adults. Services include case management, substance abuse support, employment services, transportation assistance, and money management. Outcomes include: 1) 75 participants will secure transitional housing outside SAMOSHEL and 2) 75 participants will secure permanent housing.

SHWASHLOCK provides showers, washers and lockers to 100 participants.

### **FY 2003-04 Funding Conditions:**

SAMOSHEL: 1) Ensure maximum access to emergency shelter beds by developing clear policies that promote full occupancy; 2) provide 25% in matching funds (\$103,577) during the course of the fiscal year; 3) no more than 5% (\$20,715) in administrative overhead costs may be applied to the City's grant of \$418,400; 4) maintain the level of case managers at the current level [4 FTEs]; 5) track and document services provided through the City's computerized case management system; 6) case managers must be supervised by a licensed clinician; 6) no policies or procedures are to be amended without first informing the City in writing; and 7) referrals to SAMOSHEL must give preference to Coordinated Case Management (CCM) agencies as outlined in the program plan; 8) participate in monthly coordinated case management meetings with the City's provider network.

SHWASHLOCK: 1) Provide 25% (\$28,720) in matching funds during the course of the fiscal year; 2) no more than 5% (\$5,744) in administrative overhead costs may be applied to the City's grant of \$112,041; 3) case managers must provide weekly case management sessions to establish and support weekly goals for program clients; 4) participate in monthly coordinated case management meetings with the City's provider network.

## **ST. JOSEPH CENTER - COORDINATED CASE MANAGEMENT**

### **FY 2003-04 Funding Level:**

\$67,241 (\$59,061 General Fund; \$8,180 Prop A)

### **Program Summary:**

The program provides case management to 130 homeless individuals. Outcomes include: 1) 90 participants will secure emergency shelter; 2) 40 will secure transitional housing placements; 3) 40 will secure transitional housing placements; 4) 30 will secure permanent housing placements; and 5) 35 will secure permanent employment.

### **FY 2003-04 Funding Conditions:**

1) Provide direct services for a minimum of 30 hours per week; 2) track and document services provided through the City's computerized case management system; 3) provide some basic services such as mail and showers during Easter week; 4) participate in monthly coordinated case management meetings with the City's provider network; and 5) hours of service: Monday, Tuesday, Thursday, Friday. 7:30 a.m.-4:30 p.m., W. 7:30 a.m.-12 p.m.; and 6) provide some basic services such as mail and showers during Easter week.

## **ST. JOSEPH CENTER - SHELTER PLUS CARE PROGRAM**

### **FY 2003-04 Funding Level:**

\$36,203 (\$32,903 General Fund; \$3,300 Housing Authority)

### **Program Summary:**

Provides intensive case management to 43 heads of households. Outcomes include: 1) 15 will secure permanent housing in the first year; and 2) 5 will obtain permanent employment.

### **FY 2003-04 Funding Conditions:**

1) Track and document services provided through the City's computerized case management system; 2) submit City Program and Fiscal Status Reports and a HUD-required annual report; and 3) participate in monthly coordinated case management meetings with the City's provider network.

All Shelter Plus Care sponsors must track and maintain demographic key indicators, and service delivery information for all Shelter Plus Care program participants:

(1) Conduct affirmative outreach and notify appropriate Santa Monica social service agencies of the availability of applications for supportive services. The Sponsor will establish a participant selection process and waiting list and accept applications

from eligible persons, as defined at 24 CFR Section 582.5. "Homeless" will be defined as living on the streets, in a shelter, or in transitional housing.

(2) Provide the Housing Authority with a brief Letter of Introduction for each client when he or she is to be interviewed for Shelter Plus Care Certification. This letter will include: (a) the client's disability; (b) the homeless status referral source; (c) verification of income; (d) the name of a staff person who will be designated as the client's case manager and contact person for further information and subsequent follow-up; and (e) Social Security Number and picture identification.

(3) Provide or ensure the provision of housing placement assistance and supportive services on an ongoing basis according to the needs of the Shelter Plus Care participants after they are determined eligible for the Program. Sponsor must give assurances that supportive services will be available to Shelter Plus Care participants for the entire term of this agreement or the entire term of the rental assistance, whichever is longer. In addition, Sponsor will provide and monitor matching supportive services to be calculated on a monthly basis.

