HUMAN SERVICES GRANTS PROGRAM (HSGP)

FY 2023-24 PROGRAM STATUS REPORT

Agency: \_\_\_\_\_\_\_\_JVS SoCal\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program: \_\_Santa Monica Youth Employment Program\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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###### FY 2023-24 SUBMISSION CALENDAR

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| **REPORTS** | **REPORT PERIOD** | **REPORT DEADLINE** |
| Mid-Year Program and  | 7/1/2023 - 12/31/2023 | Monday, February 5, 2024 |
| Fiscal Status Reports |
| Year-End Program and  | 7/1/2023 - 6/30/2024 | Monday, August 5, 2024 |
| Fiscal Status Reports |

**Instructions:**

* 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.
* Please be concise. For example, do NOT copy and paste repetitive content from your Mid-Year to your Year-End. In most cases, a complete program status report will be no more than 8-10 pages in length.
* When preparing your report, please be sure to refer to your current Program Plan (Exhibit A) Program Budget (Exhibit B) and Special Funding Conditions (Exhibit C), of your executed Grant Agreement with the City.
* To submit your completed report to the City, upload the file to your agency’s SharePoint folder **as a Word document** and notify your grant analyst once you have done so.
* Please contact your grants analyst or humanservices@santamonica.gov for any issue with accessing your agency’s SharePoint folder.

**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.

JVS SoCal enrolled 53 youth residing in Santa Monica, exceeding our enrollment goal. Our primary referral source and partnership remains with Virginia Avenue Park. A roster of enrolled youth and their hours of paid work experience, reflecting first name and last initial of each youth, has been submitted.

In this program year, JVS SoCal’s Santa Monica Youth Employment Program provided youth with 20 paid hours of job readiness training with the World of Work curriculum and 30-130 additional hours of paid work experience at local worksites. Building partnerships and community engagement with local business owners/managers helps to strengthen the community, provide our youth with the real experience of contributing to their own community, and expands communication and understanding between adults and youth through the lens of workplace learning and mentorship. Youth also received stipends after achieving established milestones.

JVS SoCal received philanthropic funding to provide laptops to SMYEP youth who did not have sufficient technology for learning in the SMYEP program and in school. These laptops were given to the youth rather than being offered on loan, so that the youth can use them in employment and/or future studies once they have completed the SMYEP program. The laptops can also be shared with family members if necessary, to propel the household towards academic and employment stability.

JVS SoCal was building a worksite relationship with community partner Coalition for Engaged Education. When the SMYEP Career Coach left the agency, the conversations were disrupted, and worksite plans were not finalized. JVS SoCal plans to restart these conversations in PY24-25 and create a worksite agreement. Confirming worksites and maintaining their engagement was more challenging in PY 23-24 than expected. Changes in personnel at JVS SoCal and potential worksite partners made consistent conversations difficult. The SMYEP Career Coach left the agency in June, after spending the year becoming familiar with the program, the community and beginning to build partnerships. His exit was a significant loss to the program and JVS SoCal has an active posting for the position. We have not found strong candidates through the sites we traditionally post on, so the agency is exploring new sites and platforms a larger eligible candidate base.

###### SECTION II: COLLABORATION EFFORTS

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

JVS SoCal is proud to have finalized a worksite partnership with the City of Santa Monica’s IT department in FY23-24. Beginning in FY24-25, SMYEP participants will be placed with the IT department for their paid work experience hours. JVS SoCal continues and strengthens its existing partnerships. TJ Maxx and Virginia Avenue Park remain the worksites with the most youth. SMPD was a worksite for two youth in PY23-24. The AutoBahn after-school soccer program, brought to SMYEP through Virginia Avenue Park, hosted four youth for paid work experience in PY 23-24.

###### SECTION III: STAFFING PATTERN

If applicable, please describe how staffing changes during the report period have impacted service delivery, caseload, and redistribution of work among other staff to ensure service levels are maintained. Please also describe recruitment efforts and an anticipated hire date.

The SMYEP Career Coach resigned his position in June 2024 to return to graduate school. He felt his time with the program allowed him the chance to grow, including recognizing that workforce development and case management were not a passion he wanted to pursue. His role was filled by another JVS SoCal case manager, who was on site at Virginia Avenue Park as scheduled and participated in all collaborative meetings as scheduled. For the FY24-25 program year, JVS SoCal will post the career coach position on sites not traditionally used in the past, so that we can gather a larger eligible candidate base. We hope to bring on a career coach who will be a strong fit and will stay with the program for more than one year.

Please indicate how volunteers or interns were used during the reporting period. Provide the total number of volunteers or interns. If interns were used, please indicate their program level (e.g., undergraduate, masters).

JVS SoCal welcomes paid interns to assist the programs operating out of the West Los Angeles AJCC (including the SMYEP program) with entry-level office work including clerical, filing, alphabetizing, creating, and proofing flyers and distributing marketing materials to partners and community members. This work introduces interns to a professional work environment and multi-faceted office environment for career exposure. We also host youth interns, who provide basic support to the programs, experience a professional office environment and gain resume building skills. In the program year, fifty-one youth completed more than 2,700 hours of paid work experience with community partner worksites.

