



## California Adult Education Program, Santa Barbara Adult Education Consortium (SBAEC) Year-9 2023-2024 REQUEST FOR PROPOSAL

### I. APPLICATION

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This application includes a total of eight questions. Please ensure that each answer is succinct and directly addresses the question. Each answer should be no longer than 500 words per question. All applicants are required to meet with the School of Extended Learning (SEL) Vice President and CAEP SBAEC Director to discuss your proposal to ensure that it is in alignment with the overarching SEL programmatic goals and budget.

**THIS APPLICATION IS DUE NO LATER THAN JULY 31, 2023.**

\* Required

I have reviewed the 2022-2025 CAEP Three-Year Plan and 2022-2023 Annual Plan and attest that this proposal is in alignment with Consortium's current goals and objectives. Y/N\*

Are you an existing CAEP funding awardee? Y/N\*

Program Name \*

**Santa Barbar Public Library, Adult Education Program**

Primary Contact Name \*

**Arturo Rodriguez**

Primary Contact Email \*

[arodriguezmartinez@santabarbaraca.gov](mailto:arodriguezmartinez@santabarbaraca.gov)

Primary Contact Phone \*

**805-448-3139**

All applicants are required to collaborate with, at minimum, one SBCC School of Extended Learning noncredit faculty member to develop a robust and comprehensive SBAEC request for proposal. Please insert the name of the faculty member(s) below:

Faculty Name(s) \*

**Julie Hobbins, Nicole Lopez, Kristle Domondon, Margarita del Campo**

**Select Applicable Noncredit Program Area (multi-selection drop-down menu) \***

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

#### **1. Executive Summary \***

Please provide an executive summary of your proposed plan that includes overarching goals to create new

programs or expand existing programs in one of the CAEP programming areas identified above. Please justify the need of your proposed initiatives and include research, labor market information, employer feedback, student surveys, or other relevant information and describe how funding will further your objectives.

### **SBAEC Primary Goals (500 word limit)**

With California Adult Education Program (CAEP) funding, the Adult Education Program at Santa Barbara Public Library (SBPL) will continue to improve upon its successful one-to-one service model for integrated language and vocational literacy for learners and job seekers by expanding its hybrid model to provide both in-person and remote access to programs that will better serve the entire Santa Barbara south county community, including Carpinteria and Goleta. Through (1) increased bilingual Spanish/English access to our SBPL Works! workforce readiness program virtually, in-person at the Central library and branches, via our Library On The Go mobile library van and online digital services, (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) support for SBCC noncredit AHS GED Program and dually enrolled high school students completing their degrees to transition to college, job search training, job fairs, and placement, (5) 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, (6) additional staffing to provide training and support for community members in both English and Spanish, and (7) an expanded range of resources to SBCC Noncredit Basic Needs Center to leverage resources available both online and by-mail in multiple languages, (8) an expansion of the Library's Community Connections, which provides Adult Learner support systems (housing, foodbank resources, and public assistance programs) through social service navigation and collaboration with human service organizations, the program will ensure our community, including adults with disabilities, will have equitable access to all Adult Education services at SBPL, both in-person and remotely. In addition, participants will have the necessary support to be successful in pursuit of education and career goals through access to social services navigation and support from the Library's contracted social worker. 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 transition to both non-credit and for credit programs at SBCC while hastening the economic recovery of our region. As part of this initiative, we will also implement a data collection plan in alignment with the reporting requirements of CAEP.

### **2. Noncredit/Credit Integration and Alignment**

Please explain how your proposed program initiative(s) align(s) with other 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). If there are more than one proposed initiatives, applicants should list each initiative and briefly address how they align. (500 word limit)

The Adult Education Program at SBPL provides one-to-one tutoring, traditional and innovating literacy workshops and support to meet the needs of language learners, GED or high school diploma students, adults with disabilities, US citizenship seekers, and job seekers. With our learner-centered, peer approach, community members determine their own goals, participate directly in their educational experience, and find the most effective approaches to fit their pace, style, and schedule. These programs are an excellent resource for SBCC students and jobseekers seeking support services to reach their goals. The success of our various CAEP supported initiatives shows we effectively assess community needs, and develop, implement, and maintain vital Adult Education services.