(4) All Shelter Plus Care sponsors shall adhere to all Department of Housing and Urban Development Shelter Plus Care regulations (Final Rule), as specified in 24 CFR, Part 582.

All notices, reports, and correspondence pertaining to the Shelter Plus Care Program shall be addressed as follows:

**City of Santa Monica  
Housing Authority, c/o Peter Mezza  
2121 Cloverfield Blvd., #131  
Santa Monica, California 90404**

### **ST. JOSEPH CENTER – SUPPORTIVE HOUSING PROGRAM**

**FY 2003-04 Funding Level:**  
\$60,758 (HUD-SHP)

**Program Summary:**

St. Joseph Center's SHP will provide case management services to 42 homeless participants annually. Program outcomes include: 1) 48% (20) will secure transitional housing; and 2) 20% (8) will secure permanent housing.

**FY 2003-04 Funding Conditions:**  
No funding conditions.

**FY 2003-04 Funding Conditions:**

None.

**ST. JOSEPH CENTER - SHOWER PROGRAM**

**FY 2003-04 Funding Level:**

\$5,330 (General Fund)

**Program Summary:**

Provides 7,000 showers to homeless Santa Monica residents. 130 homeless residents will enroll in case management.

**FY 2003-04 Funding Conditions:**

Restrict funds to custodial, maintenance and utility costs of operating the showers.

**STEP UP ON SECOND - CASE MANAGEMENT AND JOB PROGRAM**

**FY 2003-04 Funding Level:**

\$67,776 (\$65,176 General Fund; \$2,600 Prop. A). Funding level is \$5,755 less than requested budget because program has historically returned this amount of unspent funds.

**Program Summary:**

Provides case management to 54 members with mental illness. Outcomes include: 1) 20 members will secure emergency or transitional shelter; 2) 20 members will secure permanent housing; and 3) 30 members will secure stipend jobs within Step Up On Second.

**FY 2003-04 Funding Conditions:**

1) Maintain a minimum 25% cash match based on a 100% Santa Monica service level; 2) track and document services provided through the City's computerized case management system; 3) participate in monthly Coordinated Case Management meetings; 4) all client files must be kept up to date; and 5) operate hours of operation of, at a minimum, 7 days a week from 8:30 a.m. to 7:00 p.m., including holidays.

**STEP UP ON SECOND - SHELTER PLUS CARE PROGRAM**

**FY 2003-04 Funding Level:**

\$35,203 (\$23,394 Housing Authority Fund 12; \$11,809 General Fund)

**Program Summary:**

Provides case management to 50 members with mental illness. Outcomes include: 1) 10 members will secure permanent housing within the first year; and 2) 5 members will secure stipend employment within Step Up On Second.

**FY 2003-04 Funding Conditions:**

1) All client files must be kept up to date; 2) track and document services provided through the City's computerized case management system; 3) City Program and Fiscal Status Reports and a HUD annual report are required for all Shelter Plus Care sponsors; 4) participate in monthly coordinated case management meetings with the City's provider network; and 5) all Shelter Plus Care sponsors must track and maintain demographic key indicators, and service delivery information, for all Shelter Plus Care program participants.

**STEP UP ON SECOND – SUPPORTIVE HOUSING PROGRAM**

**FY 2003-04 Funding Level:**

\$84,200 (HUD-SHP)

**Program Summary:**

The program will provide case management, money management and vocational assistance to 50 mentally ill or dually-diagnosed homeless individuals annually. Program outcomes include: 1) 20 will be placed in transitional housing; 2) 10 placed in permanent housing; 3) 20 will enter an educational and training program; and 4) 5 will obtain employment.

**FY 2003-04 Funding Conditions:**

1) All client files must be kept up to date; 2) track and document services through the City's computerized case management system.

**UPWARD BOUND - FAMILY PLACE TRANSITIONAL HOUSING**

**FY 2003-04 Funding Level:**

\$10,250 (General Fund)

**Program Summary:**

The program provides 21 units of transitional housing and supportive services for homeless families with minor children. Program outcomes include: 1) placing 80% of adult residents in job training and/or employment; and 2) placing 80% of residents into permanent housing within one year of residency.

