I have reviewed the 2019-2021 CAEP Three-Year Plan and 2020-2021 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 CAEP funding awardee? *

☑ Yes

☐ No

Program Name *

SB Public Library: Remote Access Expansion for Integrated Adult Education Program

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/Citizenship

☑ Entry or Reentry into the Workforce

☑ Adults with Disabilities

☐ Short-Term CTE/Programs in Pre-Apprenticeship

☑ Literacy

1. Executive Summary: 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 (SPBL) will improve upon its already successful one-to-one service model for integrated language and vocational literacy services for learners and job seekers in our community by increasing its capacity to serve patrons remotely. Through (1) improved access to necessary technology for both patrons and staff, such as additional Chromebooks, laptops, and Wi-Fi hotspots for on location use and checkout at the library or from the SBPL Library On The Go van, (2) increased staffing to provide training and support for community members in both English and Spanish, (3) an expanded range of resources available both online and by-mail in multiple languages, (4) continued access to free ServSafe food handlers and manager exams in partnership with SBCC's School of Extended Learning , the program will be able to provide its effective services to community members who are unable to come to the library due to the COVID-19 closure or during normal service hours due to disabilities or lack of transportation. This initiative will result in improved access to all of our one-to-one services for library learners, including our Adult Literacy and Pre-ESL Spanish Literacy programs, GED tutoring program, and our SBPL Works! workforce readiness program and our Career Online High School program that will continue to be a value added even after SBPL reopens to the public.

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). *

Improved remote access to our Adult Education programs and services will lead to more efficient pathways to success in language and vocational literacy that will allow community members to pursue career paths of their choice or continue onto non-credit and credit college classes, including those at the School of Extended Learning and SBCC. CAEP funding will enable Adult Education at SBPL to increase its capacity to serve clients seeking one-to-one job and readiness consultations and training both in-house and remotely to meet the increased demand for skilled and degreed workers as we exit the COVID-19 pandemic. To date, we have assisted patrons in writing effective resumes, improving interview skills and developing their digital literacy. This project will also help job seekers build basic language literacy skills and excel in ESL learning, thereby increasing achievement of a variety of goals including citizenship, improved employment options, and workforce reentry. The varied formats of in-person and virtual open lab learning, one-to-one tutoring, and online instruction will give the program the flexibility required to meet the specific needs of each learner and accommodate different learning styles, schedules, and disabilities.

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). *

The COVID-19 crisis forced Adult Education at SBPL to rethink its service model that relied on serving community members in-person at the Library. While working hard to face all of our services outward via technology, we quickly discovered that those who are in most need of our services often do 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. By improving all of our remote services, and increasing access to them, we can help 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.

By foregoing the classroom model altogether and providing one-to-one support to meet the needs of language learners, GED or high school diploma students, US citizenship seekers, and job seekers, SBPLs Adult Education Programs allow community members to determine their own goals and set their own pace. This approach also allows staff and volunteers to find approaches and techniques that are most effective for each learner's style and fit into the learner's 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.

Since the Library closure in March, Adult Education at SBPL has been committed to making as many of our services availably remotely as possible. For example, in SBPL Works! we have continued to help community members meet workforce related goals by adapting to whatever technology the client has available, even building resume and cover letter packages over the phone and mailing printout when necessary. With additional CAEP funding we will be able to add more technology, such as chromebooks, Wi-Fi hotspots, and laptops for patrons to borrow, update our own systems and technology, and add crucial skill building and workforce related database access, all with the goal of making it easier for the community to access services both during the pandemic and beyond.

The success of our various CAEP supported programs shows the library has the capacity to assess community need, develop, implement, and maintain vital Adult Education services for the Santa Barbara Community. For example, last year in our CAEP supported Adult Literacy Program, our 100+ library volunteers logged over 7,000 hours of training, lesson preparation, and one-to-one tutoring with our over 200 learners who were active in the program. The program boasts a 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. Since the beginning of the pandemic, many of our volunteer tutors have transitioned to remote sessions via virtual meeting software and by phone. 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.