In Yr. 9, we will:

- A. Maintain the capacity of our Adult Literacy program by sustaining and developing staff, and keeping our physical and digital Adult Education resources current. Each year our Adult Literacy and Pre-ESL Spanish Literacy programs serve hundreds of learners, both virtually and in-person, with 98% reaching one or more literacy goals. Many learners achieve major milestones such as passing the citizenship exam and earning GEDs.
- B. Increase our Partnerships with SBCC's ESL program to better meet the needs of English Language Learners through a series of Teacher and Tutor Forums for SBCC ESL faculty and SBPL volunteer tutors and developing training modules for tutors working with ESL learners. This partnership will improve access to high-quality

classroom and one-to-one learning while increasing the profile of both programs and facilitating movement for learners between agencies.

- C. Improve and expand our successful SBPL Works! program by conducting workforce development market research and designing job fairs. Based on our research, we expect to improve employment readiness workshops and one-to-one appointments with job seekers that will facilitate job searches, resume and cover letter writing, and interview practice. Maintaining and training staff with resources and research will enable us to meet the demand for workforce center services and continue our close to 100% success rate for clients.
- D. Grow our successful ServSafe Food Handlers and Manager Certification program that gives unemployed food service workers free access to the certification and training they need without extra financial burden. With over 130 participants and counting, this program is meeting a specific and important need in the community.
- E. Maintain Wi-Fi hotspots and data plans and provide four staff laptops needed for the several locations we provided services. This technology is a lifeline for the underserved in our community to connect with crucial language learning, skill building, and workforce development related databases, meet virtually with tutors, search and apply for jobs, and prepare resumes and cover letters.
- F. Expand the Community Connections program in Adult Education, which provides social service navigation to participants in workforce development or literacy programs to ensure that basic needs are met so they can be successful in achieving their career or educational goals. Participants receive referrals to community based organizations focused on food, housing, mental wellness, and can work with a licensed social worker to help access services.

### **3. Outreach & Marketing \***

Please describe your plans to conduct outreach and marketing to promote the proposed program initiatives aimed at increasing enrollment, job attainment or advancement, or transition to credit programs. (500 word limit)

The target population for our SBPL Adult Education program are adults in Santa Barbara and surrounding communities who are entering, re-entering, or advancing in the workforce, seeking literacy services in English and Spanish, or seeking tutoring for GED or US Citizenship Exam preparation. Since we provide services in both English and Spanish bilingual marketing efforts will include a Spanish language radio campaign on Radio Bronco, hanging bilingual flyers in local businesses, social media, ads in local newspapers, direct mailing, and in-person outreach by bilingual staff. Additionally, we will coordinate with and promote our programs at the Workforce Resource Center and the SBCC School of Extended Learning. Outreach will include participating events like local virtual job fairs and continued collaboration with partners such as Santa Barbara Housing Authority, Family Service Agency of Santa Barbara, Santa Barbara County Food Bank, Greater Santa Barbara Hispanic Chamber of commerce and Santa Barbara Chamber of Commerce. We will also promote our programs, and programs of CAEP partnering agencies, directly to underserved populations via our Library on the Go van stops throughout the community and at Neighborhood Navigation Centers (NNCs).

### **4. Partnerships \***

Please list 3-5 provide prospective CAEP Programs or other external community entities you plan to work with to maximize student and client participation and describe your prospective collaborative efforts. (500 word limit)

With Yr. 9 CAEP funding we will partner with SBCC's non-credit ESL program to create a series of Teacher and Tutor Forums and training modules to expand our community learning cohort and better serve ESL learners in each of our programs. This will both improve the quality of services and help prepare for shifts in community needs. The goal of this partnership is to provide high-quality one-to-one and classroom language learning, while increasing the profiles of our respective programs and creating clearer pathways for student crossover between agencies.