**FY 2003-04 Funding Conditions:**

1) Track and document services provided through the City's computerized case management system; 2) participate in monthly coordinated case management meetings; and 3) assure that all 21 units are available for housing homeless families.

**WESTSIDE FOOD BANK - EMERGENCY FOOD DISTRIBUTION**

**FY 2003-04 Funding Level:**

\$96,145 (General Fund)

**Program Summary:**

The program provides 821,600 pounds of emergency food to homeless and low-income residents of Santa Monica through 20 member agencies.

**FY 2003-04 Funding Conditions:**

None

## HOUSING DEVELOPMENT

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### **CITY- WIDE AFFORDABLE HOUSING PROGRAM**

**FY 2003-04 Funding Level:**

\$238,000 (Community Development Block Grant)

**Program Summary:**

This City-administered Capital Improvement Program (CIP) project, funded through available Community Development Block Grant (CDBG) funds provides affordable housing acquisition and rehabilitation to increase the number of affordable housing units in Santa Monica. It is estimated that seven (7) housing units will be acquired and rehabilitated with these funds in FY 2003-2004.

### **COMMUNITY CORPORATION OF SANTA MONICA (CCSM)**

**FY 2003-04 Funding Level:**

\$145,000 (\$32,900 HOME; \$112,100 RDA Fund 18)

**Program Summary:**

Community Corporation of Santa Monica develops and manages affordable housing to benefit very low-, low-, and moderate-income people. CCSM currently owns and manages 1,182 affordable housing units and will finish rehabilitation on approximately 32 units this year.

**FY 2003-04 Funding Conditions:**

Maintain occupancy rate of at least 95%.

### **RESIDENTIAL REPAIR PROGRAM**

**FY 2003-04 Funding Level:**

\$300,000 (Community Development Block Grant)

**Program Summary:**

The program will provide: 1) lead-based paint testing and remediation for Section 8 units; and 2) minor and moderate rehabilitation on a total of 40 units.

## DISABILITIES SERVICES

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### **CENTER FOR THE PARTIALLY SIGHTED - COMPREHENSIVE LOW VISION SERVICES**

**FY 2003-04 Funding Level:**

\$10,250 (General Fund)

**Program Summary:**

The program provides optometric and rehabilitative services to 70 Santa Monica residents with vision impairments. Services include optometric exams, training with optical devices, social service referrals, and needs evaluation. Program outcomes include: 1) enhancing the vision of 70% of the participants through examinations and training with prescribed optical devices; and 2) increasing the safe mobility of 11% of the participants through mobility training.

**FY 2003-04 Funding Conditions:**

1) Submit revised Program Plan for City approval by July 31, 2003 and 2) hours of operation must be, at a minimum, 8:30 a.m.-5 p.m., Monday through Friday.

### **CITY-WIDE CURB RAMPS**

**FY 2003-04 Funding Level:**

\$100,000 (Community Development Block Grant)

**Program Summary:**

One hundred curb ramps will be constructed in FY 2003-2004 (includes new curb ramps and replacement of ramps built before current building code requirements).

### **COMMON GROUND - WESTSIDE HIV COMMUNITY CENTER**

**FY 2003-04 Funding Level:**

\$121,565 (General Fund)

**Program Summary:**

The program provides comprehensive HIV care and prevention for City residents living with AIDS or HIV or at-risk for HIV infection. Services include outreach and education, HIV testing, medical services, case management, mental health services, and housing assistance.

**FY 2003-04 Funding Conditions:**

1) Submit revised Program Plan for City approval by July 31, 2003; and 2) hours of operation must be, at a minimum, 8:30 a.m.-5:00 p.m. 5 days a week; with evening hours offered at least two times per week.

**COMPUTER ACCESS CENTER – SCHOOL DAYS! ASSISTIVE TECHNOLOGY (AT) PROGRAM**

**FY 2003-04 Funding Level:**

\$28,905 (General Fund)

**Program Summary:**

The program provides services and resources for preschoolers with disabilities, preparing them to successfully enter the K-12 school system. Services include: 1) Computer Play Centers equipped with Assistive Technology (AT) at three preschools; 2) AT consultations for families; 3) Trainings and workshops for families; and 4) professional development for site teachers and staff.

