Hi Crislyn,

The first attachment is a copy of the grant funding request to reference for most of the supplies. You had me reference 2014A-JM when using these funds last year. The second attachment is the funding request that was used last year to pay for Workkeys and Career Ready license fees. Can these funds be used for the renewal for this year? Just in case, that item is on the request list that I’ve attached. Can I move forward with the purchases? And I’m sure this list will be expanding soon.

Thanks,

Julia M
3. Non-Credit Basic Skills Initiative Grant Funding Request

ANTICIPATED EXPENSES

GED/ABE/ESL/CAREER Training AND Testing

TOTAL ::: $52,832.16 (+$4210.00 tax*)

• GED Testing Centers (Eureka, Del Norte, Mendocino) Start-up $851.16
  For each of three (3) Centers:
  Logitech HD Webcam C615 – (2 @ $69.99)
  Interlink Electronics ePad Signature Pad – Model VP9801 – (1 @ $112.00)
  Subtotal $251.98
  Tax $20.79
  Shipping Est. $10.95 (Signature Pad only, free shipping for Webcams)
  Total $283.72/center

• GED Testing Center Administration and Maintenance $2200.00
  To date, the solicitation, research, purchase, in-servicing, and accounting services for the transition to 2014 GED Test Administration has been handled by Community Education staff, given the lack of clerical support for the non-credit program. This item would rectify that shortcoming going forward.

• GED/ABE Classroom Supplies and Equipment (4 centers) $25,076.00*
  The transition to GED2014 involves considerable investment in new instructional materials. Additionally, community-based classrooms are often bare of technology, basic instructional supplies or support, storage, access to copy or internet service, and lacking in access to reading or learning center materials. Downtown Eureka Center, heavily used, lacks “smartBoard” technology available in most CR classrooms. This item would rectify these deficits going forward.
  For each of two (2) Centers: (@$1844.00/center) $3688.00*
  ELMO TT12 Document Camera @ $719.50/ea
  Locking Cart with Wheels and Electrical @ $700.00/ea
  INFocus 114 Projector @ $379.50/ea
  CTG 50216 25ft VGA M/M Cable @ $ 45.00/ea
  For the Downtown Eureka Center (@$9092.00) $9742.00*
  Sharp-Aquos Interactive Whiteboard PN-L702B @ $5500.00
  Epson 475i Interactive Projector @ $1792.00
  Associated cables, wiring and CR Installation @ $1400.00
  Networked printer for classroom @ $ 900.00
  Printer supplies @ $ 150.00
  For each of four (4) Centers: (@$2650.00/center) $10,600.00*
  Classroom set of 20 calculators @ $250.00/center
  Classroom supplies (pens, pencils, notebooks, markers, clips, etc.) @$400.00/center
  Classroom/Professional library (dictionaries; readable literature and practical skills books for ABE students; readable GED preparation supplemental texts and pre-tests; Resource, reproducible, and reference material for ABE-GED Instructors); rolling cabinet for
storage security @ $2000.00/center.

For District-wide GED Program: $1046.00*

- Common Core Achieve Online + LearnSmart Achieve 2014 GED® Adaptive Test Prep [six (6) seats @ $130.00/each] $780.00*
- 2014 GED® Exercise Book 5-copy value set [1 @ $266.00] $266.00*

**ESL Classroom Supplies and Equipment (5 centers) $17,307.00**

ESL non-credit instruction in community centers from Fortuna to Arcata has increased significantly and considerable investment in new instructional materials and technology is needed at “start-up.” Additionally, community-based classrooms are often bare of technology, basic instructional supplies or support, storage, access to copy or internet service, and lacking in access to reading or learning center materials. This item would rectify these deficits going forward.

For each of three (3) Centers: (@$1844.00/center) $5532.00*
- ELMO TT12 Document Camera @ $719.50/ea
- Locking Cart with Wheels and Electrical @ $700.00/ea
- INFocus 114 Projector @ $379.50/ea
- CTG 50216 25ft VGA M/M Cable @ $ 45.00/ea

For each of five (5) Centers: (@$1200.00/center) $10,000.00*

Classroom/Professional library (dictionaries; readable literature and practical skills books for ESL students; readable GED preparation supplemental texts and pre-tests; Resource and reference material for ABE and GED Instructors); locking cabinet for security @ $2000.00/center.

For preparation of five (5) “Rolling Realia” Sets (@$125.00/set) $625.00*

ESL Instruction, especially at lower levels, relies on a constantly changing collection of objects, “stuff,” “realia” in the jargon of ESL. This grant would fund the preparation of at least five Realia Sets in rolling suitcases for easy transport by all ESL teachers.

For purchase of two (2) “Rolling Whiteboards” (@$575.00/set) $1150.00*

Several community classrooms offer no instructional board space whatsoever.

**Career Exploration Testing and Guidance Services $4,398.00**

CareerScope v10 / On-line. CareerScope measures both interest and aptitude through valid and reliable career assessment tasks. CareerScope Online identifies the user’s attraction to careers as they relate to the U.S. Department of Labor’s Interest Areas and measures aptitudes that are most critical for today’s high growth and high replacement occupations.

