



Cal-SOAP Annual Program Plan (APP)
Fiscal Year 2021-22

DEADLINE: Friday, April 2, 2021 or Earlier

APP INSTRUCTIONS

1. Complete the following items listed on the cover sheet located on the next page.
 - a. Templates for the following are included in attached excel spreadsheets:
 - i. Budget Template
 - ii. School Sites and Other Information
2. The Consortium Name & Fiscal Year must be included in the header or footer of all pages.
3. Page numbers must be included for all pages.
4. Save the APP as **one PDF document** and e-mail to calsoap@csac.ca.gov by the deadline.
 - a. In the same e-mail, please include the **excel workbook (.xlsx)** of the "APP School and Other Sites Information".
 - b. Please **do not** send hard copies to the Commission.



Cal-SOAP Annual Program Plan - Cover Sheet

Consortium Name: North Coast Cal-SOAP

Project Director:

Cover Sheet

SECTION I: Consortium Details

- Consortium Contact Information (Project Director, Chairperson, Fiscal Agent)
- Governing Board Roster and Contact Information
- Staffing and Organization Chart
- Job Descriptions
- Cal-SOAP Resolution
- Certification and Authorization Statement
- Memorandum of Understanding (MOU)

SECTION II: Consortium Goals and Objectives

- Program Overview
 - Primary Focus and Significant Changes from Last Year
 - Addressing Cal-SOAP Student Outcomes

SECTION III: Annual Year Preliminary Budget Report

- Budget Report – include only 2021-2022 budget allocation (use attached template)

SECTION IV: School Information and Service Sites

- School Information / Other Service Sites (use attached template)

California Student Aid Commission | Cal-SOAP Annual Program Plan (APP)

Instructions: This checklist must be completed, signed by the project director and governing board chairperson and included as part of the APP package.

Certification of Truth, Accuracy and Completeness

I certify that based upon information and belief formed after reasonable inquiry, the statements and information contained in these documents are true, accurate and complete.

Project Director Name (print)	Project Director Signature	Date
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Governing Board Chairperson Name (print)	Governing Chairperson Signature	Date
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North Coast Cal-SOAP Consortium Details (Contact Information)

Cal-SOAP Project Director:

Cindy Porter, Program Manager
North Coast Cal-SOAP Consortium
Humboldt County Office of Education
901 Myrtle Avenue
Eureka, CA 95501-1219
P: 707.441.3973 F: 707.445.7180
cporter@hcoe.org
www.hcoe.org/cal-soap

Consortium Chairperson:

Kintay Johnson, Director of Special Programs
College of the Redwoods
7351 Tompkins Hill Road
Eureka, CA 95501
P: 707.476.4560 F: 707.476.4409
kintay.johnson@redwoods.edu
www.redwoods.edu

Fiscal Agent:

Chris Hartley, Superintendent of Schools
Humboldt County Office of Education
901 Myrtle Avenue
Eureka, CA 95501-1219
P: 707.441.4555 F: 707.445.7143
chartley@hcoe.org
www.hcoe.org

