

Materials, Services, Facilities and Technology Fee Fiscal Year 2018-2019 Budget Request Form

DUE: Friday, January 19, 2018

If you have questions about this form, please contact Gina Matibag at (805) 437-3320
For additional information please consult the MSFT web page

▼ Application

Project or Activity Title

Basic Needs & Emergency Intervention Program

Requestor

Chelsee Russell

Requestor Phone Number

805-437-3786

Requestor Email

chelsee.bente@csuci.edu

Amount of MSFT Funding Requested

36760.00

Date Funding Needed by

July 1, 2018

Are you a member of the Division of Student Affairs?

- ☐ No
☒ Yes

Please select your Student Affairs reviewer

DeBoni, Toni Rae - Associate Vice President for Student Affairs/Dean of Students

Will you receive funds from any other source(s)?

- ☐ No
☒ Yes

Please detail amount requesting from other source(s) as well as your total request for fiscal year 2018 - 2019 (including request from MSFT)

\$19,500 requested from Associated Students, Inc.

Food Pantry – Graduate Student Assistant	\$16,000
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Food Pantry – Supplies/Inventory	\$1,500 (specifically for hygienic products)
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Motivational/Guest Speaker/Video	\$2,000
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\$36,760 requested from MSFT

Emergency Housing--Overnight Supplies	\$2,000 (sheets, towels, toilet paper, hygienic supplies,cups)
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Dolphin Pantry--Student Assistant	\$13,260 (Cal Fresh case management assistance)
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Dolphin Pantry--Operational supplies for Pantry	\$1,500 (Shelving, maintenance, boxes, organizational items)
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Dolphin Pantry--Personal Hygiene Supplies	\$5,000 (\$100/wk x 50 weeks; toothbrush, toothpaste, shampoo,
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soap, deodorant, feminine products)	
Dolphin Pantry--Food items	\$5,000 (\$100/wk x 50 weeks)
Hot Meals Program Logistical and technological support	\$10,000

Advancement also provides financial support through donations provided by donors that has primarily been used for the emergency grants.

Has this project or activity previously received MSFT funding?

- ☐ No
☒ Yes

Please list the 4-digit MSFT sequence and Title

17.EM

Please attach a copy of report

[2016 2017 Basic Needs MSFT Request.pdf](#)

Please describe how the use of MSFT funds for this project or activity will benefit the CI student body.

Please provide the following in your application. You may attach additional files as needed (applicants may be requested to meet with the committee to discuss proposals)

1. Brief Project Description

Describe the project and its benefits to the educational or co-curricular experience of students at CI. Please provide specific information about how MSFT funds will be used and their impact on the campus. Please describe how this project benefits CI students? Please describe items and provide justification if your request includes the purchase of computers, equipment, furniture or other materials. Please provide a timeline for implementation of the proposed project. If physical improvements are requested please describe need, scope and impact of work to be completed. If the project includes provision of services please indicate the type of service, personnel costs and level or quantity of service to be provided with project funds.

2. Project/Activity Budget

Please enclose a complete detailed budget of the entire project. Indicate specific items of requested MSFT funding including (where applicable) a schedule and priority of project items to be considered if the project is funded at a reduced level. Were other, less costly, approaches considered when preparing the budget for the project? Are there elements that could be eliminated or deferred if funding is not available for the entire project?

3. Project Assessment

Describe how the effectiveness of the project will be assessed and measures that will be used to determine if it has attained its objectives. Please note a report will be due at the end of the semester (or fiscal year for annual projects). If funded, how will the project acknowledge the use of student funds so that students are aware that their student fees made (or helped to make) it possible? If appropriate, indicate how the project or activity promotes sustainability at CI.

4. Sources of Project Support

Please list the other sources of funding, and additional support for the activity. If this project or activity has been conducted previously please indicate how it was funded. Please explain if MSFT is the only source of support for the project.

