

View results

Respondent

14 Casie Wheat

106:20

Time to complete

Program Information

1. Program or DASG Account Name: *

Basic Needs Hub

2. Is this a new DASG account? *

Yes

No

Line Items (Object Codes)

DASG Accounts and Funding are divided into Line Items representing specific categories of usage (salary, supplies, food, services, etc.). Line Items are identified with Object Codes in the DASG Accounting System, which are the equivalent of Account Codes in Banner. The available Line Items and their Object Codes for this request are as follows:

- 2310 - Student Salary
- 3200 - Hourly Benefits (Required for Student Salary)
- 4010 - Supplies
- 4013 - Promotional Items
- 4015 - Food
- 4060 - Printing
- 5214 - Professional Services
- 5510 - Conference & Travel
- 5520 - Field Trips

3. What is the first Line Item you need to request funding for? *

- 2310 Student Salary
- 4010 Supplies
- 4013 Promotional Items
- 4015 Food
- 4060 Printing
- 5214 Professional Services
- 5510 Conference and Travel
- 5520 Field Trips

4013 Promotional Items

(Reusable Banners)

4. 4013 Promotional Items Amount *

Please round up to the nearest whole number.

Please enter a whole number

5. 4013 Promotional Items Description *

Winter Quarter CalFresh - \$2,000 total | \$800 promotional items | \$1200 food

Swag/Student Giveaways: Student participants receive a reuseable water bottle and/or shirts that promote CalFresh (\$800)

Food: \$1200 / order for 50 students (open to all)

6. What is the next Line Item you need to request funding for? *

- 4015 Food
- 4060 Printing
- 5214 Professional Services
- 5510 Conference and Travel
- 5520 Field Trips
- None

4015 Food

Not for Conference and Travel; for all Conference and Travel expenses, including meals, use Object Code 5510.
(Must adhere to district Administrative Procedure 6331, <http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=AKVUKX7C7F98>)

7. 4015 Food Amount *

Please round up to the nearest whole number.

Please enter a whole number

8. 4015 Food Description *

Fall Quarter Resources Fair - \$3,100 food
Food: Taco Truck / order for 175 students (open to all)

Winter Quarter CalFresh - \$2,000 total | \$800 promotional items | \$1200 food
Swag/Student Giveaways: Student participants receive a reuseable water bottle and/or shirts that promote CalFresh (\$800)
Food: \$1200 / order for 50 students (open to all)

Spring Quarter Student Ambassador Appreciation & On Campus Student Employee Job Fair - \$1200 food
Breakfast \$1000 / order for 50 student ambassador employees (open to all)

9. What is the next Line Item you need to request funding for? *

- 4060 Printing
- 5214 Professional Services
- 5510 Conference and Travel
- 5520 Field Trips
- None

Request For Information (RFI)

Description:

Please provide comprehensive details about your program.

Public Disclosure:

Be advised that all documents and information submitted will be accessible publicly online.

Please redact any Personally Identifiable Information (PII).

10. Please provide a thorough description of your program. *

It is the mission of the Basic Needs Hub to meet all students' basic needs—food, transportation and housing support--while honoring the dignity of our students by establishing strategic public and private community partnerships to ensure access to sustainable resources. We offer the following FREE to our registered students:

1. Roary's Market, a grocery store sourced from Second Harvest and Grocery Rescue Program from local community partners (Safeway, Target, Sprouts, etc.) that provides a weekly supply groceries
2. Daily On-Campus Food Source Program, providing at least one meal or lunch voucher to students in need from partnering community organizations (World Food Movement, Loaves and Fishes, etc.)
3. Monthly toiletries, baby supplies, and school supplies
4. Roary's Closet, a thrift store sourced from donated clothes and accessories

The Hub staff is also responsible for the following

5. Budget, planning for, and hosting student engagement and outreach events to teach students about on and off campus basic need supports
6. State and college reporting of basic needs service access and analysis of outcomes
7. A robust student ambassador program that employs students, assists with financial aid awards through work study, grants students valuable work experience, ensure student civic engagement opportunities to advocate for student basic need services, and participation in the design of student basic needs programming

11. What new services or features have been added since your last DASG RFI submission? *

Enter N/A if you have not submitted a DASG RFI before.

This is the first request for annual funding. But in the past, periodically we did request additional funding for individual events.

12. Enrollment Overview *

- Provide the total number of active students and newly enrolled students for each of the past three years.
- Indicate how many of these students were retained for more than a quarter.
- Clarify whether your program is designed for a specific demographic or serves the entire De Anza population.
- If available, include a breakdown of racial demographics.

