HUMAN SERVICES GRANTS PROGRAM (HSGP)

FY 2021-22 PROGRAM STATUS REPORT

Agency: \_Santa Monica College\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program: \_Pico Partnership\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **SELECT** |
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###### FY 2021-22 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.

Despite a downward trend in community college enrollment across the nation, the program managed to recruit and onboard its largest new student cohort in recent years. Our focus remained on recruitment in the Pico Neighborhood, utilizing a direct referral process with community agencies such as Youth Resource Team, Police Activities League, Community Corporation of Santa Monica, Boys and Girls Club of Santa Monica, and Olympic and Santa Monica High Schools. Nearly 90% of new participants onboarded are from the Pico neighborhood. The program successfully transitioned all admission documents to an online platform and conducted multiple virtual program orientations, streamlining and strengthening the onboarding process for new students.

The program strengthened its partnership with Virginia Avenue Park, recruiting 3 participants to serve as academic tutors for the park’s Academic Assistance Program. The program held a Fall kick-off event at Virginia Avenue Park’s outdoor courtyard to welcome new students to the program and continuing students to a new semester, giving out grocery gift cards, school supplies, and program t-shirts, courtesy of the college’s Associated Students and EOPS program. The program also continued its efforts to engage students virtually, offering a Time Management workshop and the program’s annual Halloween party. Additionally, the program partnered with Family Service of Santa Monica (FSSM) to offer a Holiday Self-Care seminar to students in preparation for the stress of holidays and finals. The program participated in leading Pico Neighborhood Partnership’s Wellbeing For Everyone event at Virginia Avenue Park, funded by the city of Santa Monica’s wellbeing grant.

The biggest challenge during this reporting period continued to be mitigating the COVID-19 pandemic’s effects on participants’ academic success. Program participants continued to struggle learning and engaging in an online college environment, requiring varied resources to address the financial, psychological, academic, and basic needs necessary to succeed in college. The program designated an academic counselor to work with a caseload of students experiencing academic difficulties, who made proactive phone calls to check in on students, connect them to resources, and provide ongoing and intrusive academic counseling.

###### 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.

Assessment and Evaluation:

The program continues to gather data for the purpose of assessment and evaluation. Demographic data for this reporting period was gathered through the college’s Office of Institutional Research, Human Resources department, student information system, and student data logs. New student needs were assessed by updating questions on the program application. Answers to these questions informed support and referrals provided by academic counselors. A comprehensive student survey will be implemented at the end of Spring semester to collect feedback on program services.

Collaboration:

Pico staff regularly collaborate with community agencies through ongoing meetings and events. The Pico Partnership outreach counselor attends regularly scheduled virtual case conference meetings for the Youth Resource Team (YRT). Pico staff also remain in contact with YRT Case Managers to monitor the progress of YRT youth who are part of Pico Partnership or are prospective participants. The program manager regularly participates in Santa Monica Cradle to Career meetings to share updates and resources amongst community stakeholders. The program continues to collaborate with Family Services of Santa Monica (FSSM) through a Memorandum of Understanding (MOU). Program counselors continue to evaluate participant needs and make referrals to FSSM where participants can work with a clinician. Additionally, collaboration with FSSM this reporting period resulted in offering a wellness workshop run by an FSSM graduate intern. A Letter of Agreement was renewed with Virginia Avenue Park’s academic assistance program and Pico Partnership provided 3 participants to serve as academic tutors during this reporting period.

###### SECTION III: BOARD INVOLVEMENT

Please indicate:

* Number of Board meetings conducted during the reporting period
  + A total of 7 board meetings were conducted during this reporting period. This includes 6 regular meetings and 1 special meeting (closed session) at the end of the reporting period.
* Average Board member attendance
  + There was an average of 7 board members present and 1 student trustee.
* Board development activities conducted during the reporting period
  + The board held a closed session meeting during the summer for the purpose of evaluation of the Superintendent/President.
* Significant policy directions or actions taken by the Board during the reporting period
  + During this period, the board acted on policy related to the ongoing pandemic, including directing the college’s vaccination requirement for students and employees. During one of the study sessions the board reviewed action planning and board goals and priorities for 2021-22 and adopted the fiscal year budget. The board also directed the college’s five-year construction plan, established an MOU between SMCCD and CSEA Chapter 36, and made salary adjustments to all Academic Administrators and Classified Employees.
* Number of board members who reside and/or work in Santa Monica
  + All 7 board members reside and/or work in Santa Monica.
* Board vacancies and plans to fill those vacancies, if applicable
  + There are no board vacancies during this reporting period.

###### 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.

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. If interns were used, please indicate their program level (e.g. undergraduate, masters).