Brief Project Description

Over the past year, CSUCI established and continues to grow the Basic Needs and Emergency Intervention Program. As part of a California State University statewide initiative, CSUCI is making great strides in its efforts to meet what has been

identified as 'basic needs' that are crucial to academic success and retention that include food security, housing security, and financial assistance in times of emergencies. The establishment of the Dolphin Pantry, the accessibility of emergency housing, and the creation of the emergency grants program highlight the accomplishments made since the fall 2016 semester. As time and resources permit, additional services and programs will be made available. The goal of the CSUCI Basic Needs and Emergency Intervention program is to provide assistance to every student that is experiencing a 'basic need' insecurity. This program was developed to retain students and to hopefully prevent students from leaving CI as a result of a basic need and/or financial need not being met.

Emergency Funds Grant

The Emergency Funds Grant seeks to provide immediate financial assistance of up to \$500 (lifetime maximum) for students who encounter temporary financial hardship due to unforeseen and catastrophic life events.

To be eligible for an Emergency Funds Grant, applicants must:

- Be a currently enrolled and matriculated CSUCI student;
- Be 'current' on all financial payments to the University (i.e. tuition, housing, etc.);
- Have not have exhausted cost of attendance;
- Have exhausted all sources of financial assistance and aid which includes grants and student loans; and
- Be able to demonstrate an urgent and catastrophic event (supporting documentation required; e.g. car repair estimate, eviction notice, utility service bill, etc. - please do not provide documentation with potentially sensitive information, such as a medical invoice) has occurred within the past Academic Year.

The current fund balance is approximately \$16,000 which was obtained by Advancement from donors. Throughout this past year, there have been 44 applications for these funds with only nine students being granted the funds due to eligibility.

Dolphin Pantry

Since its opening in the 2016-2017 academic year, the pantry has served more than 700 CSUCI students. The Dolphin Pantry compliments the work of the statewide Cal Fresh program which is intended to provide a stable source of food for qualified individuals. In addition to food, the pantry now provides personal hygiene supplies for students in need. In order to keep pace with demand and provide better facilities to meet the emerging need, the pantry has been relocated to a larger location in Arroyo Hall Room 117. In addition to allowing students to remain enrolled and complete their degrees, the benefits of providing improved nutrition to CSUCI students include: increased concentration and mental acuity; improved sleep, anxiety, and academic performance; and reduced stress, anxiety, absenteeism and overall health.

The Dolphin Pantry plans to utilize a portion of the MSFT allocation from 2017-2018, by March 2018, to purchase two industrial refrigerators for the food pantry. This will allow the pantry to store fresh produce to have available for our students.

Emergency Housing

Over the past year, Housing has received 18 inquiries regarding accommodations that resulted in 10 overnight stays. Housing & Residential Education provides support to students experiencing housing emergencies on a short-term basis as they seek to identify long-term housing solutions. This temporary housing may include transitional housing accommodations based on space availability and eligibility for up to 10 days.

Case Management and Centralized Support

For 2017-2018, the Dean of Students office was provided a temporary full-time position from the Graduation Initiative 2025 funds. The position, Coordinator for Basic Needs and CARE, provides case management support to students, connects students to the various areas of the Basic Needs program, and works with students to develop long-term solutions to their financial situation. This person also supports the three areas of the program to create long-term sustainable practices to assure the program continues to flourish, develop, and meet the programmatic goals of the program. Moreover, the Basic

Needs program was added onto the duties of an MPP in the Dean of Students office to provide additional case management support and day to day administrative oversight to the program.

Brief Project Description Additional Documents

Project/Activity Budget

Emergency Funds Grant

No MSFT funds are being requested for this area of the of program

The Dolphin Pantry & Cal Fresh

Food & Hygiene Donations

Food and toiletries provided to this date have been by donation only. If funding is provided, additional items can be purchased and the pantry can expand its offerings to include a consistent supply of staple items. Funding for food and hygienic supplies can also supplement the donations received. This will also ensure that the pantry remains fully stocked during periods of peak need. This funding will only be utilized if donations are no longer available.

Cal Fresh Case Management

Cal Fresh is a program that requires extensive outreach and follow up with applicants who qualify and are interested in utilizing the services. Student assistant funding would be beneficial as student assistants could be trained to walk students through the application and serve as a point of contact for enrolling students in Cal Fresh.

