HUMAN SERVICES GRANTS PROGRAM (HSGP)

FY 2020-21 PROGRAM STATUS REPORT

Agency: Westside Food Bank\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program: Emerg. Food Distribution\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

###### FY 2020-21 SUBMISSION CALENDAR



**Instructions:**

* This document should be used by HSGP grantees to report on mid-year and year-end outcomes and accomplishments.
* All reports submitted to the City are considered public record. Please note that staff will use the information provided in the mid-year and year-end reports to provide Council and the public with summary reports of agency performance highlighting key outcomes, successes, findings and concerns.
* Some programs or agencies may be subject to additional or different reporting requirements per the program’s Exhibit A, Special Funding Conditions, of your executed Grant Agreement with the City.
* It is important, when preparing this report, to be familiar with the program’s Exhibit B, Program Plan, of your executed Grant Agreement with the City.
* Please insert responses in the spaces provided for Sections I-VII for both the Mid-Year and Year-End Program Status Reports.
* A separate Program Status Report must be prepared for each Program Plan specified in your contract.
* To submit your completed report to the City, upload the file to your agency’s SharePoint folder. A link to your agency’s SharePoint folder as well as instructions on how to use the site will be emailed to your staff separately.

###### SECTION I: PROGRAM ACCOMPLISHMENTS, CHALLENGES, AND CHANGES

Provide a brief summary of your program accomplishments, challenges, and changes that occurred during the reporting period. Please also provide information or observations related to population or service trends.

WSFB continues to adapt to the explosion of local need brought on by the COVID-19 crisis. Early on, we revamped our food distribution practices to avoid coronavirus infection, and we are still using the new methods. We benefited from doing much of our work from home, from a much-improved digital warehouse management system, and from offsite food storage. We continue to supply our member agencies with more food using increased funding from individuals and foundations. In the spring of 2020 we coordinated with the City of Santa Monica to create a new pantry at Virginia Avenue Park that expanded food relief to the Pico Neighborhood and throughout Santa Monica. We provided food to Meals on Wheels West and to SM Community Housing Corp, as well as significantly more food to Santa Monica College to accommodate their drive-through food distributions to students. We continue to work closely with all our member agencies, the California Association of Food Banks, the Westside Coalition on Housing, Hunger and Health, the Cities of Santa Monica, Culver City, Beverly Hills, and Los Angeles, and the County of Los Angeles to coordinate services, share resources, and explore new opportunities for collaboration. We are starting to take advantage of added adjacent warehouse space that will be available throughout FY 21-22. We are aware that the effects of the Delta coronavirus variant and the upcoming terminations of pandemic rent forbearance and SNAP enhancement might cause even higher local need for food assistance.

###### SECTION II: ASSESSMENT, EVALUATION AND PARTICIPANT INVOLVEMENT

Briefly describe or list any program assessment or evaluation efforts during the reporting period and summarize the results achieved. Specifically highlight any program participant involvement in these efforts.

Please highlight any new efforts to collaborate with other service providers and/or leverage services. Please include the agency name(s) and service(s) provided.

--- Our clients are our member agencies, which we supply with food. 24 of our associated programs serve SM residents.

--- WSFB’s staff and Board regularly reviewed monthly reports from member agencies.

\_\_ WSFB held a successful virtual Hunger Walk during the week between Nov.8, and Nov.15, 2020.

###### SECTION III: BOARD INVOLVEMENT

Please indicate:

* Number of Board meetings conducted during the reporting period & average Board attendance
* Board development activities conducted during the reporting period
* Significant policy directions or actions taken by the Board during the reporting period
* Number of board members who reside and/or work in Santa Monica
* Board vacancies and plans to fill those vacancies, if applicable

--- Between 7/1/20 and 6/30/21, we had six regular Board meetings via Zoom. We have 24 Board members, and the average attendance in those six Board meetings was 21 Board members.

--- During the year the Board added one new male Board member and three new female Board members, two of whom are women of color. The Board also concluded a project of more clearly defining the roles of all of the Board’s committees.

--- The Board adopted an Investment Policy.

--- There are 13 Board members who either work or live in Santa Monica.

--- There are now no Board vacancies.

###### SECTION IV: STAFFING PATTERN

Have there been any staffing changes during the reporting period (i.e., staff vacancies, staff recruitment, changes in FTE)? Please describe. If staff vacancies exist, please provide an anticipated hiring date and explain how caseloads and work have been distributed to ensure service levels are maintained.

In December 2020, our part-time office employee left the employment of WSFB. We have replaced her with a full-time employee.

Please indicate how volunteers or paid or unpaid interns were used during the reporting period. Provide the total number of volunteers or interns and hours provided.

Volunteers were used mainly for food sorting and for pre-packing member agencies’ food orders. During the year 695 volunteers worked 5,880 hours for WSFB.

**SECTION V: SPECIAL FUNDING CONDITIONS**

Provide a status report on how the agency is meeting its funding conditions listed in Exhibit A of your Grant Agreement, clearly addressing each individual funding condition in bullet point format.