**SECTION IV: GRIEVANCES & GOOD NEIGHBOR AGREEMENT (GNA)**

Please provide the total number of grievances recorded by your program during the reporting period. Discuss trends in the number and types of grievances and any action taken to address common or recurring issues.

 There were no grievances recorded by the SMYEP program.

Please detail any additional changes or issues regarding your agency’s GNA (if applicable).

 N/A

**SECTION V: SPECIAL FUNDING CONDITIONS**

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

**Standard Funding Conditions:**

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.

 JVS SoCal assists participants with applications where appropriate; where necessary, JVS SoCal refers participants to community providers in their specialty area of need for complete services by trained employees.

**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), and Early Childhood Task Force.

 A SMYEP team member participates in smC2C meetings as scheduled during the year. No c2c meetings were held in the second half of the program year. SMYEP both refers to and receives referrals from the CYRT during the program year.

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.

The SMYEP program does not provide immediate crisis response services if the crisis is other than employment related. SMYEP participants who experience trauma or emergency conditions are referred to a community provider that can meet those needs. For those urgencies and crises related to employment, JVS SoCal welcomes all who are interested to participate in career exploration, career coaching, vocational training, job fairs and job placement assistance, all at no cost to the participant.

**Workforce Development:**

1) Agencies with a primary focus on employment will work with the City, Santa Monica Chamber of Commerce, SMC’s Workforce & Economic Development programs, local businesses, and other relevant entities to facilitate a collective impact approach to HSGP eligible Santa Monica residents seeking employment and advancement opportunities in the workforce. Where applicable, agencies should explore opportunities to partner with local tech companies for placement and skill building educational opportunities.

 JVS SoCal is proud to have finalized a worksite partnership with the City of Santa Monica’s IT department in FY23-24. Placements will begin in FY24-25 with the agreement to provide each youth with 190 hours of paid work experience. JVS SoCal partners with local businesses to be worksites for our program participants, providing first jobs or first employment related to their chosen career path.

###### SECTION VI: BOARD INVOLVEMENT (COMPLETE AT YEAR-END ONLY)

Please indicate:

* Number of Board meetings conducted during the reporting period

JVS SoCal’s Governing Board met four times during the program period.

* Board vacancies and plans to fill those vacancies, if applicable

There are no vacant positions on the board.

* Significant policy actions or development activities taken by the Board during the program year

The Board of Directors did not take any policy actions during the program year. However, the board was heavily involved in the agency’s new strategic planning process. Nearly 20 board members attended a three-day retreat with executive leadership and two external facilitators to review anonymous survey results from over 285 employee and community stakeholders and identify and begin work on key initiatives we want to focus on in the next three to four years. Following that, a Strategic Planning Committee that includes four board members and executive and senior leaders was formed. That group meets quarterly or as-needed.

**SECTION VII: PROGRAM PARTICIPANT INVOLVEMENT (COMPLETE AT YEAR-END ONLY)**

Share examples of how feedback from program participants was incorporated into program design during the program year.

Each year, SMYEP participants complete a survey at the end of the program where they are asked for feedback, including things they liked, things they learned from the program, and changes they would like to see. This program year built on the recommendation from the previous year’s participants who asked for more diverse worksite options and more available work hours. In FY23-24, the SMYEP program offered up to 150 hours of paid work experience for some participants, and program leadership finalized worksite agreements with the City of Santa Monica’s IT department to host SMYEP participants for paid work experience hours in FY24-25. The AutoBahn Soccer After-School Program and the City of Santa Monica’s ISD department were new worksites added to the program in FY23-24.

From the better budgeting component, which was facilitated by the career coach, youth shared that they really liked learning about credit scores, creating a budget, and learning how to read their paychecks. They liked the introduction to LinkedIn and how to use that to help in their job search. When thinking about being prepared for career success, youth liked the guidance on how to dress for interviews, appropriate ways to call off or let their supervisor know they were going to be late that day, how to complete a timesheet, the legal requirements around breaks and lunch, and the importance of having and keeping their legal documents readily available – their driver’s license or state ID, their birth certificate, their social security card, and their diploma- to use when they begin their job search.

**SECTION VIII: SUCCESS STORIES (COMPLETE AT YEAR-END ONLY)**

Please include no more than three success stories that illustrate the impact of your program on individual participants or households. When doing so, please take care to avoid any personally identifiable information that could compromise the privacy of any program participants. Please also note that staff will use the information provided to update Council and the public on agency performance.

SMYEP participant A was referred to JVS SoCal by her clinician. She was referred to boost her confidence and to get introduced to professional work environments. She and her clinician agree that the program has been helpful, her outlook has improved since she started working, and she has really grown in her maturity and confidence. She completed work experience hours at Santa Monica TJ Maxx and she is now applying to other retail stores, so she can continue working part-time while finishing her high school diploma program.

**By submitting this report to the 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**