A new counselor joined the staff replacing a former counselor. This did not impact the services provided to students. No volunteers were used during this reporting period. Paid interns are utilized as a resource for wellness services for program participants through SMC’s Center for Wellness & Wellbeing (CWW) and Family Service of Santa Monica (FSSM). CWW interns are post-Doctoral level and are under the supervision of full-time psychologists at the Center. FSSM interns are current graduate students under supervision of a full time licensed clinical social worker.

**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.

**Standard Funding Conditions:**

1) Participate in the City’s efforts to develop an outcomes measurement system to better track human services program demographics and outcomes. Participation may include but is not limited to: meeting with City staff, consultants, and; providing information regarding current data systems, technology infrastructure, policies and procedures, needs, opportunities, and concerns; incorporating the City into existing consent for release of information forms; signing and adhering to the City’s data management Agency Agreement; and contributing data to a centralized data management system. Aggregated or de-identified information may be requested for the purposes of analyzing data being collected.

* Since transitioning to a remote environment, the program has not been invited to any opportunities to participate in these efforts by the city. The program is prepared to fully engage with the city on the development of an outcomes measurement system.

2) Detail steps taken to safely reopen facilities and provide services in response to needs emerging from the COVID-19 pandemic, including modifications to service delivery and program facilities to ensure compliance with current public health guidance.

* The program has adhered to all safety guidelines set by the college, including serving students in a fully remote capacity for this reporting period. All services, including academic, career, and wellness counseling, were conducted virtually by phone or video. The program conducted all outreach and onboarding activities remotely. Administrative staff worked occasionally from the campus while the college continues to establish its reopening plan and adhered to all safety precautions set by the college, including completion of a campus visit COVID-19 survey the morning of the campus visit, wearing a mask at all times while in the office, and staggering schedules to limit the number of staff in one department on the same day.

3) Agency will assist eligible participants in submitting applications to applicable relief and housing sustainability programs, including local, state, and federal rental assistance programs, including but not limited to: Housing Choice Voucher (HCV) and Below Market Housing (BMH) Waitlists, Preserving Our Diversity (POD), Continuum of Care (CoC), and HOME voucher programs.

* The college partners with Safe Place for Youth (SPY) to provide students with a designated Housing Specialist. Program counselors make referrals to the Housing Specialist for housing support, including assistance with housing applications to Santa Monica Housing programs. The program also makes referrals to Community Corporation of Santa Monica.

**Youth & Families Agencies:**

1. Actively participate in appropriate Santa Monica Cradle to Career (smC2C) collective impact meetings and initiatives, which may include but are not limited to: smC2C work groups, Child and Youth Resource Teams (CYRT), Early Childhood Task Force, and Education Collaborative.

* Program staff actively participated in Youth Resource Teams (CYRT) and Cradle to Career (smC2C) meetings during this reporting period.

1. Work with the City and the youth and families' network of care to provide coordinated support to individuals and families that might require agency expertise in the aftermath of a serious community crisis. A community crisis may include a traumatic event or emergency condition that creates distress, hardship, fear or grief and has a special significance to the community.

* The program has been committed to providing care and support, including referrals to community agencies, to provide coordinated support to participants experiencing distress, hardship and/or grief related to the COVID-19 pandemic.

**SECTION VI: SERVICE NEEDS AND REFERRALS**

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.

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| --- | --- | --- |
| **ASSESSMENT OF ADDITIONAL SERVICE NEEDS**  **(Santa Monica Participants)** | **FY 2021-22**  **Number Responding “Yes”**  **at Mid-year** | **FY 2021-22**  **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 |

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| **INCOMING PARTICIPANT REFERRALS**  **(Santa Monica Participants)** | **FY 2021-22**  **Number**  **at Mid-year** | **FY 2021-22**  **Number**  **at Year-end** |
| Participants referred by another agency |  |  |
| **Please list the top 3 referring agencies** |  |  |
| * 1. **Boys & Girls Club of Santa Monica** | 13 | 13 |
| * 1. **Virginia Avenue Park** | 7 | 8 |
| * 1. **Youth Resource Team** | 5 | 5 |