For CareerScope Services at all Centers: $4398.00
- Two One-year licenses on-line access (@$449.00) $ 898.00
- (VRI maintains records; audio assist and spanish translation)
- 500 Pre-paid CareerScope assessments (@ $ 7.00/ea) $3500.00

**GED/ABE and ESL Instructor In-service $3,000.00**

All GED, ABE, ESL, and Career Instructors are Associate Faculty members. Community Education sites, by their very nature, are very isolated and greatly diminish the opportunity for instructors to collaborate with others in similar assignments. GED and
ABE education and testing are undergoing fundamental changes in 2014 which require instructor inservice. This request would fund stipends and costs for Inservice opportunities, both individual and group (webinar, speakers, etc.) for this group of Associate Faculty

$3000.00
BASIC SKILL INITIATIVE REQUEST FOR FUNDS

BSC Mission Statement

Our mission is to improve the retention, persistence, and success of basic skills students.

Funds used from the Basic Skills Initiative should include one or more of the following:

1. Promote the use of effective practices in developmental education for administrative, student services, and instructional programs.

2. Provide professional development regarding effective practices in developmental education.

3. Work with Institutional Research in tracking basic skills students from entry to completion.

4. Assess and evaluate the programs designed to improve student success.

Complete the form on the page below and email the form as an attachment to bsc@redwoods.edu.
1. Describe clearly and in detail fund request.
Purchase a license for WorkKeys certification software and CareerReady101 basic skills remediation software.

2. Describe how your proposal supports that Basic Skills Mission Statement.
This nationally recognized remediation software and certification combination is produced by the makers of the ACT college readiness exam. It helps students to identify their skill level in many areas including Reading for Information, Applied Mathematics, career exploration, listening, and career and college readiness. The instructor-led and self-paced computer-based learning approach allows instructors to customize classes and instruction, thus allowing students to progress through these basic skills as quickly or as slowly as needed under the support and guidance of a qualified instructor. Students can test and achieve portable, nationally recognized credentials to show employers and are expected to be able to progress to college level English and Mathematics within this training system. The software is designed to help engage and motivate basic skills level students.

3. Describe anticipated expenses (attach another page if necessary).

<table>
<thead>
<tr>
<th>Items:</th>
<th>Cost:</th>
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<tbody>
<tr>
<td>WorkKeys/RegiSTAR Initial Year</td>
<td>2,210</td>
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<tr>
<td>CareerReady101</td>
<td>6,000</td>
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<tr>
<td>CareerReady101 second location</td>
<td>1,500</td>
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</table>

| Total                            | 9,710 |

4. Will any of this request require ongoing funding? If yes, please explain.
The second and subsequent years require $5,200 annual licensing fee. It is anticipated that upon success with remediating basic skills students through NonCredit Instruction using this software, the District would budget for this amount.

5a. List lead faculty and/or staff involved and/or responsible for the project
Julia Peterson would be the staff lead.

5b. List faculty and staff involved and/or responsible for the project.
Julia Peterson

6. Intended Outcomes (include specific, measurable targets):
Basic Skills students would use the software while enrolled in Basic Skills classes to increase their skills so they can test into college level, or one level below college level classes. The current estimate is to decrease the time students spend in basic skills by 25% due to self-paced, computer targeted remediation. CR’s local workforce training partners will likely send students for basic skills remediation. Of these referrals, a percentage will decide to take credit classes with CR. (estimate of 30% of 350 referrals will go on to credit classes).

7. Assessment Plan (specify exactly what you will measure and how you will measure it):
The software will be assessed with course assessments. We will measure the number of hours needed to reach one level below college level in English and Mathematics. The software will track student hours and faculty can view time spent by each student.

8. Proposed Timeline (provide timeline details for activities including assessment schedule):
June 2013 - Purchase software; July - Install and test software; August - start small test group in
software; Fall 2013 use software in at least one NonCredit class

<table>
<thead>
<tr>
<th>9.</th>
<th>Is this included on your most recent Program Review Needs Addendum?</th>
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<tbody>
<tr>
<td></td>
<td>This is a newly identified solution to a recently discovered basic skills challenge regarding financial aid and basic skills classes more than one level below college level.</td>
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</table>

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<tr>
<th>10.</th>
<th>Is technology involved in your proposal? If yes, please explain the response from technology support?</th>
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<tbody>
<tr>
<td></td>
<td>This is internet based and would not require the use of new technology.</td>
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</table>

| 11. | I understand that if granted, basic skill funds are to be expended in a manner that predominantly benefits basic skills students. By accepting funding for this project, I agree to provide a written and oral report describing how well intended outcomes were met, the results of the assessment, and how this information can be used in the future. Projects funded for two semesters will require a mid-year update as well as a report upon completion. Please note: This is a one-time allotment of funds. Any future funding is contingent upon the submissions and granting of a new request and availability of funding. |

<table>
<thead>
<tr>
<th>12.</th>
<th>Contact Person: Julia Peterson</th>
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<tbody>
<tr>
<td>13.</td>
<td>Date Submitted: 5/2/2013</td>
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<tr>
<td>Requestor</td>
<td>Class, if applicable</td>
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<tr>
<td>-----------</td>
<td>----------------------</td>
</tr>
<tr>
<td>M Torres</td>
<td>ESL 200</td>
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<tr>
<td>M Torres</td>
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<td>J Morrison</td>
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<td>K McKinnon</td>
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$4,264.01