**FY 2003-04 Funding Conditions:**

1) Submit revised Program Plan and tracking forms/criteria by July 31, 2003; 2) provide additional fiscal reports upon request; and 3) hours of operation must total, at a minimum, 40 hours per week, including morning and afternoon hours, and 1 day per week until 6:00 p.m.

**WESTSIDE CENTER FOR INDEPENDENT LIVING (WCIL) - HOME ACCESS PROGRAM**

**FY 2003-04 Funding Level:**

\$17,425 (Community Development Block Grant)

**Program Summary:**

The program provides home modifications, adaptive and safety equipment to 28 low-income residents of Santa Monica with disabilities. Program outcomes include 90% will remain living safely in their own home.

**FY 2003-04 Funding Conditions:**

1) Submit written plan for outreach activities by July 31, 2003; and 2) hours of operation must be, at a minimum, 9:00 a.m.-5:00 p.m.

## **WESTSIDE CENTER FOR INDEPENDENT LIVING (WCIL) - INDEPENDENT LIVING SERVICE**

### **FY 2003-04 Funding Level:**

\$150,979 (General Fund). Funding level is \$5,196 less than requested budget because program has historically returned this amount of unspent funds.

(Grant includes a Phonic Ear PE550 Assistive Listening Device for use in this program).

### **Program Summary:**

The program provides comprehensive support services to 175 Santa Monica residents with disabilities including case management, independent living skills, personal assistants registry, benefits advocacy, housing search assistance, community advocacy, transportation assistance, and information and referral services. Program outcomes include: 1) 60% of participants will successfully resolve their benefits appeals; 2) ten participants will secure permanent housing; and 3) 90% will achieve case management goals.

### **FY 2003-04 Funding Conditions:**

1) Submit plan for tracking client/outcome numbers by July 31, 2003; 2) submit goals and outcomes with Santa Monica Community Services Specialist's goals and outcomes outlined/defined by July 31, 2003; 3) submit outreach plan by July 31, 2003; 4) budget must allocate \$5,000 for emergency fund; 5) hours of operation must be at a minimum of 9:00 a.m.-5:00 p.m., Monday-Friday at both Venice and Santa Monica locations. The Santa Monica location will operate from 12 p.m.-8 p.m. one day per month.

## SENIOR SERVICES

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### **CENTER FOR HEALTHY AGING - DAILY MONEY MANAGEMENT**

**FY 2003-04 Funding Level:**

\$43,172 (General Fund)

**Program Summary:**

The program provides bill paying, budgeting, banking, and related money management services to 45 older adults, and representative payee services to 10 older Santa Monica adults who are unable to manage their finances. Program outcomes include: 1) sustaining 90% of clients in independent and community living to avoid institutionalization; 2) maintaining 90% of clients with severe mental impairments through community-based mental health services to avoid in-patient psychiatric hospitalization; and 3) maintaining 85% of clients residing in nursing homes or other institutions to avoid financial neglect.

**FY 2003-04 Funding Conditions:**

Submit revised Program Plan for City approval by July 31, 2003.

### **CENTER FOR HEALTHY AGING - HEALTH CARE FOR SENIORS**

**FY 2003-04 Funding Level:**

\$84,850 (General Fund)

**Program Summary:**

The program provides physical and mental health services to 600 Santa Monica seniors. Services include health screening, primary medical care, health education, peer counseling (individual, group and family), in-home coordination/care giver services, and services targeted to Spanish-speaking seniors. Program outcomes include: 1) Connecting 95% of those with positive findings to appropriate and affordable medical treatment within 30 days; 2) improving presenting symptoms for 70% of participants through peer counseling; 3) sustaining independent living and avoiding institutionalization through in-home care coordination for 80% of clients; and 4) improving health conditions of 80% of participants.

