

6. Programs in Short-Term CTE

Based on the recommendation of the BW Research environmental scan, develop new noncredit programs in CTE areas such as health, business, and information communication technology sectors.

7. Programs offering Pre-apprenticeship Training activities

Explore the possibility of coordinating with a formal apprenticeship program in Construction Technology, leveraging our piloted Pre-apprenticeship activities in this department.

I have reviewed the 2019-2021 CAEP Three-Year Plan and 2021-2022 DRAFT Annual Plan and attest that this proposal is in alignment with Consortium's current goals and objectives. *

Yes

No

Are you an existing 2018/19, 2019/20, 2020/2021 CAEP funding awardee? *

Yes

No

Program Name *

COVID-19 Recovery: Hybrid Services Initiative for Adult Education Programs at Santa Barbara Public Library

Primary Contact Name *

Devon Cahill

Primary Contact Email *

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Primary Contact Phone *

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Applicable Noncredit Program Area *

- Adult Education (ABE, ASE, Basic Skills)
- English as a Second Language/Citizenship
- Entry or Reentry into the Workforce
- Adults with Disabilities
- Short-Term CTE/Programs in Pre-Apprenticeship
- Literacy
- Other
- Other:

1. Please provide an executive summary of your proposed plan (to include overarching goals and outcomes) to create new programs or expand existing programs in one of the areas identified above. *

With California Adult Education Program (CAEP) funding, the Adult Education Program at Santa Barbara Public Library (SBPL) will improve upon its successful one-to-one services for integrated language and vocational literacy for learners and job seekers by creating a hybrid model that provides both in-person and remote access to programs to better serve the entire Santa Barbara south county community, including Carpinteria and Goleta, during the COVID-19 economic recovery period. Through (1) increased bilingual Spanish/English access to our SBPL Works! workforce readiness program virtually, in-person at the the Central library and branches, and via our Library On The Go mobile library van, (2) expanded cohort learning opportunities for volunteer literacy tutors and faculty in partnership with Santa Barbara City College's (SBCC) non-credit ESL Program, (3) improved access to the ServSafe food manager and handler courses, exams, and local exam sites in partnership with the SBCC's School of Extended Learning, (4) increased access to necessary technology for both patrons and staff, such as additional Chromebooks, laptops, and Wi-Fi hotspots for on location use and checkout, (5) additional staffing to provide training and support for community members in both English and Spanish, and (6) an expanded range of resources available both online and by-mail in multiple languages, the program will ensure Library patrons will have both in-person and remote access to all Adult Education services at SBPL. This funding will also help strengthen our partnerships with SBCC and its School of Extended learning and leverage the impact of all CAEP partnering agencies in a way that better helps individuals reach their vocational and literacy goals and hastens the economic recovery of our region.

2. Integration: Please explain how your proposed program integrates adult education programs at SBCC and creates a transition to credit/transfer educational programs or creates a transition to the workforce (including, but not limited to, internships, jobs, pre-apprenticeships, and self-employment). *

Recalibrating our Adult Education offerings at SBPL will help the Santa Barbara Adult Education Consortium (SBAEC) create clearer pathways for community members in Santa Barbara south county to pursue careers of their choice or continue onto non-credit and credit college classes, including those at SBBC, their Career Skills Institute, and their School of Extended Learning. Specifically, CAEP funding will enable Adult Education at SBPL to increase its capacity to efficiently and effectively serve clients in all of its Adult Education programs, in-person, virtually, and via SBPL's Library On The Go outreach van. Additionally, formal partnerships with SBCC's non-credit ESL program and the School of Extended Learning will ensure increased awareness of programs and opportunities available in the community and help prepare Santa Barbara south county as we exit the pandemic and CARES Act provisions expire.

3. Justification: Please justify the need of your proposed program and include research, labor market information, employer feedback, student surveys, or other relevant information and describe how funding will further your objectives. For programs that have previously received funding, please justify the need, include students served, and provide a status report on your existing award(s) and remaining balance(s). *

During the COVID-19 pandemic, Adult Education at SBPL quickly shifted its service model to meet the needs of patrons remotely. In this transition, we discovered that many who were in the most need did not have adequate access to the requisite technology, Internet, or means to get to the Library during service hours, even when we are open to the public. With Yr. 7 CAEP support, we will address this varied need by creating a hybrid service model that balances in-person and remote services, which will increase access to our most vulnerable in Santa Barbara. By guaranteeing equity in access for all to our programs we can expand our ability to help every community member build the skills they need to reach their literacy and vocational goals.

