HUMAN SERVICES GRANTS PROGRAM (HSGP)

FY 2022-23 PROGRAM STATUS REPORT

Venice Family Clinic

Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SAMOHI Wellness Center

Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **SELECT** |
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| X |

###### FY 2022-23 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.

**Venice Family Clinic Report**

Between January 1, 2023, and June 30, 2023, Venice Family Clinic’s Santa Monica High School (SAMOHI) clinic continued to ensure the availability of comprehensive health care. Though our SAMOHI primary care program experienced a number of changes and challenges this grant year, we also served 377 students in total, exceeding our original grant goal.

As mentioned in our mid-year report, staffing has been a major challenge in our SAMOHI program. Though we started 2023 fully staffed, several other clinic and school administrative staff changes occurred, necessitating shifts in work again. However, our outreach person, who had been on maternity leave, returned in the spring semester, and we have received very positive feedback on our new clinician at this site, Dr. Saya Yusa, who started late in December. Despite the challenges mentioned, we have had some very encouraging staffing successes as well.

Though our appointment no-show rate is still relatively high at this site, we are continuing to make sure students know about Venice Family Clinic services and are going through proper clearances to attend appointments. Next school year, we will also change our schedule for services to be more convenient for students, and appointments will be offered Tuesday afternoon and all day Thursday.

Lastly, we are pleased to report that we made more headway in integrating health education more into our work at SAMOHI. In this grant period, SAMOHI staff and our Health Educator have been communicating more, and they are discussing more ways to present in classrooms. We anticipate changes in this program to occur in the next school year.

**Illuminating SOL Report**

**Accomplishments**

During this reporting period, Illuminating SOL Therapy, Inc. was able to accomplish the following:

• Provided case management to 10 Olympic High School students that included: weekly/bi-weekly/monthly check-ins, coordinated and attended consult meetings with parent, teacher, academic counselor and/or principal, provided client support funds and linkages to community resources and/or services, addressed specific student and/or parent/caregiver needs as appropriate and needed. One home visit took place with principal. Six students met with Santa Monica College counselor to discuss programs, enrollment process. Illuminating SOL Therapy, Inc. was able to provide services in Spanish to 3 of the case management cases as well as interpretation.

• Organized, coordinated, and facilitated 6 monthly provider meetings, which helped in staying up-to-date with OHS campus events and/or meetings, in addition to having on-campus providers share program updates and services.

• Triaged approximately 17 mental health and/or case management referrals appropriate service providers, followed-up with parent/caregiver, and updated referral source on status of the referral.

• Continued to serve as a preceptor and point-person for the two MSW interns, ensuring they were given appropriate cases, tasks, and ways to support the school milieu via direct services such as workshops and/or groups. In addition, Illuminating SOL Therapy Inc, met with the two interns bi-weekly to address questions, and provide support, information, and resources, as-needed for students and/or parents. Both interns reported feeling a part of the school-community, and appreciated the ongoing support and bi-weekly check-ins.

• Served as a mental health consultant to school community that included parents/caregivers, teachers, principal, academic counselor, and bilingual community liaison to address students’ well-being and identify supportive services and/or programs.

• Addressed approximately 4 on-campus mental health crises, helping to de-escalate and provide supportive services and/or resources, as appropriate.

• Coordinated, facilitated 3 principal meetings to address end-of the-year support, graduation, student needs, and other relevant topics to support the school milieu.

• Successfully coordinated 3 on-campus presentations to school-community: Hospitality Training Academy, City of Santa Monica Trades Intern Program, and Santa Monica College Campus Tour.

• Disseminated resources to school community on employment, trades program, off-campus mental health services, legal services, optometry services, community college programs and services, adult education program and parenting programs.

• Assisted with acclimating new service provider to OHS, via a meet and greet, and provided them with on-campus information and monthly meetings updates.

**Challenges**

Challenges remained the same for this reporting period in regards to lack of physical space for on-campus providers. Unfortunately, there was no progress made to obtain additional space; therefore, on-campus providers worked collaboratively with school, including Illuminating SOL Therapy, Inc. to obtain any available shared space.

