

COMMUNITY DEVELOPMENT AUTHORITY  
CITY OF WEST ALLIS  
RESOLUTION NO: 1358  
DATE ADOPTED: August 18, 2020

Resolution to consider a professional service sole source contract with Lutheran Social Services to provide service coordination of a Family Self-Sufficiency Program as part of the Housing Choice Voucher and Veteran Affairs Supportive Housing programs in the amount of \$96,687.

WHEREAS, the Community Development Authority of the City of West Allis (the "Authority"), serves as the administrator of the 557 vouchers of Housing Choice Voucher Program and 149 Veteran Affairs Supportive Housing (VASH) Programs that provide rent assistance to income qualifying individuals;

WHEREAS, the Housing Choice Voucher Program and VASH are funded annually by a grant contract from Housing and Urban Development (HUD);

WHEREAS, under the Housing Choice Voucher Program and VASH, HUD is requiring the implementation of a Family Self Sufficiency (FSS) Program in which case management is provided to participating individuals to help improve life skills and provide economic assistance to enhance an individual's position;

WHEREAS, the FSS program has a goal to provide FSS coordination for 25 or more individuals;

WHEREAS, a FSS program would be funded through the administrative fees generated by servicing current rent assistance vouchers and administrative fee reserve account.

WHEREAS, the Executive Director is recommending a professional sole source contract with Lutheran Social Services per the scope of services hereby attached as Attachment A – Scope of Services and per the budget hereby Attachment B - Budget

WHEREAS, the funding for the contract with Lutheran Social Services would be supported by an allocation of funds from the Administrative Fee Reserve for the Voucher program.

NOW, THEREFORE, BE IT RESOLVED by the Community Development Authority of the City of West Allis as follows:

1. That the Executive Director or its designee, be and is hereby authorized and directed to execute and deliver the aforesaid Contract on behalf of the Community Development Authority.
2. That the sum of \$96,687 is hereby appropriated from Administrative Fee Reserve account for the Housing Choice Voucher Program.
3. That the Executive Director of the Authority, with the approval of the City's Director of Finance, or their designees, are hereby authorized and directed to take any and all other actions on behalf of the Authority which he deems necessary or desirable in connection with the aforementioned Development Agreement, including, without limitation, negotiating, executing, delivering and performing obligations under any and all documents in connection therewith including, without limitation, the sale of land, loan commitments, loan agreements, mortgages, notes, guaranties, security agreements, escrow agreements, certificates, affidavits, assignment agreements, pledges, disbursing agreements, subordination agreements, environmental agreements, indemnification agreements, land use restriction agreements, certified survey maps, easements, operating reserve agreements, replacement reserve agreements, working capital agreements, grant agreements and financing statements.

3. BE IT FURTHER RESOLVED, that the City Attorney be and is hereby authorized to make such non-substantive changes, modifications, additions and deletions to and from the various provisions of the Assignment and Assumption Agreement and Amendment, including any and all attachments, exhibits, addendums and amendments, as may be necessary and proper to correct inconsistencies, eliminate ambiguity and otherwise clarify and supplement said provisions to preserve and maintain the general intent thereof, and to prepare and deliver such other and further documents as may be reasonably necessary to complete the transactions contemplated therein.

BE IT FURTHER RESOLVED, that the Executive Director, or his designee, be and is hereby authorized and directed to enter into a professional services contract up to \$96,687 with Lutheran Social Services to provide service coordination of a Family Self-Sufficiency Program.

Approved: \_\_\_\_\_

  
John F. Stibal, Executive Director  
Community Development Authority

August 5, 2020

Thank you for reaching out to Lutheran Social Services to discuss the West Allis Housing Authority's Family Self-Sufficiency Program. After reviewing the scope of services provided we believe the program will align nicely with our existing Housing programs. We are proposing staffing that includes a Service Coordinator at 1 FTE and .1 FTE of a Program Manager. Below is a description of our Service Coordination Program and the services we could provide to assist individuals and families work towards their goal of being self-sufficient.

The LSS Service Coordination Program for housing is designed to help residents live comfortably and independently with the help of supportive services and community supports. We have been providing service coordination to residential communities (affordable housing, market-rate housing and tax-credit housing) throughout Wisconsin and Upper Michigan for more than 25 years.

We provide our program staff with ongoing training, and we provide property owners with monthly reports and annual quality assurance reviews. Surveys show that more than 90% of residents receiving services from our Service Coordinators are satisfied with the services received.

Our Service Coordination team will design and structure a Family Self-Sufficiency Program whereby the designated Service Coordinator will:

- Work with families and individuals to create individualized service plans to help participants determine the actions and goals necessary to become self-sufficient.
- Organize educational presentations and workshops to link participants to job training, educational, and other resources to develop self-sufficiency.
- Connect and outreach with community programs and resources for education and supportive service referrals.
- Advocate in the best interests of residents (with their permission) and encourage each resident to advocate for themselves.
- Ensure that residents are aware of and can access the supportive services they need to continue living in their residence.
- Assist residents to understand their rights & responsibilities as good tenants
- Coordinate with the City of West Allis to complete all necessary HUD reporting requirements and documentation to ensure program compliance

Our service coordinators help people take control of their lives so they can become independent, productive members of the community. Based on their interests, we offer help in various areas such as:

**Financial Literacy** — budget and debt counseling, debt management plans, bankruptcy counseling and education, credit report review and financial education

**Employment Services** — a variety of services to help participants find employment that fits their interests and abilities, including vocational/job training, resume development, volunteer opportunities and interview skills

**Adult Education Services** - identify, access and coordinate services for participants that can help them remain independent. Service coordinators can provide assistance in linking residents to educational services, schooling, vocational training, or employment

**Accessing Benefits** — provide assistance in applying for any government entitlement, veteran's benefits, public benefit or social services programs, assist in maintaining or choosing alternative benefits, or assist with accessing various other private insurance or benefit matters

**Mental Health Services** – provide access to LSS therapists/counselors on site to work with residences on issues regarding behavioral interventions, positive parenting, AODA, or other identified needs

We look forward to continuing to work with you on this opportunity, and will await your direction as to next steps.

We appreciate the possibility of providing services to the West Allis Housing Authority and look forward to continuing the discussion.

Sincerely,

Dennis Hanson  
Vice President/Residential and Housing

**Budget Proposal- West Allis Family Self-Sufficiency Program  
Presented by Lutheran Social Services**

Salary Expense	\$45,550.00
Benefits and Taxes	\$17,218.00
Professional Fees	\$3,128.00
Supplies	\$468.00
Telephone & Postage	\$908.00
Print & Publications	\$110.00
Transportation	\$1,100.00
Conference/Convention	\$523.00
Equipment	\$495.00
Miscellaneous	\$8,947.00
Direct Program Costs- Business Services	\$3,750.00
Total Direct Expenses	\$82,197.00
Allocated Administrative Services	<hr/> 9,886.00
Reserve	4,604.00
<b>Total Program Cost \$</b>	<b>96,687.00</b>