1. WSFB will participate in helping the City to develop outcome measurement systems and better methods of tracking demographics and outcomes.
2. WSFB has found ways to make operational changes that better defend against COVID transmission and that guard against any COVID-related interruptions of our daily service of distribution thousands of pounds of free food to our clients, the local food assistance nonprofits (plus the City’s own pantry at Virginia Avenue Park). These are mainly changes that minimize contact between our staff and the member agency representatives that come to our warehouse for regular food pickups, such as adopting a digital warehouse management system that allows for pre-packing of their weekly food allotments and mandating that only one agency at a time can visit our warehouse. We have also severely limited volunteer food sorts and physical food drives. (We have not had any warehouse worker come down with COVID, nor have we ever had to interrupt our service.)
3. We are working from a current agency Strategic Plan that emphasizes diversity, equity, and inclusion. Within the past year our staff has had the required harassment training, and has had implicit bias training as well. Our last two employee hires have been women of color, and two of the last four members to have been added to our Board are also women of color. Our agency has only one program, Emergency Food Distribution; our four supervisory staff members are one Latina, one female Asian-American, one Latino, and one Anglo male. Our Board includes ten women and fourteen men. Our Board President and Vice-President are both women. The ethnic breakdown of our Board is: Anglo –19; Black – 2; Latina – 2; Asian-American – 1.

**SECTION VI: DEMOGRAPHICS**

The following tables track data on program participant needs and the inter-agency relationships utilized to address them. Please provide this information as completely and accurately as possible for participants entering your program.

|  |  |  |
| --- | --- | --- |
| **ASSESSMENT OF ADDITIONAL SERVICE NEEDS**  **(Santa Monica Participants)** | **FY 20-21**  **Number Responding “Yes”**  **at Mid-year** | **FY 20-21**  **Number Responding “Yes”**  **at Year-end** |
| 1. “Do you or anyone in your household have unmet employment needs?” | N/A | N/A |
| 1. ”Have you missed or been late on a home rental or mortgage payment within the last 12 months?” | N/A | N/A |
| 1. “Do you or anyone in your household have an unmet childcare/afterschool need?” | N/A | N/A |

|  |  |  |
| --- | --- | --- |
| **INCOMING PARTICIPANT REFERRALS**  **(Santa Monica Participants)** | **FY 20-21**  **Number**  **at Mid-year** | **FY 20-21**  **Number**  **at Year-end** |
| Participants referred by another agency | N/A | N/A |
| **Please list the top 3 referring agencies** |  |  |
|  | N/A | N/A |
|  | N/A | N/A |
|  | N/A | N/A |

**SECTION VII: PROGRAM SERVICES AND OUTCOMES**

Provide a status report on the program activity levels and outcomes for Santa Monica program participants as indicated in Section III of your Program Plan. Examples have been provided for your reference; please insert rows as needed to align with your Program Plan. For outcome achievement not documented in a report, please provide narrative explanation and/or documentation of how outcome data is captured.

| **OUTPUTS AS SHOWN IN PROGRAM PLAN** | **OUTPUT STATUS REPORT**  (Actual number of unduplicated persons who received/participated in the output during the reporting period) | **OUTCOMES AS SHOWN IN PROGRAM PLAN** | **OUTCOME STATUS REPORT**  (Actual number and percentage of unduplicated participants who achieved the outcome during the reporting period) |
| --- | --- | --- | --- |
| Service: Supplying 1,101,600 pounds of food per year in SM, translating into 881,280 meals per fiscal year Service: Enhancing quality of WSFB food distributed to SM residents by ensuring that >25% of the value of the food is PRODUCE and that >15% of value is HI PROTEIN FOOD  Service: Enhancing grocery bill savings of at least $200 per month per household for SM residents fully engaged in getting food pantry assistance  Service: Facilitating increased CalFresh applications | Service: 1,994,840 pounds, translating into 1,595,872 meals throughout the fiscal year  Service: PRODUCE was 54% of the value of the food we distributed to SM residents, and HIGH PROTEIN food was 23% of the value during the fiscal year.  Because the quality of food distributed by WSFB has improved, we now calculate that being fully engaged with food pantry service saves the average SM pantry client household ca. $350 per month.  See Variance Report. | (WSFB’s output poundage [1,994,840] to SM residents is now being calculated on the basis of measured warehouse distribution only.) N/A | (Though WSFB still activates a lot of indirect distribution, such as volunteer food pickups & deliveries, such food has become too hard to quantify.) N/A |
| N/A | N/A |

###### VARIANCE REPORT:

###### Mid-year: Please identify specific outputs or outcomes not on track for being met by year-end. Provide an explanation of the barriers the program is experiencing and the steps the staff is taking to mitigate the situation.

RE: ‘Facilitating CalFresh Applications’ --- during the period of COVID, at Westside Food Bank we have suspended any CalFresh outreach, in light of virus transmission danger and in recognition of improved remote outreach by LA County’s Department of Public Social Services.

###### Year-end: Please provide an explanation for each output or outcome for which achievement is above or below 10% of the projected target.

We significantly exceeded our first three output goals during FY 20-21 because unexpectedly large financial contributions from the general community and from foundations allowed us to acquire greater quantity and higher quality of food than we had anticipated. This helped us come closer to meeting the great increase in local food assistance need caused by the pandemic.

RE “Facilitating CalFresh Applications”, please see “Mid-year Variance Report”, above.

**SECTION VII: PROPERTY MANAGEMENT**

If this program has entered into a lease agreement with the City of Santa Monica, please provide a status report of facility improvements and routine maintenance performed during the reporting period.

NA

**By submitting this report to the Housing and Human Services Division, I certify that this report is true, complete and accurate to the best of my knowledge and that all disbursements have been made in compliance with the conditions of the Grantee Agreement and for the purposes indicated.**