North Coast Cal-SOAP Consortium Governing Board Roster and Contact Info

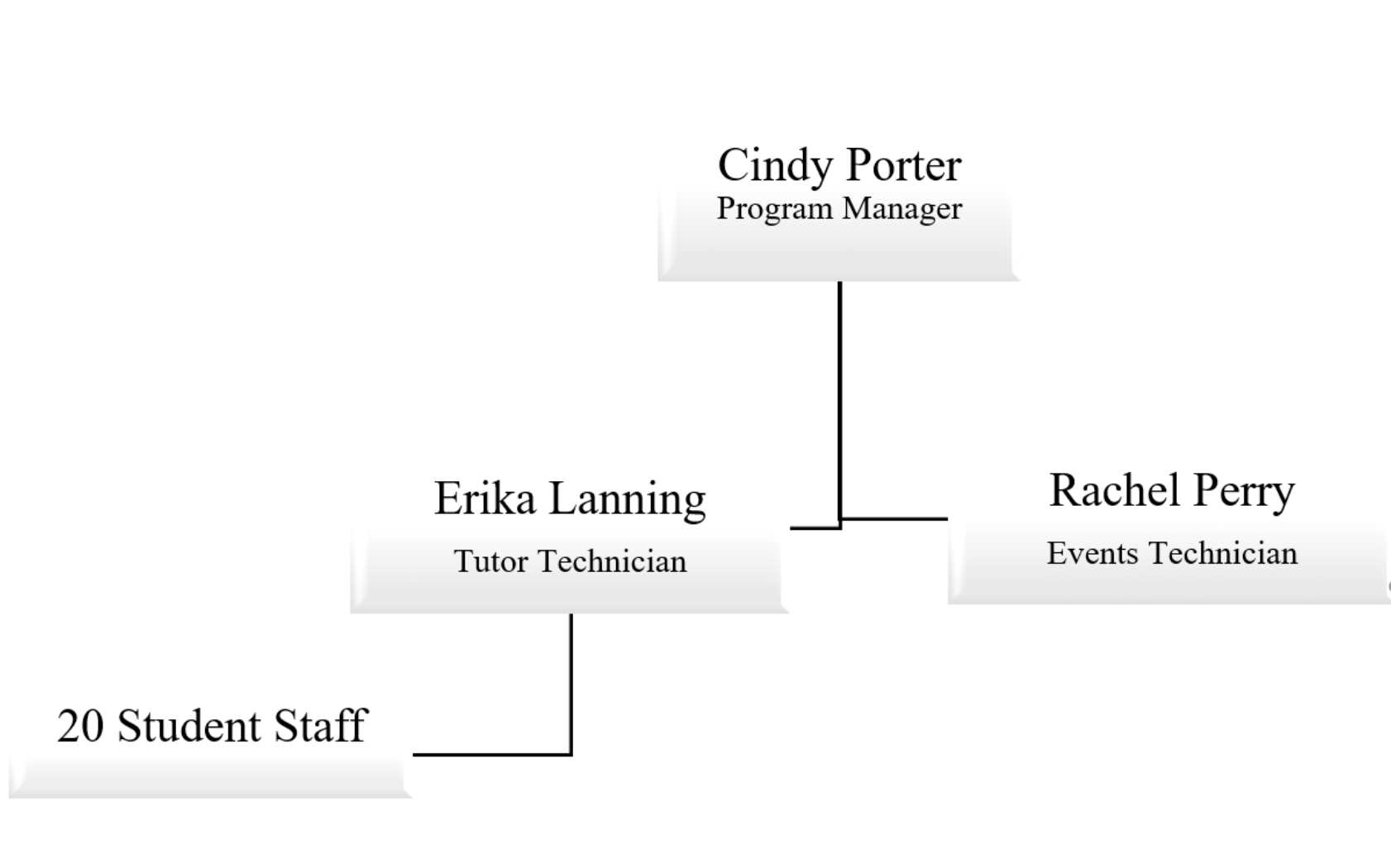
FY 2021-2022

Term Dates: July 2021 - June 2022

<p>Chairperson:</p> <p>Kintay Johnson, Director of Special Programs College of the Redwoods 7351 Tompkins Hill Road, Eureka, CA 95501 P: 707.476.4560 F: 707.476.4409 kintay.johnson@redwoods.edu</p> <p>Vice-Chairperson:</p> <p>Kathy Thornhill, Director of Undergraduate Advising, Career Services, Service Learning Humboldt State University 1 Harpst Street, Arcata, CA 95521 P: 707.826.4582 Ext: 4582 kathy.thornhill@humboldt.edu</p> <p>Secretary:</p> <p>Cindy Porter, North Coast Cal-SOAP Manager Humboldt County Office of Education 901 Myrtle Avenue, Eureka, CA 95501 P: 707.441.3973 F: 707.445.7180 cporter@hcoe.org Ex Officio, non-voting member*</p> <p>Designated Note-taker: Megan Freitas, Department Secretary</p> <p>Treasurer:</p> <p>Carol Stewart, Principal Account Technician Humboldt County Office of Education 901 Myrtle Avenue, Eureka, CA 95501 P: 707.441.3952 F: 707.445.7180 cstewart@hcoe.org Ex Officio, non-voting member*</p>	<p>Other Members:</p> <p>Karling Skoglund, Career & College Dept. Manager Humboldt County Office of Education 901 Myrtle Avenue, Eureka, CA 95501 P: 707.441.4555 kskoglund@hcoe.org</p> <p>Craig Woods, Grants & Scholarships Manager Humboldt Area Foundation 373 Indianola Road, Bayside, CA 95524 P: 707.267.9913 craigw@hafoundation.org</p> <p>Sheri Jensen, District Instructional Coach School Climate Eureka City Schools District Office 2100 J Street, Eureka, CA 95501 P: 707.441.2420 jensens@eurekacityschools.org</p> <p>Alison Eckart, Principal Del Norte High School 1301 El Dorado Street, Crescent City, CA 95531 P: 707.464.0260 aeckart@delnote.k12.ca.us</p> <p>Delores Haskamp, School Counselor Eureka High School 1915 J. Street, Eureka, CA 95501 P: 707.441.2508 haskampd@eurekacityschools.org</p> <p>Emily Silveira, School Counselor Arcata High School 1720 M Street, Arcata, CA 95521 P: 707.825.2465 esilveria@nohum.k12.ca.us</p> <p>Anne Sahlberg, School Counselor McKinleyville High School 1300 Murray Road, McKinleyville, CA 95519 P: 707.839.6490 asahlberg@nohum.k12.ca.us</p> <p>Erin Banke, School Counselor Ferndale High School 1231 Main Street, Ferndale, CA 95536 P: 707.786.5900 ebanke@ferndalek12.org</p>
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*With the exception of the Board Secretary and Board Treasurer, all Governing Board members are voting members.
Note: Our consortium functions with Governing Board members, not Executive Board members.

North Coast Staffing and Organization Chart



North Coast Cal-SOAP Job Descriptions