Hot Meals

The hot meals program is in its infancy and the Divisions of Student Affairs and Business & Financial Affairs are currently working in collaboration to develop a program that would permit students and/or campus community members to donate hot meals to students in need. Hot meals allows for a nutritional supplement that boxed and canned goods cannot always provide. There are many logistical issues that the divisions are working on to establish this program. Funding towards the program would assist with any issues on reprogramming cash registers, use of technology to develop a hot meal bank, and establishing a small pool of funds that could off-set the initial startup costs to begin providing this service to students in need.

Emergency Housing

Currently Housing and Residential Education are utilizing their own funds to provide overnight kits to students that utilize the emergency housing service. The Basic Needs program is requesting MSFT funds to assist in creating overnight kits that would include supplies such as sheets, towels, toilet paper, hygienic supplies, and cups.

Project/Activity Budget Additional Documents

[MSFT Fee Request - Budget.pdf](#)

Project Assessment

At that start of the Spring 2018 semester, the Dean of Students office will begin tracking and monitoring/tracking student progress related to basic need insecurities within a database called Maxient. This database is currently utilized by a variety of campus partners including Title IX & Inclusion, Housing & Residential Education, the Campus Assessment, Response & Evaluation (CARE) Team, and Student Conduct. Maxient is utilized to assist with case management, taking notes, sending letters to students, and to pull data analytics. An electronic form connected with Maxient will be made accessible for students and campus community members starting in January 2018 to complete an application to request access of services for emergency grants, food/hygiene and/or housing insecurities. Data reports can be created through this system relating to Basic Needs that would include demographics and retention successes based on the student's access and use of the program. Follow up assessments may be sent to students to determine how the program also assisted in their retention and academic success.

If funded, we would make students aware that MSFT funds assisted in the funding of services within the Dolphin Pantry as well as on the overnight kits provided to students utilizing emergency housing. Promotional materials will also include information indicating that a portion of the Basic Needs program was funded by MSFT funds.

In support of CSUCI's sustainability efforts, the Dolphin Pantry is primarily supported by food and hygienic donations. It is estimated that Californians throw away nearly 6 million tons of food scraps or food waste each year. While the Dolphin Pantry at this time, accepts boxed, canned, or dried food goods, these donations contribute to cutting down on food waste issues as

community members may donate extra supplies from their households to benefit our student population rather than discarding unused supplies.

Project Assessment Additional Documents

Sources of Project Support

-Monetary Donations through the Foundation for Emergency Grants, the Dolphin Pantry and/or Emergency Housing purposes.

-The Dolphin Pantry primarily sustains itself through food and hygiene donations from the campus community as well as the community at large.

-One-Time Funding: As part of the Graduation Initiative 2025, the program received one-time funding for the 2017-2018 academic year that has funded a temporary full time position as well as funding for a student assistant to assist with the development of the program. The funding will expire June 30, 2018.

-Associated Students, Inc. funding for 2016-2017

-MSFT Funds 216-2017


-Collaboration for the Program: A variety of individuals from across the campus contribute to the sustainability of the program including but not limited to, Wellness & Athletics, Housing & Residential Education, the Vice President for Student Affairs office, the Dean of Students Office, Student Business Services, Financial Aid, Advancement, and Academic Affairs.

Sources of Project Support Additional Documents

Fiscal Management:

Project sponsor's unit or department may be responsible for incurred over and above what is funded through the MSFT. If support is requested for costs beyond initial award, or for use on activities or materials not included in approved proposals, the project sponsor must seek approval from the MSFT committee. The project sponsor will be responsible for managing purchases and transfers of funds related to approved projects.

Please review MSFT web page for information about the fund and its objectives before submitting your application.

 Chelsea Russell Jan 18 2018

▼ Student Affairs Review

☒ I approve of this MSFT Fee Application

 Toni DeBoni Jan 18 2018

▼ VP Student Affairs Review

☒ I approve of this MSFT Fee Application

 Genevieve Evans-Taylor Jan 19 2018