We will also expand our pilot partnership with SBCC's School of Extended Learning that offers free access to in-person ServSafe Food Manager's training courses and exams to offer 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. Before this pilot began, the nearest testing center for this exam was over 30 miles away from Santa Barbara. 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 30 miles away from downtown. This partnership will continue to serve as a model for

the impact CAEP can have on the community when our partnering agencies pool their skills and resources.

The Adult Education Program at SBPL will also continue our cross-referral relationship with all 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) to provide literacy and vocational services to its program participants. SBPL also partners with SB ACT to offer Adult Education services to clients at NNCs, works with CityNet, Santa Barbara Foundation, and the County of Santa Barbara to host job fairs and refer jobseekers to SBPL Adult Education programs and CAEP partner programs as appropriate.

#### **5. Leveraging Funds \***

Please describe what other funding sources, and the percentage of those funding sources, will be used to support your CAEP proposed program. (500 word limit)

The Santa Barbara Public Library receives support from the California State Library through California Library Adult Literacy Services, Family Literacy Services and English as a Second Language Services to administer its Adult Literacy Program. The award amount is used to pay for a portion of Adult Education staff salaries and some operations. 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. Given that referrals have decreased in the last fiscal year, the funding is expected to proportionally be reduced. 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 and remotely through salaries, purchase of supplies, and training tutors and mentors to work with learners and clients. The Library has received grant funding from the Santa Barbara Foundation to organize and operate four job fairs. Additional funding for full-time staff is provided by the City of Santa Barbara general fund.

#### **6. Diversity, Inclusion, and Equity**

Please describe how your proposed program initiatives will help create a diverse, inclusive, and equitable educational experience for adult learners. (500 word limit)

As an open access institution, SBPL and its Adult Education Program strive for equity in access to all 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. 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 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.

In an effort 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. The entire library staff, full and part are under going the Project Ready curriculum and are developing internal trainings that will be completed by all staff. . 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 has 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. In the winter, SBPL hired a full time Spanish Outreach Coordinator to ensure that the Spanish speaking community was full engage in the programs and services offered by the SBPL.

## **7. Outcomes**

Please list between 3-5 outcomes for the next year.

(e.g. 1. increased enrollments by 5%, 2. two new state certificates in small business development for bilingual learners) (500 word limit)

With CAEP Yr. 8 funding, we will:

- A. Increase the number of learners receiving literacy tutoring support at SBPL while enrolled in ESL classes at
- B. SBCC by 50%.
- C. Partner with ESL instructors to develop a series of quarterly Teacher and Tutor Forums and training modules to expand our community learning cohort and better serve ESL learners in each of our programs.
- D. Establish long term partnership with SBCC's School of Extended Learning to provide bi-annually ServSafe Food Manager's courses and increase access and quantity of proctored exam sites at Library and SBCC locations.
- E. Increase the monthly average of clients consulted in SBPL Works! from 64 to 75.
- F. Increase the monthly average of clients consulted in SBPL Works! En Español from 8 to 16.
- G. Increase the monthly average of clients consulted in SBPL Literacy Tutoring from 10 to 15.
- H. Increase the monthly average of clients consulted in SBPL Literacy En Español from 5 to 15.
- I. Increase the monthly average of clients consulted in SBPL Community Connections from 10 to 15.
- J. Increase the monthly average of clients consulted in SBPL Community Connections En Español from 5 to 15.
- K.
- L. expand the number of community organizations participating in Community Connections office hours from 5 to 10.

## **8. Target Number of Students**

I. Served during the 2022-2023 grant year

1054

II. Plan to serve for the 2023-2024 grant year

1362

## II. BUDGET WORKSHEET

For each budget request, please describe the activity, agencies or individuals that will carry out the activity. Per the State CAEP directive, there is an expectation that programs expend funds as equally as possible within the grant's timeframe (e.g. 25%, 25%, 25%, 25%).