OHS campus’ population this school year 2022-2023 was approximately 36, with approximately 7 providers including Illuminating SOL Therapy, Inc. Mental health referrals were prioritized to service providers, to ensure they had sufficient cases to remain on-site and provide direct service to the school-community. Illuminated SOL Therapy, Inc. received primarily case management referrals as that was the immediate need for students; therefore, Illuminating SOL Therapy Inc. did not provide mental health services during this reporting period.

**Changes**

The changes mentioned in the prior reporting period remained during this reporting period, where Olympic High School (OHS) and Off Campus Learning Center (OCLC) are now co-located at Santa Monica Community College Campus. OHS was able to obtain a part-time academic counselor, which I was able to work closely with to support the school milieu.

###### 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.

**Venice Family Clinic Report**

Venice Family Clinic’s School-Based Care Program Manager is regularly assessing and evaluating our services at Santa Monica High School. This starts with an assessment of productivity and appointment availability. She checks the appointment grids weekly and follows up with the Site Manager as needed. At the same time, she works to engage the school leadership and ensure that their processes for outreach remain in place and consider changes as needed. These include describing Venice Family Clinic services in the morning announcements, referrals from the school nurse, and referrals from the athletic director. Our Program Manager also tracks no-show rates monthly. She connects with other service providers through a number of venues, including the Advisory Council and Cradle to Career meetings, where she can ask about how process changes are impacting clients to make sure they have their intended impact.

Additionally, in an effort to collaborate with other service providers and leverage our services, in this reporting period our Health Educator participated in the Wellness Resource Fair at SAMOHI to further explain Venice Family Clinic services offered to SAMOHI students.

**Illuminating SOL Report**

During this reporting period, the following results were achieved:

• 10 students received comprehensive case management services, four 12th grade students graduated early or on-time, and 7 received client support funds, 6 met with Santa Monica College counselor to discuss enrollment, transition plan, and/or academic and vocational programs as preparation for post-high school plans.

• Hospitality Training Academy and City of Santa Monica Trades Intern program presented to Olympic High School campus regarding their respective programs, and students took their information for follow-up sessions.

• Santa Monica College provided on-campus tour to approximately 10 OHS senior students, sharing programs, resources, and enrollment process.

• Approximately 20 parent/caregiver conference meetings were held, some that included school principal, academic counselor, and/or teacher to meet the immediate needs of the student and provide supportive services to help improve their academic performance.

• Provided parents/caregivers, students, and/or teachers with local community resource guide per their request. Resources included information on employment services, trades programs, off-campus mental health services, legal services, optometry services, community college programs and services, adult education programs and parenting programs.

Illuminating SOL Therapy Inc. was instrumental and effective in ensuring the on-campus providers received the support and information needed during this reporting period, especially as the school-community adjusted to their new location, at Santa Monica College campus. The on-campus providers remained the same: Providence Saint John’s Social & Emotional Wellness Initiative, Children Youth and Families Collaborative, Saint Joseph’s Center, CLARE MATRIX, and Santa Monica Malibu Unified School District. Illuminating SOL Therapy, Inc. was able to have two meet and greets, one with the new Children Youth and Families collaborative staff, and the second, with the part-time academic counselor that onboarded in February of this year. The meet and greet was helpful in addressing school needs and/or specific students.

Per the feedback of the on-campus providers and school, Illuminating SOL Therapy, Inc. did exemplary in her role in supporting the school milieu, always flexible, available, resourceful, and supportive in addressing the needs of the school. The collaboration this reporting period continued to excel, each provider either providing individual services to students, social-emotional workshops, therapy groups, brief interventions, and/or supportive services to teachers and staff. In spite of the challenges with physical space, the on-campus providers and Illuminating SOL Therapy, Inc. were able to successfully meet the needs of OHS campus.

###### SECTION III: BOARD INVOLVEMENT

Please indicate:

* **Number of Board meetings conducted during the reporting period**

There were six Board meetings during the reporting period.

* **Average Board member attendance**

Average Board member attendance was 71.3%.

