



Date: September 30, 2020

To: CAEP Consortium

From: Devon Cahill, Coordinator, Santa Barbara Public Library Adult Education Program

Subject: CAEP Year 5 Emergency Funding for COVID-19, Budget Modification Request

Santa Barbara Public Library (SBPL) would like to request the following modifications to our current Year 5 Emergency Funding for COVID-19 budget of \$10k: to move funds from the Salaries category (5000) to the Supplies and Hardware categories (4000 and 5000).

This reallocation will enable us to purchase more ServSafe food handler/manager courses and assessment codes, Chromebooks, Wi-Fi hotspots with data plans, and better meet the goals outlined our original RFP, which had a proposed budget of \$20k.

Categories	Approved Activities	Approved Amount	Adjustment	Updated Allocation
4000	Supplies	\$ 5,577	+ \$ 2213	\$7,790
5000	Salaries	\$ 3,427	- \$ 3017	\$410
6000	Hardware	\$996	+ \$ 804	\$1,800
Total Award Amount		\$10,000		\$10,000

Receiving increased in-kind salary support from SBPL and partnering with SBCCs School of Extended learning on the project has enabled us to leverage our award budget to serve more community members without compromising staff support. With the reallocation we will be able to enhance the program with the purchase of 4 additional chrome books, instead of two, and fully compliment all 8 of our Chromebooks with Wi-Fi hotspots and data plans for the year. As outlined in our RFP, this equipment will be used by patrons for a variety of Adult Education purposes, such as completing ServSafe training and exams and participating in virtual one-to-one literacy tutoring sessions and workforce readiness consultations. The reallocation will also allow us to increase the number of free ServSafe online courses and assessment scholarships we can offer to community members.