<b>TOTAL BUDGET REQUEST</b>	<b>\$ 131,012.40</b>
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<b>CATEGORY BUDGET REQUEST TOTALS</b>	<b>\$ 131,012.40</b>
<b>1000</b>	<b>\$</b>
<b>2000</b>	<b>\$</b>
<b>3000</b>	<b>\$</b>
<b>4000</b>	<b>\$ 14,018.00</b>
<b>5000</b>	<b>\$ 110,098.40</b>
<b>6000</b>	<b>\$ 6,896.00</b>

### 1000: INSTRUCTIONAL SALARIES (instructional personnel) \*

1000 Budget Request Total	\$
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Please provide a detailed budget for this category.

Itemized Budget Request	Budget Detail and Activity

### 2000: NON-INSTRUCTIONAL SALARIES (personnel) \*

2000 Budget Request Total	\$
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Please provide a detailed budget for this category.

Itemized Budget Request	Budget Detail and Activity

### 3000: BENEFITS FROM 1000 AND 2000 CATEGORIES (average benefit rate is between 20-25%)\*

3000 Budget Request Total	\$
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Please provide a detailed budget for this category.

Itemized Budget Request	Budget Detail and Activity

### 4000: INSTRUCTIONAL SUPPLIES AND NON-INSTRUCTIONAL SUPPLIES (computer software not hardware)\*

4000 Budget Request Total	\$ 14,018.00
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Please provide a detailed budget for this category.

Itemized Budget Request	Budget Detail and Activity

<b>General</b>	
\$500.00	Adult Education Program supplies: Meeting Supplies
\$800.00	Adult Education Program supplies: WiFi Hotspot Data Plans (20 Devices \$40 (per month / 1 year) (for circulating Adult Ed. tech)
\$750.00	Adult Education Program supplies: Mobile Device Mgmt. Licenses (for circulating Adult Ed. tech)
\$1,500.00	Adult Education Program supplies: Learning Upgrade (online literacy database)
<b>SBPL Works! ServeSafe Program</b>	
\$3,264.00	ServSafe Partnership supplies: ServSafe Manager Book
\$2,304.00	ServSafe Partnership supplies: ServSafe Food Managers Online Exam
\$2,400.00	ServSafe Partnership supplies: ServSafe Food Handlers Course and Assessment
<b>Advertising</b>	
\$1,000.00	Adult Education Marketing (bilingual English/Spanish): Radio Campaign
\$1,000.00	Adult Education Marketing (bilingual English/Spanish): Print Ads
\$500.00	Adult Education Marketing (bilingual English/Spanish): Social Media Ads

**5000: CONSULTANTS, MARKETING, PROFESSIONAL DEVELOPMENT \***

5000 Budget Request Total	\$ 110,098.40
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Please provide a detailed budget for this category.

Itemized Budget Request	Budget Detail and Activity
<b>Basic Literacy</b>	
\$49,842.62	Adult Literacy Salaries: Library Tech (Part-time 32hr/wk)
<b>SBPL Works!</b>	
\$23,181.99	SBPL Works! Salaries: Senior Library Technician Hourly (15/hr week)
\$23,181.99	SBPL Works! Salaries: Senior Library Technician (Hourly 15/hr week)
<b>Community Connections</b>	
\$13,891.80	Community Connections Salaries: Outreach Coordinator (7/hr week)

**6000: CAPITAL OUTLAY (computer hardware) \***

6000 Budget Request Total	\$ 6,896.00
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Please provide a detailed budget for this category.

Itemized Budget Request	Budget Detail and Activity
\$5,996.00	Staff laptops (four)
\$600.00	Adult Education Hardware: Color Printer/Scanner (Adult Education Consultations)
\$300.00	Adult Education Hardware: Computer Monitor (Adult Education Consultations)