* **Board development activities conducted during the reporting period**

The Board Development Committee met five times during the reporting period. This Committee is tasked with Board governance, including periodically reviewing the Clinic’s governing documents; identifying and recruiting new members of each of Venice Family Clinic’s three Boards; Board training and education; and ongoing evaluation of current members to ensure all are in good standing. Elections are held at the annual meeting in June, although members are also elected from time to time at other monthly Board meetings. Note that Venice Family Clinic’s CEO retired in December 2022 so the search for new consumer board members was put on hold for the last few months of 2022. Starting in January 2023, with a new CEO on board, our recruitment of new consumer board members focused on increasing diversity on the Board and locating patients who live or use sites located in the South Bay. We sent flyers to our sites asking patients to indicate if they are interested in Clinic Board membership. Site managers, particularly those in the South Bay, are alerted and asked to help identify patients who may be interested. As of July 2023, we have 21 Clinic Board members.

The Committee’s work during the reporting period included the following:

--Conducted a self-evaluation via survey and presented a report to the Board in February 2023.

--Recommended a new member for the Foundation Board for a successful vote in the March 2023 Board meeting.

--Interviewed, vetted, and recommended for election two patient Clinic Board candidates who were successfully voted to the Board.

--Voted to expand the scope of the CEO Evaluation Committee to include leadership development and committee chair succession planning, and to rename it “CEO Evaluation and Leadership Development Committee”. The Board approved and voted for this in March 2023.

--Reviewed Clinic and Foundation Board rosters to ensure that expiring memberships were renewed in the June 2023 Board meeting.

* **Significant policy directions or actions taken by the Board during the reporting period**

--Strategic Planning – Report to inform new leadership as it prepares to generate the Clinic’s next five-year strategic plan.

--Payment of a retention bonus to eligible employees under the guidelines set forth by the State of California.

--HRSA Compliance: Finance – Sliding Fee Schedule and Policy.

--HRSA Compliance: Behavioral Health Child Development – Annual Enrollment Training for Early Head Start.

--HRSA Compliance: Behavioral Health Child Development – Establish an Evidence-Based COVID-19 Mitigation policy.

--Behavioral Health and Child Development - FY 2023 Head Start Funding Increase ACF-PI-HS-23-02.

--Medical Practice - Shift quality management plan to be renewed on a calendar year schedule and extend current plan through December 2023.

--UCLA Venice Family Clinic Affiliation Agreement – Second Amendment.

--HRSA Compliance: Operations - Patient Eligibility Policy.

--Fiscal Policy Procedure: Capital Project Policy.

--Letter of Credit to purchase 612 Parking lot.

--Revise Clinic Bylaws Description and name of the CEO Evaluation Committee.

--HRSA Compliance: Finance - Venice Family Clinic FY 2022 Tax Return.

--HRSA Compliance: Finance - Venice Family Clinic Foundation FY 2022 Tax Returns.

--Resource Development – New Name 604 Rose Building: Chuck Lorre Rose Avenue Health and Wellness Center.

--Finance Committee - Approval of 2023-2024 FY Operating Budget.

--Behavioral Health and Child Development - Budget Carryover for 09CH010748 for year ended 12/31/22. Total of $2,677,558.

--Behavioral Health and Child Development - Low Cost Extension for 09CH00393-003 to 5/31/24. $2,326,382.

--Behavioral Health and Child Development - Budget for 09CH010748-04-C3 for Year ended 12-31-22. Total of $50,530.

* **Number of board members who reside and/or work in Santa Monica -** 3
* **Board vacancies and plans to fill those vacancies, if applicable –** Not applicable

###### 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.

As mentioned in Section I, staffing continued to be a challenge in this grant period. We began 2023 with a full staff, many of whom were new and going through training. During this time, in March our Site Manager, Laura Cruz, resigned. Her role was briefly filled by our Director of Clinical Operations Susana Estrada. Today, this role is filled by a long-time staff member, Lorena Ramirez, who is also the Site Manager for our Sandy Segal Youth Health Center clinic. In addition to these changes, the front desk person at SAMOHI was let go, and while this role was filled, this new person required training as well. Lastly, our outreach person who had been on maternity leave returned in the spring semester, and we ensured she was brought up to speed on any SAMOHI program changes.