Job Descriptions (either attach here or copy and paste). For students (tutors and advisors) list average (not a range) hours worked per week and indicate how many weeks worked in the contract year. Include salaries and benefits.

- Program Manager – Higher Education Pathways Manager
 - <https://hcoe.org/job-descriptions/higher-education-pathways-program-manager/>
- Events Technician
 - <https://hcoe.org/job-descriptions/cal-soap-events-technician/>
- Tutor Services Technician
 - <https://hcoe.org/job-descriptions/cal-soap-tutor-services-technician/>
- Student Staff
 - <https://hcoe.org/wp-content/uploads/CalSOAPTutorJobDescription.pdf>
 - https://hcoe.org/wp-content/uploads/Cal-SOAP-Success-Coach_High-School-Job-Description-2020.pdf
 - 15 average hours per week
 - Approximately 30 weeks worked in the contract year
 - \$15 per hour
 - 11.19% Benefits (SUI, WC, Social Security, Medicare)

North Coast Cal-SOAP Resolution

NOTICE OF GOVERNING BOARD ACTION

At the March 31, 2021 meeting of the Governing Board of the North Coast Consortium (“Governing Board”), the Governing Board took action on agenda item I. B. to enter into contract with the California Student Aid Commission for Cal-SOAP services. After inviting members of the public to comment on the proposed contract, the Governing Board acted as follows:

MOTION by Board Member [board member], SECONDED by Board Member [board member] and UNANIMOUSLY CARRIED to authorize the Chair and Project Director of North Coast Consortium to enter into contract G-19-005-02 with the California Student Aid Commission for the provision of Cal-SOAP services including any subsequent amendments that change the scope of services, the contract amount or any other terms of the agreement for 2021-22. The Consortium further delegates to the Chair of the Consortium the authority to take all steps necessary to execute the contract.

This Notice of Consortium Action shall be maintained in the Consortium’s records and submitted to the California Student Aid Commission as a record of the action taken by the Consortium on this matter.

Dated: _____

Chair Signature: _____

Printed Name: _____

North Coast Certification and Authorization Statement

I, the undersigned, hereby certify under penalty of perjury that the information contained in the 2021-2022 Cal-SOAP [Education Code, Section 69560, Chapter 2, Part 42] Annual Program Plan funding application is true and correct to the best of my knowledge and accept as a condition of a grant award the obligation to comply with the applicable state policies, standards and statutes governing the program. Further I accept responsibility for the proper administration of state funds relative to this Annual Program Plan submitted with the approval and authorization of the consortium governing board.