The Library has also recently launched a Library on the Go mobile outreach vehicle, which is a state of the art custom designed Sprinter vehicle equipped to take the Library's services and collections out into the community. This program specifically targets populations and areas of the community that have more difficulty accessing the Library's buildings whether due to transportation challenges, open hours, or other barriers. Library on the Go is even more valuable as a way to deliver services during the pandemic when outdoor programming has been a safer option. The Library is also regularly visiting the Neighborhood Navigation Centers coordinated by SB ACT to bring Adult Education services to people experiencing homelessness. The innovative approach to meeting learners and job seekers where they are at physically will help reach the most vulnerable individuals in our community who may be reluctant to access services from more formal opportunities. With this mobile option, the Library can better bridge the gap between the educational goals of our community and resources. Year 7 CAEP support will enable SBPL to take SBPL Works! And Adult Literacy programs to offsite locations, which will increase the visibility and awareness of Library resources as well as programs available at CAEP partner agencies.

The Adult Education Program at SBPL is built on providing one-to-one tutoring and support to meet the needs of language learners, GED or high school diploma students, US citizenship seekers, and job seekers. Our learner-centered, peer tutoring approach allows community members to determine their own goals, participate directly in their educational experience, and set their own pace. It enables staff and volunteers to work with the learners and clients to find the most effective approaches to fit each learner's style and schedule. Other advantages of the one-to-one approach include the elimination of anxiety learners sometimes feel when they are singled out in front of a group for needing special assistance, learning things that seem irrelevant to their needs or vocational ambitions, and spending years in general study without a chance to apply their skills in a professional setting. By increasing our capacity to bring these services to underserved members of our community remotely, we can strengthen the Santa Barbara community and fulfill our mission to provide equity in access to information and services via the Library.

For example, with CAEP Yr. 6 and Yr. 6 COVID-19 Emergency Funding, SBPL was able to add access to Chromebooks, Wi-Fi hotspots, and laptops for Adult Education patrons to borrow and add crucial skill building and workforce related database access. This became a lifeline that allowed the underserved in our community to get the services they needed remotely. We were also able to implement our ServSafe Food Handlers program that gave unemployed food service workers free access to the certification they needed

to get back to work without having to bear additional financial burden. With over 100 participants and counting, this program is meeting a specific and important need in the community.

With CAEP Yr. 7 support, we will be able to both maintain and upgrade our free to borrow Chromebooks and Wi-Fi hotspots and increase access to technology in our programs with 5 additional kits. In partnership with SBCC's School of Extended Learning we will expand our successful ServSafe program by offering free access to ServSafe Food Manager's training courses and exams. Quarterly courses taught by SBCC staff will rotate among the Wake Center and SBPL locations and will help eliminate barriers for local food industry employees returning to the workforce by making the courses available locally and free of charge. Support from CAEP will also enable us to train SBPL staff to serve as official proctors for these exams and establish the SBPL as an exam site for interested workers throughout South County. This will improve access immediately since the next closest live exam sites are currently more than 50 miles away from downtown. SBPL will also work with instructors to implement a Spanish language Food Managers training course.

The success of our various CAEP supported programs shows that SBPL has the capacity to assess community needs, develop, implement, and maintain vital Adult Education services for the Santa Barbara Community. For example, during the pandemic our CAEP supported Adult Literacy Program served over 100 community members virtually with 98% success rate of learners reaching one or more of their literacy goals, with many of our learners achieving major milestones such as passing citizenship exams, receiving GEDs, and gaining literacy skills necessary to advance in their careers. With continued support, we will be able to add access to Learning Upgrade, a remote literacy learning database that learners can access from their device or computer to work individually or in blended learning meetings with tutors.

CAEP funding also enabled us to pilot our Pre-ESL Spanish Literacy program, which focuses on the needs of learners in our community for whom struggles with native Spanish language fluency is a barrier to English acquisition. We currently have 10 tutor learner pairs actively engaged in Pre-ESL learning by phone and virtual meeting software. Our expanded Spanish language resources library in Adult Education has also enabled tutors to better serve native Spanish speakers not formally enrolled in our Pre-ESL program to reach their literacy goals more efficiently.

With Yr. 7 support, we look forward to partnering with SBCC's non-credit ESL program to better meet the needs of our Spanish speaking community through a series of Teacher and Tutor Forums for SBCC ESL faculty and SBPL volunteer tutors. As a venue for discussing community needs and exchange of best practices and effective resources, these forums will expand our community learning cohort and improve the quality of our services. These professional development opportunities will help both faculty and volunteer tutors build skills they need to address the specific needs of ESL learners in our community and directly support learners working on both English and Spanish literacy in our respective programs. The long term goal of this partnership is to provide increased awareness and access to high-quality classroom and one-to-one learning while building the literacy skills necessary for language learners to excel as students, workers, and community members. At the same time it will increase the profile of our respective programs and improve movement for learners between agencies.

