

# CAEP Santa Barbara Adult Education Consortium Emergency Funding in Response to COVID-19

The Santa Barbara Adult Education Consortium (SBAEC) has allocated \$70,000.00 to support our existing SBAEC partners who are experiencing urgent needs arising from the COVID-19 emergency.

All awardees are expected to expend funds no later than June 30, 2021.

THIS APPLICATION IS DUE NO LATER THAN MIDNIGHT, WEDNESDAY, May 27, 2020.

A comprehensive and competitive Request for Proposal submission will align with the California Adult Education Program grant and the Consortium's Goals and Objectives set forth below.

The Statewide CAEP targets programs in areas with a focus on economic mobility and include:

- (1) Programs in elementary and secondary basic skills, including programs leading to a high school diploma or high school equivalency certificate;
- (2) Programs for immigrants eligible for educational services in citizenship, English as a second language, and workforce preparation;
- (3) Programs for adults, including but not limited to older adults that are primarily related to entry or reentry into the workforce;
- (4) Programs for adults with disabilities;
- (5) Programs in career technical education that are short term in nature and have high employment potential;
- (6) Programs offering pre-apprenticeship training activities conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards for the occupation and geographic area.

The overarching Santa Barbara Adult Education Consortium's 3-year plan goals are the following:

- (1) To continue to provide excellent programming for adults in a variety of program areas based on proven needs within the seven areas allowable under AB104;
- (2) To continue to improve Student Learning and Achievement Goals focused on the needs of adult learners, and to assist in their transfer acceleration and career success;
- (3) To continue refining programs and services for students in alignment with Statewide initiatives;
- (4) To provide awareness of educational offerings and training options available through a robust local marketing campaign;
- (5) To develop a comprehensive data collection and accountability infrastructure for all programs and services funded by the consortium and to encourage cross-pollination with each other and Statewide initiatives;
- (6) Where needed, to support partners that specialize in job placement, apprenticeship, internship, and job coaching

CAEP Fiscal Regulation for all Independent Contractors and External Partners:

(I) Indirect, for Profit, or Fringe Benefits are not allowable expenses and cannot be reimbursed.

(II) All Independent Contractors and External Partners must submit invoices to the CAEP Director for reimbursement.

Are you an existing CAEP funding awardee? \*

Yes

No

Program Name \*

SBPL Adult Education Covid 19 Response Initiative

Primary Contact Name \*

Devon Cahill

Primary Contact Email \*

DCahill@SantaBarbaraCA.gov

Primary Contact Phone \*

805-564-5635

### Applicable Noncredit Program Area \*

- Adult Education (ABE, ASE, Basic Skills)
- English as a Second Language/Literacy
- Adults in the Workforce
- Adults with Disabilities

### 1. Executive Summary \*

Please provide an executive summary of your proposed plan. Describe goals and outcomes.

With California Adult Education Program (CAEP) funding, the Santa Barbara Public Library's (SBPL) Adult Education Program will add two new features that will help meet current needs as expressed by the community during the COVID-19 crisis by eliminating economic barriers.

(1) We will enhance our already established SBPL Works! workforce readiness program by enabling job seekers and employers to obtain free food safety certifications (including materials, course, and exam fees). To further facilitate this process, the library will give interested job seekers at its Central and Eastside library access to computers and internet while taking the requisite online ServSafe courses and exams for certification. All online courses are offered in English and Spanish and SBPL's bilingual staff will be on hand to help provide additional support. CAEP funding will also enable Library staff complete the ServSafe proctor training so that the Library can be a site for the ServSafe Food Manager exam. The program will also meet the needs of the community by employing the existing SBPL Works! one-to-one appointment model, which allows interested community members to schedule time to take the courses and exam that fits their schedule. After successful completion of the 2-hour ServSafe food handler course and examination, the student will immediately receive a handler certificate and card, which is valid for three years. The ServSafe manager exam is an 8-10 hour course and concludes with a 90 minute exam. With California Adult Education Program (CAEP) funding we will purchase 100 ServSafe Food Handler and 20 ServSafe Food Managers courses with the goal of distributing them by the end of the grant period.

(2) We will add 10 fully equipped WiFi hotspots and make them available specifically to patrons participating in SBPL's Adult Education Program. During the COVID-19 Crisis, we have worked hard to turn all of our services outward via technology, but quickly discovered that those in most need of our services often do not have access to the internet. Having a reserve of WiFi hotspots available to lend to Adult Education learners and clients will help remove the economic barrier to accessing our remote services.

## 2. Justification \*

Please justify the impact and need for emergency fiscal support.

The COVID-19 crisis has severely impacted food service workers in Santa Barbara and left many without the financial means to meet California requirements for certification necessary to qualify for new positions. The proposed program will help eliminate that barrier for those most in need in Santa Barbara's most vulnerable communities.

Proper food safety is even more valuable to our community as we phase in reopening because it provides basic knowledge of the causes of food poisoning and ways to prevent it. Newly certified handlers will also be current with "new practices and techniques" on proper food handling that are emerging in the wake of the pandemic. Additionally, having the certification in hand will help the transition back into the workforce as workers will be ready to start in their new positions immediately.