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).

No residents or volunteers participated in providing care during the reporting period.

**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) Participate in the City’s efforts to 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 a City data management 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.**

Venice Family Clinic is open for further discussion on this topic, but we have done nothing more in this reporting period than collect the same data and follow the same processes we have throughout the entire grant term. We did not receive this specific funding condition until the contract was fully executed in January 2023. Please let us know if any adjustments are needed to our typical data tracking approaches.

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

Venice Family Clinic’s clinic at Santa Monica High School has been open since the school itself reopened for the 21-22 school year. Services are also provided to students at other Venice Family Clinic sites and through virtual visits, if that is the patient’s preference. Our safety measures have not changed and include temperature checks, a separate area for students with COVID-19 symptoms, frequent cleaning, required masking, and regular hand sanitizing.

**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.**

Venice Family Clinic’s Resource Case Managers are the designated person who would support participants in submitting these applications, and referrals are made as appropriate.

**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.**

Venice Family Clinic and Illuminating SOL Therapy participate in the appropriate Santa Monica Cradle to Career meetings.

**2) 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.**

Venice Family Clinic has always played a role in coordinating support to individuals and families during serious community crises and would do so in any future event.

**3) Grantee acknowledges the City’s commitment to abuse prevention, as specified in the City’s Administrative Instruction, and hereby certifies that Grantee will similarly maintain this commitment and in furtherance of this commitment will ensure that all of its officers, administrators, employees, contractors, and volunteers who may or will have contact with minors while providing services or performing activities that are directly or indirectly funded with City funds (the “Relevant Personnel”) are screened in accordance with, receive training on, and comply with all federal, state, and local laws, ordinances, regulations, and directives, as well as all rules imposed by school districts or other government agencies, that are directed at preventing abuse or neglect of minors or promoting the safety, protection, and wellbeing of minors (collectively “Child Protection Laws”), including without limitation, where applicable, any of the following:**

**a. requirements for the performance of “Live Scan” background checks which involve submitting fingerprints to the Department of Justice and Federal Bureau of Investigation for all available criminal history information (see California Education Code § 10911.5; California Penal Code § 11105.03);**

**b. requirements to undergo Tuberculosis (TB) risk assessments and/or examinations and produce certificates that show individuals are free of infectious tuberculosis (see California Education Code §§ 49406 and 87408.6; California Health and Safety Code §§I 1597.055, 121525, 121545, and 121555.); and/or**

**c. requirements to complete Child Abuse Mandated Reporter Training in compliance with the California Child Abuse and Neglect Reporting Act (see California Penal Code §§ 11164-11174.3).**

Venice Family Clinic signed our contract for the grant term starting July 1, 2022 on January 10, 2023. The specific language here appears to be new to this year, so we are working to ensure that we are appropriately following the requirements. To that end we will need additional information to clarify expectations on item C above, including the expectations of how we will provide evidence to ensure we are in compliance. Jenny O’Brian, our Director of Institutional Giving, would be happy to discuss clarification on these commitments.

**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.

Venice Family Clinic does not collect the data requested below.

|  |  |  |
| --- | --- | --- |
| **ASSESSMENT OF ADDITIONAL SERVICE NEEDS****(Santa Monica Participants)** | **FY 2022-23****Number Responding “Yes”****at Mid-year** | **FY 2022-23****Number Responding “Yes”****at Year-end** |
| 1. “Do you or anyone in your household have unmet employment needs?”
 |  |  |
| 1. ”Have you missed or been late on a home rental or mortgage payment within the last 12 months?”
 |  |  |
| 1. “Do you or anyone in your household have an unmet childcare/afterschool need?”
 |  |  |