Furthermore, with continued CAEP funding since 2017, our SBPL Works! workforce readiness program ran at full capacity before the COVID-19 pandemic with offices at SBPL's Central and Eastside Libraries. The addition of one part-time staff and equipment in 2019 allowed SBPL Works! to increase its average number of kept appointments by 40%, from 65 to 98 per month while maintaining a more than 85% success rate for clients reaching personal workforce readiness goals or finding employment. This reflected SBPL's accurate assessment of community need for expanded services in our previous RFPs and our ability to meet that need with programs developed with CAEP support. Although the COVID-19 crisis and subsequent SBPL

closure has decreased our capacity, our cumulative success rate for clients finding employment or reaching workforce goals has risen to 100% since the pandemic began.

At SBPL we recognize the importance and usefulness of data collection and use a wide range of state and city required and in-house metrics to determine strengths and weaknesses of our programs and how to best leverage SBPL's budget to meet the ever-changing needs of our varied community. Because of this, we are well equipped to track data from our CAEP supported programs in the CASAS TopsPro Enterprise platform so CAEP can efficiently report data to the State.

4. Outreach & Marketing: Please describe your plans to conduct outreach and marketing to reach your target population and increase enrollments. *

The target population for expanded remote access to the SBPL Adult Education program is adults in Santa Barbara and surrounding communities who are entering, re-entering, or advancing in the workforce who cannot access services in person for a variety of reasons. Services will be provided in both English and Spanish. Bilingual marketing efforts will include a Spanish language radio campaign on Radio Bronco, hanging flyers in local businesses, posting on social media, ads in local newspapers and radio stations, direct mailing, and in-person outreach by bilingual staff in target neighborhoods. Additionally, we will coordinate with and promote our programs and events to the Workforce Resource Center and the SBCC School of Extended Learning. Outreach will include staying visible in the community, both virtually and in-person, at events like local virtual job fairs and other virtual gatherings hosted by various Santa Barbara agencies including the Santa Barbara Housing Authority, Family Service Agency of Santa Barbara, the Santa Barbara County Food Bank, and the Santa Barbara Chamber of Commerce.

5. Partnerships: Please provide 2-3 prospective CAEP Programs or Partners you plan to work with to maximize student and client participation and describe your prospective collaborative efforts; either with current CAEP programs and/or other external community entities. *

Yr. 7 CAEP funding will help support SBPL's partnerships with SBCC's non-credit ESL program and SBCC's School of Extended Learning. As outlined above, SBPL will partner with SBCC to create a series of Teacher and Tutor Forums to expand our community learning cohort. This will both improve the quality of our services and be prepared for shifts in community needs. The goal of this partnership is to provide high-quality classroom and one-to-one learning, while increasing the profiles of our respective programs and creating clearer pathways for student crossover between agencies. We will also partner with SBCC's School of Extended Learning to expand our ServSafe Food Handlers program to include the ServSafe Food Manager's training and exams and to establish the Library as a local exam site for all Santa Barbara County residents.

The Adult Education Program at SBPL will also continue our cross referral relationship with all CAEP partnering agencies to build a strong network of services to ensure that our programs are non-duplicative and mutually beneficial. Outside of the consortium we will also continue our partnership with the Santa Barbara Family Service Agency (FSA).

6. SBCC Noncredit Student Support Services: Provide your plans to integrate SBCC Noncredit Student Support Services in order to assist students in obtaining abbreviated educational plans. *

Although we have no formal relationship with support services at SBCC, all SBPL programs are free and open to the public. As outlined above, our one-to-one approach in all of our services provides an alternative approach to support SBCC non-credit students who are either not thriving in the classroom environment who would benefit from focused and one-on-one tutoring and assistance outside of the classroom.

7. Alignment: Please describe how your program is in alignment and furthers the Consortium's goals and objectives as stated above. *

Through increased remote and in-person access to our Adult Education services, SBPL will better provide vital and personalized language and vocational literacy training for adults preparing to enter or reenter the workforce or pursue higher education during the COVID-19 recovery. The program also addresses CAEP's stated goals by (1) providing excellent programming for adults by offering personalized job and literacy training, (2) continuing 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) refining programs and services for students in alignment with statewide initiatives (4) providing awareness of the program through a robust marketing campaign and through partnerships with other consortium members and agencies in the community (5) building a system of data collection and accountability to ensure that the initiative delivers on its commitment to strengthening the Santa Barbara community (6) supporting 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.