**FY 2003-04 Funding Conditions:**

1) By July 31, 2003, submit policy outlining sliding scale fees; 2) submit revised Program Plan for City approval by July 31, 2003; and 3) hours of operation must be, at a minimum, 9 a.m.-5 p.m., Monday-Friday. Health screenings must operate a minimum of 24 hours per week.

## **MEALS ON WHEELS WEST**

### **FY 2003-04 Funding Level:**

\$116,022 (\$39,494 General Fund; \$76,528 L.A. County Grant)

### **Program Summary:**

The program provides two home-delivered meals each day, totaling over 90,000 meals per year, to approximately 440 Santa Monica residents who are homebound and/or isolated. Nutritional supplements at a reduced cost are also delivered. The majority of the program recipients are seniors; all recipients have disabilities.

### **FY 2003-04 Funding Conditions:**

1) Submit revised Program Plan by July 31, 2003; 2) in cooperation with City, submit guide for establishing a waiting list in event of cuts from L.A. County Area Agency on Aging; 3) submit written guidelines for payment by clients, including sliding scale fees, income and age requirements, etc. by July 31, 2003; and 4) hours of operation must be, at a minimum, 8:30 a.m.-1:30 p.m., Monday-Friday.

## **WISE SENIOR SERVICES - CARE MANAGEMENT**

### **FY 2003-04 Funding Level:**

\$190,468 (General Fund). Funding level is \$5,000 less than requested budget because program has historically returned this amount of unspent funds.

### **Program Summary:**

The program provides case management services to 279 Santa Monica seniors of which 232 (or 84%) will be low-income. Program outcomes include: 1) 90% of the participants served will remain in their homes living independently; and 2) 75% of clients will achieve 65% or more of their goals.

### **FY 2003-04 Funding Conditions:**

1) Submit standards for prioritization of service with mid-year reports; 2) maintain bilingual (Spanish) Case Manager or Case Manager Aide (at least .75 FTE); and 3) submit plan for outreach to hard-to-reach populations with program and fiscal reports at mid-year.

## **WISE SENIOR SERVICES PARATRANSIT, EDUCATION AND OUTREACH PROGRAM**

### **FY 2003-04 Funding Level:**

\$131,200 (Prop. A)

### **Program Summary:**

The program provides outreach and education services related to transportation options for seniors and persons with disabilities. Services include intakes, monthly group classes, and community education. WISE will work in partnership with the Big Blue Bus.

**FY 2003-04 Funding Conditions:**

1) Work with City staff to develop and implement policy for riders under the age of 18; 2) submit plan for outreach to disability population, including those under 18; 3) work with existing (and new, if necessary) service provider contractor to track client base for reporting purposes; 4) develop plan to reduce or restrict service over 5 years in conjunction with Big Blue Bus and Human Services Division grant/contract monitor in preparation for anticipated constricting funding; submit with mid-year reports; 5) develop guidelines and budget for reduced fares offered to those who cannot pay; submit with mid-year reports; 6) develop and submit written policy for use of taxis; submit with mid-year reports; and 7) submit revised Program Plan for City approval by July 31, 2003.

**WISE SENIOR SERVICES - WISE ADULT DAY CARE PROGRAM**

**FY 2003-04 Funding Level:**

\$120,814 (General Fund). Funding level is \$1,982 less than requested budget because program has historically returned this amount of unspent funds.

**Program Summary:**

The program provides adult day care to 61 Santa Monica residents with moderate to severe dementia, including persons with Alzheimer's Disease, frail seniors, and those with mild memory loss, Parkinson's, or stroke sequelae. Services include music and art therapy, exercise, inter-generational programming and caregiver support groups. Program outcomes include: 1) increased socialization of 95% of participants; 2) decreased depression for 80% of participants; and 3) maintaining physical competence for 60% of participants.

**FY 2003-04 Funding Conditions:**

1) Submit revised Program Plan by July 31, 2003; and 2) hours of operation must be, at a minimum, 7:30 a.m.-6:30 p.m., Monday-Friday.