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| --- | --- | --- |
| **INCOMING PARTICIPANT REFERRALS** **(Santa Monica Participants)** | **FY 2022-23****Number****at Mid-year** | **FY 2022-23****Number****at Year-end** |
| Participants referred by another agency |  |  |
|  **Please list the top 3 referring agencies** |  |  |
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**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.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Service Category/ Program Goal** | **Activity Type** | **Activity Description** | **Annual Target\***  | **Documentation** | **Mid-Year**  | **Year-End**  |
| **Method** | **Status Report** | **Status Report** |
| 1 | Improve access to primary health care at Santa Monica High School | Output | Participant at SAMOHI receives high-quality health care services | 290 SMPP | Electronic Health Record | 264 SMPP | 377 SMPP |
| Outcome | Participant receives STD testing and linkage to care as appropriate | 50% of SMPP will receive STD testing, 95% of these with a positive STDtest result will be linked to care. | Electronic Health Record | 43% of SMPP received STD testing. There were no positive results. | 81% of SMPP received STD testing. There were no positive results. |
| Outcome | Participant receives counseling on and adopts a method of birth control, including abstinence | 90% of SMPP will adopt a method of birth control | Electronic Health Record | 80% of SMPP had birth control methods documented. | 63% of SMPP had birth control methods documented. |
| 2 | Improve access to case management and mental health at Olympic High School | Output  | Participants receive case management and mental health services from Illuminating SOL Therapy  | 10 students  | Case records; Youth Outcomes Questionnaire  | 0 students | 10 students |
| Outcome | Participants are provided mental health support and see improvement on their identified need.  | 100% of students with unmet identified mental health need will receive one on one support from LCSW provider by meeting on a minimum of once every two weeks and will display improvement specific to the identified need(s) as measured by the Youth Outcomes Questionnaire.  | Case Records; Youth Outcomes Questionnaire  | 0% | 0% |
| Outcome  | Participants referred to Mental Health services will receive biopsychosocials | 75% will have completed biopsychosocials | Case records | 0% | 0% |
| Outcome  | Participants referred for case management services will be linked, connected, given warm hand-offs to community resources, services, programs, or other supportive services. | 75% of students serviced will be linked to at least one program, service, community resource and/or supportive service. | Case records  | 0 students (0%) were linked to at least one program. | 10 students (100%) were linked to at least one program. |
| Outcome  | Conduct home visits to participants  | 60% of participants receiving case management services will have at least 1 home visit.  | Case records | 0 students (0%) had at least 1 home visit. | 1 student (10%) had at least 1 home visit. |

###### 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.

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

**Venice Family Clinic**

*Participant at SAMOHI receives high-quality health care services:* We are happy to report that we exceeded our goal of 290, and served 377 SAMOHI students. Our goal was set when there were still school COVID-19 restrictions, and more patient fear about visiting any space where individuals may have been sick. Today, there may be more of a comfort level in coming back to clinic sites. Additionally, we continue to work on increasing outreach to connect students to services at this site.

*Students received STD testing:* Remarkably, despite the impact COVID-19 continued to have on the clinic and school system this year, we were still able to exceed our year-end goal for the percentage of students seen that received STD testing. 81% received testing, surpassing our goal of 50%. This is a testament to the dedication of our team to ensuring that access to services continued for students despite challenges faced. It also indicates that students continued to look to us as a trusted source of sexual and reproductive health care. We are hopeful this trend will continue into the new fiscal year.

*Students adopted a method of birth control, including abstinence:* We believe this number (63%) is low because this may be a systems/documentation issue on the part of our providers seeing teens. If the purpose of the visit is not explicitly for family planning, but rather, for example, COVID-19 symptoms, the provider may be focused on other issues and not documenting birth control method at the end of each visit. In addition, partly due to the pandemic, we’ve begun following extended use practices, where instead of issuing a monthly prescription, say, we could provide a full year’s worth in one visit, negating the need for further visits. We will continue to review this data point to identify strategies for increasing documentation, and remind providers of the importance of noting it whenever they see a teenager for care.

**Illuminating Sol Therapy Report**

Illuminating Sol Therapy, Inc. exclusively provided case management to Olympic High students during this reporting period. Illuminating SOL Therapy, Inc. did not provide mental health services due to prioritizing mental health referrals to on-campus service providers. The immediate need that surfaced this reporting period was case management services; hence the data provided above. Therefore, there are no YOQ outcomes provided. Only 1 home visit was provided during this reporting period at the request of the principal. Principal did not schedule additional home visits; hence why only 1 took place.

**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.

Not applicable

**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.**