The program is also in alignment with 5 of CAEPs 7 target program areas, including (1) programs in elementary and secondary skills, (2) programs for immigrants and ESL, (3) adults entering or reentering the workforce, (4) adults who assist secondary students, and (5) programs for adults with disabilities. To support this vital initiative, SBPL will also build bridges to existing and new CAEP programs both within the Library and in the greater Santa Barbara community by filling in the gaps between services currently offered by SBPL, SBCC credit division, the School of Extended Learning, and other agencies. Responding to its organizational need to address systemic racial injustices, SBPL has created an internal change team to look at policies and procedures, collections, and programming through an equity, diversity, and inclusion lens. Our Youth Services staff are doing a year-long training using Project Ready curriculum and will train all staff to implement best practices learned in programs and services throughout the Library. SBPL prioritizes partnerships with organizations that value equity, diversity, and inclusion. SBPL is also uniquely positioned to meet the requirements of Assembly Bill 2098 aimed at Immigrant Integration. The organization OneAmerica defines Immigrant Integration as, "as a dynamic, two-way process in which immigrants and the receiving society work together to build secure, vibrant, and cohesive communities" (OneAmerica, 2019). With CAEP support, SBPL had already made great strides toward Immigrant Integration by addressing English language literacy needs of native speakers and English as Second Language (ESL) learners and piloting its Pre-ESL Spanish Literacy Program to meet the increasing need of recent immigrants to improve their language foundation in Spanish literacy. Our multilingual staff has been able to help native speakers of various languages, including Spanish, French, and Japanese, to successfully transition to living and working in the US through our CAEP supported SBPL Works! workforce readiness program as well. In short, SBPL has a proven track record of helping immigrants integrate into our community by providing them with the skills and knowledge they need to become US citizens and succeed in their careers and credit and non-credit academic pursuits.

8. Leveraging Funds : Please describe what other funding sources, and the percentage of those funding sources, will be used to support your CAEP proposed program. *

The Library currently receives support from the State Library through California Library Literacy Services to administer its Adult Literacy Program. The whole of the amount is used to pay for a portion of Adult Education staff salaries. The Library also has a partnership with the Family Service Agency to provide adult literacy services specifically to referred learners from its Healthy Marriage and Relationship Stability Program and workforce readiness services to participants in its Dedicated Dads program. Funding from FSA pays for the salary of one of our Adult Education part-time staff and provides a small supplies budget. Although it is difficult to calculate a percentage, since there will be crossover between the various Adult Education services, a portion of these funds will also support our effort to implement a hybrid system to deliver services in-person, remotely, and mobility through salaries, purchase of supplies, and training tutors and mentors to work with learners and clients.

9. Diversity, Inclusion, and Equity: Please describe how your program will create a diverse, inclusive, and equitable educational experience for adult learners. Please identify strategies in which your program plans to address racial inequality and professional development support for instructors and staff. *

As an open access institution, SBPL and its Adult Education Program strive for equity in access to all of our programs and services. SBPL also recognizes that access is not enough for equity, and does proactive outreach to take services to those who may have difficulty visiting the Library in person both virtually and via our Library on the Go outreach vehicle to reduce barriers. In the Adult Education Center and throughout the Library, we pride ourselves on being a space of becoming: where, regardless of ethnicity, socio-economic background, or sexuality, learners and job seekers can become fuller selves, fuller family members, and fuller members of our community. All of the staff and volunteers in Adult Education are trained to be culturally competent and to create an environment of inclusion here at the library. Improved delivery of services in Adult Education will also help the Library fulfill its mission to provide equity in access to language and vocational literacy programs and services. As a City of Santa Barbara agency, we also committed to, among others, valuing (1) the opportunity to provide services to our community in a manner that is fair, courteous, responsive, and efficient, (2) the worth and dignity of all individuals and will provide equal opportunities for all, (3) the diversity of experience, skill, outlook and style that are brought to City service by each individual.

10. Potential Budget Reductions: Please describe what specific programming needs and/or services your program would reduce or eliminate should the CAEP grant budget be reduced (range 10-25% at any point during the grant cycle). Please note that final budget reductions would be determined by the Santa Barbara Adult Education Consortium based on the Consortium's priorities and goals. *

If necessary, SBPL's proposed program could adapt to any budget decrease by reducing some staff hours supported by the grant and spending less on physical items for our Adult Education resources collection. A reduction would also lessen the need for such a robust marketing campaign, so costs could be cut in that area as well. Ultimately, the program is adaptable enough to still be successful with a smaller budget, but the number of students served will likely decrease proportionately.