The Basic Needs Hub serves all registered students. Our student demographic is reflected in the diverse student body of De Anza College. On the first day of the fall quarter, we opened our new doors in our new location in the Baldwin Winery (next to Financial Aid). Our physical space has increased exponentially--previously we were located in a storage closet and conference sized room with 2 refrigerators and 1 freezer. The Hub now has 3 commercial size freezers and 4 refrigerators that ensure we can keep the meat, produce, dairy products and other grocery items sourced from Second Harvest and picked up by our two Basic Needs staff from our Grocery Rescue Partners (Sprouts Sunnyvale, Safeway Los Gatos and Target Cupertino).

Each week the Hub team picks up about 5,000 pounds of groceries from our Grocery Rescue Program which directly goes to some 1,000 registered students.

In addition, the Basic Needs grant funds are used to purchase snacks, coffee and water items that are stocked in the 28-program embedded Satellite Food Pantries across campus. Registered students are eligible for 1 snack and beverage daily. On average, the Satellite Pantry Program serves 7,000 snacks to students each month.

13. Attach any relevant enrolment documents

Attachment Guidelines:

For accessibility, please ensure all attachments are submitted in their original filetype (Word, Excel, PowerPoint, etc.) or as PDFs with searchable text. Avoid submitting scanned documents, as signatures are not required for this digital submission.

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No answer provided.

14. Program Marketing and Promotion *

- How does your program currently promote itself to the entire student body? What strategies and channels are used for outreach and advertising?
- Have you implemented specific efforts to engage and reach underserved student populations? If so, describe the methods and strategies used.
- If outreach to underserved students has been challenging, what obstacles does your program face in addressing this issue?
- Provide a detailed marketing plan for the current academic year, including any promotional materials you have used or plan to use.

The Basic Needs Hub attempts to utilize social media (TheHubDeAnzaCollege on TikTok and Instagram) and college websites for free marketing and promotion of our services and events. In addition, we work with our strategic partners in the Office of Financial Aid, Office of Institutional Research & Planning, Communications, Guided Pathways, and more, to ensure that underserved student populations are targeted for services outreach. Furthermore, we collect data on students served to ensure analysis and report outcomes and reflection on services provided.

Outreach to underserved students can be challenging because not all students are on campus at the same time due to the multiple modalities of courses offered. In general, we do attempt to design services to meet the majority of students' schedules; and we also offer some services online and/or referrals to community resources located closer to where our students might be located.

Our marketing campaign for our academic year 2026-27 student engagement program will include: social media postings, webpage posting, collegewide communications to announce each event, and event posters on campus.

15. Reflection and Feedback *

- How does your program collect and utilize student feedback for improvement (e.g., pre-/post-surveys, focus groups)?
- Can you provide examples of feedback received?
- What actions have you taken to address these areas?

The Basic Needs Hub just opened in our new location on the first day of the fall quarter 2025. As part of the front desk design, we have suggestions/feedback stations to collect feedback. In addition, we have plans to implement post-event surveys to understand who we served, how the event went, and how we can improve our services. Lastly, we look to our student ambassador team to provide the student perspective in all aspects of the Hub.

16. Attach any relevant student feedback forms, surveys, etc.

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No answer provided.

17. Does your program offer any online services? *

Yes

No

18. Online Services *

- How has your program adjusted to offering services online?
- What strategies or tools have you implemented to ensure the quality of services remains high in a virtual environment?
- If your program hasn't yet transitioned online, what specific plans or steps are in place to provide online services in the future if necessary?

While many of the Hub's services are located on campus, we do have an online referral form for the purpose of assisting students who need assistance finding basic needs, academic support, mental health, and more, as well as help those who may not be able to come to campus. From these referral forms received, the Hub can research alternative online resources or in-person resources that the student might access in their local community.

19. Sources of Funding *

- What are the current funding sources for your program (e.g., college funds, external income, grants)?
- Provide details for each source, including account numbers, account names, balances, and any specific purposes or restrictions tied to the funds.

The California Basic Needs grant (212338 - est. \$115k allocation for 2025/26) and some college resources (130004 - \$100k allocation for 2025/26) provides annual funding for the establishment of a basic needs center and operational costs to operate services. Additional funds pay for staff positions.

The FHDA Foundation raises funds to support student basic needs (844608). These funds are overseen by the Foundation, and can only be used for specific purposes or as designated by the individual donor(s)--for example:

--Emergency grants for registered students;

--Purchase of food when Grocery Rescue partner doesn't have enough donations to meet student need; or

--To cover the cost of an industrial grade appliance (i.e. refrigerator or freezer) which is essential for the Hub to operate Roary's Market.