**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 VII 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.

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Service Category/ Program Goal** | **Activity Type** | **Activity Description** | **Annual Target\*** | **Documentation**  **Method** | **Mid-Year Status Report** | **Year-End Status Report** |
| 1 | Improve Academic Performance | Output | Participant receives academic and career counseling | 50 SMPP | Case File |  |  |
| Outcome | 100% will develop an educational plan | 50 SMPP | Case File/Report | 57 of 57 participants developed an educational plan | 62 of 62 (100%) participants developed an educational plan |
| Output | Counselors provide case management and referrals to on and off campus services | Varies | Case File |  |  |
| Outcome | 80% will follow-up on referrals to on and off campus services | 80% of referred SMPP | Student Data Log/Report | 28 of 37 participants (76%) followed up on at least 1 referral. | 43 of the 51 participants (84%) followed up on at least 1 referral. |
| Output | Counselors provide case management, academic counseling and/or early alert intervention | 50 SMPP | Case File |  |  |
| Outcome | 70% will successfully complete the Fall 2021 semester with a “C” (2.0 GPA) or higher | 35 SMPP | Student Data Log/Report | 35 of 57 participants (61%) completed the Fall 2021 semester with a 2.0 GPA or higher. | Outcome assessed during mid-year. |
| Output | Participant receives academic, career, and/or wellness counseling | 50 SMPP | Case File |  |  |
| Outcome | 50% will persist to Fall 2022 | 25 SMPP | Student Data Log/Report | 36 of 54 (67%) participants persisted from Fall 2020 to Fall 2021. | This outcome will be assessed during the following reporting year. |
| Output | Students will enroll in a minimum of 6 classes or 18 units each year | 50 SMPP | Case File/Report |  |  |
| Outcome | 75% will make satisfactory progress toward their goal completing a min. of 4 courses or 12 units from educational plan | 37 SMPP | Student Data Log/Report | This outcome will be assessed at year end. | 36 of 62 students (58%) of participants made satisfactory progress toward their goal completing a min of 4 courses or 12 units from educational plan. |
| Output | Participant will receive academic counseling and sign program contracts to follow counselor approved education plan | 50 SMPP | Case File |  |  |
| Outcome | 15% will graduate and/or transfer within 3 yrs annually | 7 SMPP | Student Data Log | This outcome will be tracked at the end of the academic year. | 7 of 62 students (11%) graduated/transferred during this reporting period. Of the graduates, 7 students, 4 (6%) did so within 3 years. |
| 2 | Improve Career Readiness | Output | Participant receives career counseling services | 50 SMPP | Student Data Log/Report |  |  |
| Outcome | 100% will identify a degree/career goal by the end of the first year | 50 SMPP | Student Data Log/Report | 57 of 57 (100%) participants have identified a college major/educational goal | 62 of 62 (100%) participants have identified a college major/ educational goal. |
| 3 | Decrease Financial Burden | Output | Participant receives assistance with financial aid and scholarships | 50 SMPP | Case File |  |  |
| Outcome | 100% will apply for financial aid | 50 SMPP | Student Data Log/Report | 51 of 57 (89%) participants have applied for financial aid. | 60 of 62 (97%) participants have applied for financial aid. |
| Output | Participant receives bookstore vouchers to offset educational expenses | 42 SMPP | Case File/Student Data Log |  |  |
| Outcome | 85% will have access to necessary textbooks | 42 SMPP | Student Data Log/Report | 57 of 57 (100%) participants were given a Fall semester bookstore voucher | 61 of 61 (100%) participants were given a Spring semester bookstore voucher. |
| Output | Participant receives bookstore vouchers to offset educational expenses and assistance with financial aid | 50 SMPP | Case File/Student Data Log |  |  |
| Outcome | 75% will report a reduced financial burden of attending college as a result of services provided through the program (i.e. book vouchers and assistance with the College Promise Grant, AB540, and FAFSA applications). | 37 SMPP | Student Survey | This outcome will be assessed at the end of the academic year. | Of students surveyed (25), 96 % reported a reduced financial burden as a result of services provided through the program. |

###### 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.

All outcomes have been met, or are on track to be met, within 10% of the projected target by year-end.

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

Outcome 5: The ongoing COVID-19 pandemic has been the biggest barrier to students’ success during this reporting period. Students are also facing an increase in the cost of living. For example, four out of the nine students who requested reduced course load cited work schedule as a reason (increase in hours). Reduced course loads were approved on a case-by-case basis with a counselor. Allowing students, a reduced course load when warranted ensures students continue progressing towards their overall educational goal. Although this negativity impacts our data in the short run, it allows the students to have the support they need and to be successful in the long run. Additionally, three students left the program after the fall semester, one student moved out-of-state, and two students went to a trade school. Furthermore, this student population continues to face challenges associated with family obligations, financial uncertainty, or mental and physical health. Therefore, some students are unable to complete the program’s nine unit's minimum requirement per semester. However, we continue to work with these students to support them so they can complete these 9 units per semester going forward and making progress to their educational goals. Counselors seek out resources and provide referrals to students for mental health services, tutoring, food and housing insecurities.

Outcome 6: Students prolonged transfer and or graduation due to the COVID-19 pandemic prompting ongoing uncertainty whether colleges across the nation would conduct classes remotely or in-person. In the program’s Spring survey, results also indicated that students experienced: difficult home environment, unreliable internet, lack of peer interaction, and difficulty communicating with professors as challenges this academic year. Additionally, many students were required to repeat courses due to the challenges of transitioning to online learning during the past two years. A strategy that potentially could help mitigate adjusting to online learning would be more counseling hours to provide support during summer and winter intersessions, and thus encouraging students to take one or two classes during winter and summer to help students complete their educational goals in a timely manner.

**SECTION VIII: 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.

N/A

**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.**