**WISE SENIOR SERVICES - WISE AMERICA READS**

**FY 2003-04 Funding Level:**

\$30,750 (General Fund)

**Program Summary:**

The program will recruit, train and maintain a corps of 100 senior volunteers who will tutor 225 low-income children at Muir, Rogers, Edison and McKinley elementary schools, the Police Activities League and Fairview Branch Library annually. Services include: 1) School based tutoring; 2) program based tutoring, 3) workshops and roundtables; and 4) coordination of the Santa Monica Tutorial Network.

**FY 2003-04 Funding Conditions:**

Hours of operation must be, at a minimum, 9:00 a.m.-5:00 p.m., Monday-Friday.



## **Attachment IV**

### **Overview of Contributing Funding Sources**

**FY 2003-06 COMMUNITY DEVELOPMENT PROGRAM  
OVERVIEW OF CONTRIBUTING FUNDING SOURCES**

<u>FUNDING SOURCE</u>	<u>FY 2002-03 FUNDING LEVEL</u>	<u>FY 2003-04 FUNDING LEVEL</u>	<u>VARIANCE (\$)</u>	<u>VARIANCE (%)</u>
General Fund	\$5,561,244	\$4,934,830	(\$626,414)	(11%)
Proposition A	\$194,887	\$192,387	(\$2,500)	(1%)
CDBG - Public Service	\$242,442	\$242,442	\$0	0%
CDBG - Capital/Res. Rehab	\$1,348,100	\$1,581,561	\$233,461	17%
L.A. County (Meals)	\$76,528	\$76,528	\$0	0%
HUD SHP	\$343,405	\$296,029	(\$47,376)	(14%)
HOME	\$32,900	\$32,900	\$0	0%
RDA Fund 18	\$121,000	\$112,100	(\$8,900)	(7%)
Housing Authority	\$81,998	\$91,998	\$10,000	12%
<b>TOTAL</b>	<b>\$8,002,504</b>	<b>\$7,560,775</b>	<b>(\$441,729)</b>	<b>(5.5%)</b>

A net operating decrease of \$626,414 to the City's General Fund contribution to the FY 2003-04 CD Program is due to: 1) a transfer (\$21,590) to the Community Programs Division for the support of the Boys and Girls Club skatepark; 2) a transfer (\$308,719) to the non-departmental budget for the Santa Monica-Malibu Unified School District (SMMUSD) as unrestricted funds in order to provide flexible support to the District (this will be reflected in the adopted budget as part of the joint use agreement SMMUSD); 3) a decrease (\$114,555) due to agencies' proposal submittals with budget reductions; and 4) a decrease (\$181,550) due to agencies' histories of returning grant funds and program and budget efficiencies. Excluding the transfers out of the CD Program, the net operating decrease to the City's General Fund contribution is \$296,105 (5%).

Proposition A funds reflect an operating decrease of \$2,500 due to a transfer to the non-departmental budget (transportation of Latino parents and students to and from field trips).

Funding allocations reflect a decrease in the City's Community Development Block Grant (CDBG) entitlement grant, from \$1,787,042 in FY 2002-03 to \$1,710,203 in FY 2003-04. Fifteen percent (15%) of these funds are allocated for HUD-eligible public services (i.e. human service grants), up to 20% is available for City administrative indirect expenses, and

the remaining balance may be used for CDBG-eligible capital improvement projects benefitting low-income Santa Monica people. For an overview of how CDBG funds are allocated in FY 2003-04, please refer to the FY 2003-04 HUD Action Plan, which is bound under separate cover.

FY 2003-04 funding from Los Angeles County for home-delivered meals to home-bound seniors remains at the FY 2002-03 level.

The HUD Supportive Housing Program (SHP) grant, a three-year homeless services renewal grant (\$1,145,824) starting in November of 2001, will continue into its third year in FY 2003-04. Year 3 fund allocations remain at the FY 2002-03 level. In summer of 2003, the City will compete to renew the grant for FY 2004-05.

Changes to the FY 2003-04 fund allocations within the HOME and RDA Fund 18 funding sources result from a decrease in funding to Community Corporation of Santa Monica (CCSM) as requested by the organization. These funding sources support affordable housing activities through CCSM. CCSM is requesting a decrease of \$8,900 to their City grant as they increase funding through non-City sources.

Projected FY 2003-04 funding from the Housing Authority for case management services reflects an operating increase of \$10,000.