These funds are one-time funds as provided by community donors.

The Basic Needs grant funding is dedicated to:

- 1) The establishment and maintenance of the college's basic needs center and machinery (van, golf cart);
- 2) Funding for staff positions to oversee the operation of services;
- 3) Funding to provide students with free toiletries; baby supplies (diapers, wipes);
- 4) Funding to purchase snacks and beverages to stock the 27 Food Pantries across campus;
- 5) Funding for daily operation of all services (safe food handling supplies and cleaning supplies); and
- 6) Funding for student outreach and engagement events; and
- 7) Funding for student ambassador employees program (salary, uniforms, etc.)

Request For Information (RFI) - continued

Description:

This section ensures adherence to the DASG Budget Guiding Principles, which can be found at www.deanza.edu/dasg/budget

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20. How does your program provide resources or support to help students achieve their academic and personal goals? (IMPACT) *

When we are hungry, worried about a housing situation or have concerns about unreliable transportation, academic and personal goals can be overshadowed. The mission of the Basic Needs Hub is to help meet students' basic needs so that they can focus on their academic and personal goals.

21. What opportunities does your program offer for students to develop leadership skills and engage in civic activities or advocacy? (IMPACT) *

Through the newly proposed student engagement events that this funding proposal has outlined, the Hub will have the opportunity to teach students about on and off campus basic needs resources that they can access.

22. How does your program support and promote student participation in co-curricular or extracurricular activities to enhance their overall college experience? (IMPACT) *

The Hub's student ambassador program will allow our student employees to share and learn from each other so to increase their basic needs knowledge base and become proactive agents of positive change for the student body at De Anza College.

23. How does your program contribute to improving student retention by enhancing the quality of education and student engagement at De Anza College? (IMPACT) *

The college reports that more than fifty percent of students are impacted by food insecurity and almost half of students worry about housing or homelessness. The Hub hopes to alleviate student basic needs so that they can 1) focus on their academics; 2) enjoy college life and 3) fully participate and fully engage with everything that De Anza has to offer them.

Reference: https://www.deanza.edu/ir/research/documents/INFOGRAPHICBelongingCivicCapacityBasicNeedsMentalHealth_Spring2024.pdf

24. How does your program promote and ensure accessibility, equity, and inclusion for students from diverse backgrounds? (DEI) *

The Hub's services all registered students who help meet their basic needs in food, housing, and transportation. The Hub ensures that outreach for services and events targets our underrepresented students, as well as student populations who may benefit from specific services (example: students who would benefit from CalFresh enrollment based on reported income).

25. What steps does your program take to incorporate environmentally sustainable practices in its operations or events? (ES) *

By participating in the Grocery Rescue Program, the Hub ensures that locally sourced food donations are not thrown away but are instead food is rescued and stocked in Roary's Market. In addition, Roary's Closet also accepts clothing donations which are then available for students to adopt.

26. Attach any other relevant documents

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No answer provided.

Requester, Budgeter and Administrator Information

The Requester is the person completing this request form. The Requester and Budgeter are usually the same person but may be different.

For DASG Accounts, the Budgeter is the person directly responsible for managing the account for the program and their Administrator is the person overseeing them in relation to the DASG Account.

The Budgeter and Administrator cannot be the same person.

Signatures that are Required for Utilizing Funds

All future financial documents, forms, requests, requisitions require the signature of the Budgeter(s) responsible for managing the account for the program and their Administrator in relation to the DASG Account. The Budgeter(s) responsible for managing the account for the program and their Administrator in relation to the DASG Account shall sign designating it as an appropriate expenditure of DASG funds and in the best interest of the student body. Administrators are responsible for any expenditures exceeding budget allocations.

The Budgeter and Administrator cannot be the same person.

27. Are the Requester and Budgeter the same person? *

Yes

No

28. Budgeter's Name *

Grisel Vasquez

29. Budgeter's Email Address *

vasquezgrisel@fhda.edu

30. Budgeter's Phone Number *

408-864-5730

31. Budgeter's Relationship to Project *

Coordinator for the Hub

32. Budgeter's Position on Campus *

Program Coordinator II, Basic Needs

33. **Administrator's Name** *

Casie Wheat

34. Administrator's Email Address *

wheatcasie@fhda.edu

35. Administrator's Phone Number *

408-864-8642

36. Administrator's Relationship to Project *

Supervisor for the Hub

37. Administrator's Position on Campus *

Supervisor for Basic Needs & Veterans