This program will also support impacted business owners who are struggling to pay for educational materials and certifications for their staff.

The COVID-19 crisis has also exposed limited access to the internet as a barrier to our remote services. Many learners in our Adult Literacy program and clients seeking help with workforce readiness concerns cannot access our services during the shelter in place order. This is a double whammy for those who are already struggling financially and can't access Adult Education services when they most need them. By making 10 fully equipped WiFi hotspots available specifically to Adult Education patrons, we can increase access to these crucial services to our most vulnerable in Santa Barbara and give them the skills they need to become fuller selves, fuller family members, and fuller members of our community.

## 3. Alignment \*

Please describe how additional funds will further the Consortium's goals and objectives.

Through this project, SBPL will be able to work toward CAEP's stated goals by (1) providing excellent programming for adults in a variety of program areas based on proven needs within the seven areas allowable under AB104; (2) To continue to improve Student Learning and Achievement Goals focused on the needs of adult learners, and to assist in their transfer acceleration and career success; (3) To continue refining programs and services for students in alignment with Statewide initiatives; (4) To provide awareness of educational offerings and training options available through a robust local marketing campaign; (5) To develop a comprehensive data collection and accountability infrastructure for all programs and services funded by the consortium and to encourage cross-pollination with each other and Statewide initiatives; (6) Where needed, to support partners that specialize in job placement, apprenticeship, internship, and job coaching through our signature one-to-one approach to meeting the needs of learners and job seekers.

#### 4. Activity Chart \*

Please use Activity Chart provided in the link under the instructions and email to [sbaebg@gmail.com](mailto:sbaebg@gmail.com). The Activity Chart should outline your program's specific objectives and activities, along with a timeline for completion, the person/agency responsible, outcomes and data capture methods. Please attach additional pages if necessary. \*

I certify that the Activity Chart has been completed and emailed to [sbaebg@gmail.com](mailto:sbaebg@gmail.com)

#### Total Budget Requested \*

\$20028.00

#### 1000 (Instructional Salaries) \*

Total dollars requesting for INSTRUCTIONAL PERSONNEL (include 25% for BENEFITS in 3000 section below)

n/a

#### 1000 Detail \*

Please provide a detailed budget for this category.

n/a

#### 2000 (Noninstructional Salaries) \*

Total dollars requesting for PERSONNEL (include 25% for BENEFITS in 3000 section below)

n/a

#### 2000 Detail \*

Please provide a detailed budget for this category.

n/a

**3000 (Benefits from 1000 and 2000 categories) \***

Total dollars requesting for BENEFITS . The average benefit rate is 25%.

n/a

---

**4000 \***

Total dollars requesting for INSTRUCTIONAL SUPPLIES and NON-INSTRUCTIONAL SUPPLIES and Computer Software (not Hardware).

\$11200.00

---

**4000 Detail \***

Please provide a detailed budget for this category.

Item	QTY	Price	Total
Radio Bronco Campaign	10 months	150	1500
ServSafe Food Handle® California Online Course & Assessment	100	15	1500
ServSafe® Manager Online Course - 7th Edition	20	125	2500
ServSafe® Mgr. Certification Online Exam Code	25	36	900
WiFi Hotspot Data	10 Devices	\$40 (per month / 1 year)	4800

---

**5000 \***

Total dollars requesting for CONSULTANTS, MEETINGS, PROFESSIONAL DEVELOPMENT

\$6881.78

---

**5000 Detail \***

Please provide a detailed budget for this category.

**Staff Proctoring Training**

Item	QTY	Rate	Total
Adult Education Librarian	4	48.76	195.04
Library Tech	4	43.89	175.56
Librarian II	4	51.11	204.44

**Proctoring Exam**

Item	QTY	Rate	Total
Adult Education Librarian	6	48.76	292.56
Library Tech	6	43.89	263.34
Librarian II	6	51.11	306.66

**Initiative Facilitation**

Item	QTY	Rate	Total
Adult Education Librarian	26	48.76	1267.76
Library Tech	52	43.89	2282.28
Librarian II	26	51.11	1328.86

**6000 \***

Total dollars requesting for CAPITAL OUTLAY (Computer Hardware)

\$2000.00

**6000 Detail \***

Please provide a detailed budget for this category.

Item	QTY	Price	Total
WiFi Hotspots	10	200	2000

What is your sustainability plan for this activity when funding is no longer available? \*

If the program is successful, meaning we hit our target number of adult learners and clients served, we hope to secure funding from the City of Santa Barbara/Santa Barbara Public Library or through additional grants to continue the program. Possible funding sources include internal and external grants including regular CAEP funding as well as support from the California State Library

I have reviewed the 2019-2020 CAEP 1-Year Plan and attest that this proposal is in alignment with CAEP current goals and objectives. CAEP SBAE Consortium Annual Plan (2019-2020): [http://www.sbccc.edu/extendedlearning/sb\\_adult\\_ed\\_consortium/files/CAEP%20Annual%20Plan%202019-20%20.pdf](http://www.sbccc.edu/extendedlearning/sb_adult_ed_consortium/files/CAEP%20Annual%20Plan%202019-20%20.pdf) \*



Yes

This form was created inside of Santa Barbara City College.

Google Forms