Project Director

Consortium Chairperson

Signature

Signature

Printed name

Printed name

Date

Date

North Coast Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING
Between
HUMBOLDT COUNTY OFFICE OF EDUCATION
AND
NORTH COAST CALIFORNIA STUDENT OPPORTUNITY
AND ACCESS PROGRAM (Cal-SOAP) CONSORTIUM
2021-2022

PURPOSE:

This Memorandum of Understanding (MOU) is between the Humboldt County Office of Education (HCOE) and the North Coast Cal-SOAP Consortium (Consortium) and outlines the agreements for working together to increase the accessibility of post-secondary educational opportunities for local students from (1) low income families, (2) the first in their family to attend college, (3) from schools or geographic regions with documented low-income eligibility or college participation rates.

To that end, both parties agree to participate in the MOU and implementation of same from July 1, 2021 through June 30, 2022. The term may be extended year-by-year, with the written mutual consent of both parties.

1. **AGREEMENT:** HCOE and the North Coast Cal-SOAP Consortium shall operate in accordance with the Cal-SOAP Law (CA Education Code: Section 69560-69566) and the Cal-SOAP Policies and Requirements Manual issued by the California Student Aid Commission (CSAC) (April 2016).
2. **HCOE will:** Act as the fiscal agent, grant administrator and employer for the North Coast Cal-SOAP Consortium and is a voting member of the governing board. As such, HCOE will provide:
 - a. Fiscal oversight of the program, developing and maintaining fiscal policies and procedures;
 - b. Invoice payment;
 - c. Account reconciliation;
 - d. Fiscal closing defined by the California Student Aid Commission;
 - e. Signature on contracts and budgets;
 - f. A copy of the annual audit to the Consortium;
 - g. Payroll and tax payment;
 - h. Preparation of reports to CSAC; and
 - i. Performance evaluation of the Cal-SOAP staff.
3. **The CONSORTIUM will:**
 - a. Adhere to the Consortium By-laws;
 - b. Appoint a Fiscal Agent;
 - c. Select the Project Director, in a manner consistent with HCOE policies and procedures;



- d. Provide adequate guidance to the Project Director to serve the outreach needs of the region;
 - e. Ensure that programmatic guidelines and policies are developed and followed;
 - f. Develop and approve the Annual Program Plan (APP) and any subsequent changes;
 - g. Review and approve quarterly encumbrances and Activity Reports to CSAC.
4. ACCESS AND RECORDS: The Consortium shall have full access during all normal business hours to HCOE records, which support Cal-SOAP activities. HCOE shall keep and maintain all fiscal records and supporting documents for three years after the close of the program year and the filing of the final close out documents with CSAC.
5. COMPENSATION/DISBURSEMENT OF FUNDS:
- a. The total contracted amount shall not exceed \$434,396 for the duration of the contracted period (Contract No. G-19-005-01 July 1, 2021-June 30, 2022). Any costs which exceed the contracted amount of the agreement shall be the sole responsibility of the fiscal agent.
 - b. Any funds not expended at the end of the contract year shall be returned to CSAC.
 - c. Consortium cash match is to be used for the sole purpose of costs associated with the Cal-SOAP program. Unspent funds can be carried over from year to year.
 - d. 8% of the program’s budget shall go to HCOE for a portion of the overhead costs associated with the fiscal responsibilities/duties of the program.
6. AMENDMENT AND TERMINATION:
- a. This agreement shall be modified or amended only by a written agreement duly signed by persons authorized to sign on behalf of HCOE and the Consortium.
 - b. Either party may terminate this agreement by giving the other party a 30-day written notice. The terms of this agreement shall expire at the end of such 30-day period. In event of termination, HCOE shall be reimbursed for services and material costs rendered during the performance period.