11. Activity Chart: Due by midnight, August 13, 2021 *

Please use the Activity Chart provided in the link under the instructions and email to 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

Total Budget Requested *

99,809

1000 (Instructional Salaries) *

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

0

1000 Detail *

Please provide a detailed budget for this category.

0

2000 (Noninstructional Salaries) *

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

0

2000 Detail *

Please provide a detailed budget for this category.

0

3000 (Benefits from 1000 and 2000 categories) *

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

0

4000 *

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

41,839

4000 Detail *

Please provide a detailed budget for this category.

General

Binders for Volunteer Manuals	80x@\$8.00	= \$ 640.00
Meeting Supplies	1x@\$500.00	= \$ 500.00
Books (Various for Adult Literacy/Works!)	1x@\$5,000.00	= \$ 5,000.00
Lynda.com Sub	1x@\$13,125.00	= \$ 13,125.00
Printer toner (color)	6x @\$234.89	= \$ 1,409.34
Printer toner (black)	4x @\$171.89	= \$ 687.56
WiFi Hotspot Data Plans (15 Devices \$40 (per month / 1 year)		= \$ 7,200.00
Chromebook Cases	5x @\$25.00	= \$ 125.00
Hotspot Cases	5x @\$20.00	= \$ 100.00
Mobile Device Mgmt. Licenses	5x @\$150.00	= \$ 750.00
Leamos Subscriptions	20x @\$55.00	= \$ 1,100.00
Day planners	125x @\$ 3.25	= \$ 406.25
Learning Upgrade (online literacy database subscriptions)	x30 @\$50.00	= \$ 1,500.00
Keyboards for iPads	3x @\$200.00	= \$ 600.00
Postage	1x @\$500.00	= \$ 500.00

SBPL Works! ServeSafe Program

ServSafe Manager Book	30x @\$ 54.40	= \$ 1,632.00
ServSafe Food Managers Online Exam	30x @\$ 28.80	= \$ 864.00
ServSafeFood Handlers Course and Assessment	100x @\$12.00	= \$ 1,200.00

Advertising

Radio Bronco Campaign	1x @\$3,500.00	= \$ 3,500.00
Print Ads	1x @\$1,000.00	= \$ 1,000.00

5000 *

Total dollars requesting for CONSULTANTS, MEETINGS, PROFESSIONAL DEVELOPMENT

51,870

5000 Detail *

Please provide a detailed budget for this category.

Basic Literacy

Library Tech (Part-time 15hr/wk)	780hrs	@\$ 25.15	= \$ 19,617.00
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SBPL Works!

Senior Library Tech (full-time 5 hr/wk)	260hrs	@\$ 48.60	= \$ 12,636.00
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Library Tech (Part-time 15hr/wk)	780hrs	@\$ 25.15	= \$ 19,617.00
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6000 *

Total dollars requesting for CAPITAL OUTLAY (Computer Hardware)

\$6,100

6000 Detail *

Please provide a detailed budget for this category.

Chromebooks	5x	@\$500.00	= \$ 2,500.00
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iPod Air	3x	@\$600.00	= \$ 1,800.00
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WiFi Hotspots	5x	@\$200.00	= \$ 1,000.00
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Desktop Computers	1x	@\$800	= \$ 800.00
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Do you currently receive other NON-CAEP funding that supports the proposed activity? If yes, please describe how additional funding expands or supports that activity. *

The Library currently receives support from the State Library through California Library Literacy Services to administer its Adult Literacy Program. The whole of the amount is used to pay for a portion of Adult Education staff salaries. The Library also has a partnership with the Family Service Agency to provide adult literacy services specifically to referred learners from its Healthy Marriage and Relationship Stability Program and workforce readiness services to participants in its Dedicated Dads program. Funding from FSA pays for the salary of one of our Adult Education part-time staff and provides a small supplies budget. Although it is difficult to calculate a percentage, since there will be crossover between the various Adult Education services, a portion of these funds will also support our effort to implement a hybrid system to deliver services in-person, remotely, and mobily through salaries, purchase of supplies, and training tutors and mentors to work with learners and clients.

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 students served, we hope to secure funding from the City of Santa Barbara/Santa Barbara Public Library System to continue paying salaries and benefits for the full-time and hourly Library Technicians supported by the grant and for the upkeep and acquisition of necessary hardware.

Total number of adult students served in 2018-2019, 2019-2020, 2020-2021 (for CAEP awardees). *

716

Target number of adult students you plan to serve from 2021-2023. *

250

This form was created inside of Santa Barbara City College.

Google Forms