Furthermore, with continued CAEP funding since 2017, our SBPL Works! workforce readiness program ran at to 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 SBPLs 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 crises and subsequent SBPL closure has decreased our capacity, our cumulative success rate for clients finding employment or reaching workforce goals has risen to 93% in the 12 months between September of 2019 and August of 2020.

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 and 3 others working independently through a library provided subscription to, a Spanish literacy online learning database. 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. This grant will allow us expand access to Leamos subscriptions so that learners can work remotely on their own and in blended learning sessions with their tutors.

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 our library 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, including the current Library closure due to COVID-19. 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, and in-person canvasing 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 virtually, and in-person when possible, at events like local virtual job fairs and other virtual gatherings hosted by various Santa Barbara agencies including the Santa Barbara Housing Authority and 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. *

The Adult Education Program at SBPL will continue to communicate with and collaborate with SBCC Consortium members including SBCCs ESL Department, School of Extended Learning's ESL Adult High School, and the Employment Development Division 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 students who are not thriving in the classroom environment and require focused and individuated tutoring and assistance.

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

Via increased remote 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 pandemic and beyond. 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 re-entering 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 multi-lingual staff has been able to help native speakers 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 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 the Adult Education Librarian's salary. The Library also has a partnership with the Family Service Agency to provide adult literacy services to participants in its Healthy Marriage and Relationship Stability 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 expand remote access 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. *

The public library is the ultimate open access institution and, as such, SBPL and its Adult Education Program strive for equity in access to all of our programs and services. 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 remote capabilities 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, the program could adapt to any budget decease 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.

6. Activity Chart *

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 *

$120,179

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).

$38,500

4000 Detail *

Please provide a detailed budget for this category.

General

(80x) Binders for Manuals	$640.00
Meeting Supplies	$500.00
Books	$3,000.00
Lynda.com Subcription	$13,125.00
(2x) Adobe CS Subscriptions	$1,200.00
Big Interview Subscription	$1,788.00
(6x) Printer toner (color)	$1,409.00
(4x) Printer toner (black)	$688.00
(10x) WiFi Hotspot Data Plans	$4,800.00
(8x) Chromebook Cases	$200.00
(10x) Hotspot Cases	$200.00
(8x) Mobile Device Mgmt. Licences	$1,200.00
(25x) ServSafe Managers Exams	$900.00
(100x) ServSafe Handlers Exams	$1,500.00
(20x) Leamos Subscriptions	$1,100.00
Day planners	$250.00
Learning Upgrade (online literacy database subscriptions)	$1,500.00

Advertising

Radio Bronco Campaign	$3,500.00
Print Ads	$1,000.00

5000 *

Total dollars requesting for CONSULTANTS, MEETINGS, PROFESSIONAL DEVELOPMENT

$75,579

5000 Detail *

Please provide a detailed budget for this category.

Library Tech (Part-time 10hr/wk)	$12,038.00
Library Tech (full-time 20hr/wk)	$46,873.00
Library Tech (Part-time 15hr/wk)	$16,668.00

6000 *

Total dollars requesting for CAPITAL OUTLAY (Computer Hardware)

$6,100

6000 Detail *

Please provide a detailed budget for this category.

(1x) MacBook $2,100.00
(8x) Cromebooks $4,000.00

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. *

Yes. The Library currently receives support from 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 the Adult Education Librarian's salary. The Library also has a partnership with the Family Service Agency to provide adult literacy services to participants in its Healthy Marriage and Relationship Stability Program. Funding from FSA pays for the salary of one of our Adult Education part-time staff and provides a small supplies budget. Since there will be crossover between the various Adult Education services, a portion of these funds will also help improve remote access to our services through salaries and purchase of technology and supplies.

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 and 2019-2020 (for CAEP awardees). *

516

Target number of adult students you plan to serve from 2020-2022. *

175

This form was created inside of Santa Barbara City College.

Google Forms