Humboldt County Office of Education

BY: _____ DATE
 Chris Hartley, Superintendent

North Coast Cal-SOAP Consortium

BY: _____ DATE
 Kintay Johnson, Governing Board Chair

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North Coast Program Overview

The focus of the North Coast Cal-SOAP Consortium is to provide a continuum of services that promote financial aid literacy and college awareness for 7th-12th grade students and persistence support for first year college students, in Humboldt and Del Norte Counties. In middle and high school, Cal-SOAP provides academic support to students to complete their A-G coursework so they are UC/CSU and Cal Grant eligible. College and career events ensure that every student experiences our local college campuses first hand and are informed about colleges out of the area. Financial aid and college admissions information and support to seniors assist in increasing FAFSA/CADAA submissions and college going rates. North Coast Cal-SOAP will collaborate with local secondary schools, post-secondary education institutions, and other community partners to provide the following services in 2021-2022:

- Academic Tutoring:
 - 7th-12th grade students receive individual and/or small group academic tutoring in A-G classes, AVID tutorials, and homework programs (before/after school, lunchtime, evening online).
- College & Financial Aid Advising:
 - One-on-one college and financial aid advising to seniors at selected high school sites.
 - Persistence support to first year freshman at HSU and CR.
 - Summer Melt support activities and services.
- College and Career Events:
 - 7th Grade: College Making It Happen at CR (Redwood Days- RWD)
 - 8th Grade: College Making It Happen at HSU (I've Been Admitted to College -IBAC)
 - 10th Grade: Making College Happen at HSU (Explore majors on campus)
 - 9th-12th Grades: Statewide College Virtual Fair (Formerly North Coast College Expo)
 - 9th-12th Grades: Youth of Color Empowerment Day at HSU (YOC)
 - 9th-12th Grades: American Indian Motivational Day (AIMD)
 - 9th-12th Grades: Career Speaker Series
 - 9th-12th Grades: College Chats
 - 11th-12th Grades: Del Norte College Admissions Night
 - 12th Grade: FSA ID, Webgrants4Students, and Cash for College Workshops (computer lab with financial aid experts assisting seniors in filling out the FAFSA or CADAA)
- Program Outreach and Recruitment: HSU Fall Job Fair/Spring Career Fair, Social Media (Facebook and Instagram), Program Website, Intersegmental Coordinating Committee Transfer Days/College Nights (Serves as North State High School Representative), Center for Community Based Learning Advisory Committee at HSU (Serves as K-12 School Representative), College Access Collaborative (includes Cal-SOAP, HSU and CR college access programs and admissions.)

Significant Changes: North Coast Cal-SOAP will work closely with high schools and our local colleges to continue developing our College Success Program which will prioritize financial aid literacy, promote a college going culture, increase FAFSA/CADAA Completion, improve college going rates and college persistence, and provide individualized academic support. We are also in the process of rewriting our professional staffs' job descriptions to be more in-line with this updated program focus.

North Coast Student Outcomes

Please describe how you will address the following goals and student outcomes:

Goal: Financial Aid Literacy & Postsecondary Education Affordability Planning

Outcome: Financial Aid Application Completion (FAFSA/CADAA/Chafee Application)

Reportable Measurable Outcome: Number of students completing financial aid applications (FAFSA/CADAA/Chafee application)

Activities (outputs): [please complete describe planned activities/strategies that support this goal. Examples include: Cash for College Workshops (C4C), One-One Advisement, partnerships with school counselors, etc.]

We will be working towards linking C4C and financial aid literacy workshops with CA academic standards so that we can host workshops during senior English or Govt./Econ classes so that all seniors have an opportunity to submit a FAFSA/CADAA. We will also continue offering C4Cs in the evening so that parents can receive support in filling out their financial portion.

College Success Coaches (SC) will provide one-on-one financial aid advisement by assisting seniors through the four stages of FAFSA/CADAA: submission, completion, awarded, and accepted.

SCs and High School Counselors will work as a team to assess students' needs and provide individualized outreach and support.

Evaluation (to be completed in Year-End Report):

Goal: Postsecondary Education Awareness and Planning

Outcome: College Application Completion (College-going rate)

Reportable Measurable Outcome: Number of students completing college applications

Activities (outputs): [please complete describe planned activities/strategies that support this goal. Examples include: Admissions Workshops, one-one College Application Assistance, etc.]

We are in the process of converting all of our student staff positions into College Success Coaches. One of their roles will be to assist seniors in completing college applications.

We assist Del Norte High School in hosting a College Admissions Night in the fall. It is unclear at this time if this event will take place due to COVID.

Evaluation (to be completed in Year-End Report):