

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 *

Santa Barbara City College Noncredit Student Support Services (SBCC NCSSS)

Primary Contact Name *

Andrew Harper

Primary Contact Email *

agharper@sbcc.edu

Primary Contact Phone *

(805) 689-0939

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.

Due to COVID-19, in March SBCC President Dr. Goswami asked the School of Extended Learning to create a Career Recovery Program (CRP) to serve unemployed community members, and responsibility for the CRP was placed with Noncredit Student Support Services (NCSSS.) The CRP offers job seekers the opportunity to improve their skill set, pursue a new career, and rapidly re-enter the workforce. The CRP has generated an unanticipated and significant increase in the demands on the new career counselor approved by the CAEP Consortium in February 2020, and we therefore request emergency funding to increase her hours from 8 hours to 12 hours per week along with the additional salary and benefits associated with hiring a qualified faculty member for this position.

2. Justification *

Please justify the impact and need for emergency fiscal support.

In March, due to COVID-19, SBCC President Dr. Goswami asked the School of Extended Learning to create a Career Recovery Program (CRP) to serve unemployed community members. Responsibility for the CRP was placed with Noncredit Student Support Services (NCSSS) in addition to their existing roles. The CRP has generated intense new demands on the new career counselor approved by the CAEP Consortium in February 2020, and we request emergency funding to meet these demands. Specifically, we request an increase in hours from 8 hour to 12 hours per week for the career counselor plus the additional salary and benefits associated with hiring a faculty member trained and capable of performing the job functions associated with the CRP.

In mid-April we launched our new Career Recovery Program website, made LiveChat and voicemail available at NCSSS, and created a dedicated NCSSS email address. The effect was immediate. In April, the new career counselor spent five hours working with only one student. In just the first three weeks of May the career counselor has already spent 32 hours working with 12 unduplicated students. Supportive services in May included career advising (16 hours), choosing a major (one hour), job/internship search (5 hours), and resume-writing assistance (10 hours.)

We are this week (May 26-29) adding our CRP programs to the CalJobs website in order to better serve the local workforce. This and other outreach efforts with the Workforce Development Board, along with the rising rate of unemployment in Santa Barbara County will create an even greater uptick in referrals for the career counselor who is already exceeding the 8 hours per week projected in our pre-COVID-19 February proposal. As of May 27th the career counselor already has appointments scheduled in June for 25 students - double the number for May.

Regarding salary, in February, \$17,600 was approved by the Consortium to fund the career counselor as a contractor at \$50 per hour without benefits at 8 hours per week for 44 weeks. However, SBCC Human Resources has informed us that the career counselor must be classified as a part-time faculty position. A faculty member with the appropriate minimum qualifications will have to be paid \$54.54 per hour plus benefits.

We are fortunate to have found alternative funding for the career counselor for the period March - June 2020 but we rely solely on CAEP funding for July 2020 - June 2021. This request for emergency funding reduces the career counselor's number of weeks to 40 weeks but reflects the ever-increasing demand on her time. We therefore request an increase in hours from 8 hour to 12 hours per week for the career counselor plus the additional salary and benefits associated with hiring a faculty member. The balance requested is \$18,692 which will fund this part-time position through the end of the next fiscal year (June, 2021).

3. Alignment *

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

This grant proposal aligns with the seven Program Areas and Key Performance Indicators
#1, 2, 3, 4, 5, 6, 7

Students from all seven program areas will benefit from the additional hours available from the SBCC
NCSSS career counselor.

4. Activity Chart *

Please use 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 *

\$18,692

1000 (Instructional Salaries) *

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

\$14,009

1000 Detail *

Please provide a detailed budget for this category.

This represents the full \$18,692 requested minus the \$6,600 required for benefits. Benefits are calculated at 25% of the full 480 projected hours as no benefits were requested in the original proposal. The total cost of hiring a career counselor with appropriate MQs for 40 weeks at 12 hours per week is \$33,000. \$17,600 was approved in February for the career counselor position and \$3,292 has been spent on COVID-19 outreach for the CRP. The amount left over from the February approved is thus \$14,308. For complete budget please see https://docs.google.com/spreadsheets/d/1O47JSvXR_CvmFsx68QdV1uMU0UonLQIS0RSlyyPje44/edit?usp=sharing

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.

N/A

3000 (Benefits from 1000 and 2000 categories) *

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

\$6,600

4000 *

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

\$0

4000 Detail *

Please provide a detailed budget for this category.

N/A

5000 *

Total dollars requesting for CONSULTANTS, MEETINGS, PROFESSIONAL DEVELOPMENT

\$0

5000 Detail *

Please provide a detailed budget for this category.

N/A

6000 *

Total dollars requesting for CAPITAL OUTLAY (Computer Hardware)

\$0

6000 Detail *

Please provide a detailed budget for this category.

N/A

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

The Career Recovery Program was created in March 2020 as an emergency initiative in response to COVID-19. When the period for emergency funding expires in June 2021, it is presumed that the unemployment resulting from COVID-19 will have eased and that there will no longer be a need for this emergency funding as we resume a normal level of operations.

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 *



Yes

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