

2017 - 2018 Santa Barbara AEBG Consortium: Adult Education Block Grant ACTIVITY CHART

YOUR PROGRAM/AGENCY NAME: Work Readiness and Career Planning Certificate for Adults with Disabilities						
IDENTIFY OFFICIAL AEBG PROGRAM AREA 1 – 7 as identified in the AEBG Three-Year Plan: 5. Programs for Adults with Disabilities						
NO.	OBJECTIVE	ACTIVITY DESCRIPTION	TIMELINE FOR COMPLETION	PERSON OR AGENCY RESPONSIBLE	OUTCOME	DATA CAPTURE METHOD
WorkAbility II Cooperative Agreement Development Process						
1	Enter into agreement to pursue WorkAbility II (WII) Cooperative Program proposal.	Hold meeting between SBCC Dean and Vice President, DSPS, Consultant, and DOR to agree upon and begin to establish the details of a WII Cooperative Program.	January 24 2017	SBCC, Consultant, DOR	Agreement reached, ability to draft WII proposal	Consultant, DSPS, and DOR begin proposal draft.
2	Submit WII proposal.	SBCC Consultant, DSPS, and DOR collaborate to draft and submit WorkAbility II proposal to waitlist.	February 15 2017	SBCC, Consultant, DOR	WorkAbility II Proposal submitted	Proposal submitted.

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3	Notification of released funds and invitation to submit contract.	Federal funds are released and our WII proposal is removed from waitlist.	TBD	Cooperative Programs (DOR Department)	Contract development begins.	Waitlist removal.
4	Establish/develop WII Cooperative Program contract and submit draft.	Establish the details of the WII Cooperative agreement between SBCC, DOR and subcontractors.	Summer 2017	SBCC, DOR, Consultant, and identified subcontractor	Initial draft contract is completed and submitted for initial review process.	Draft Contract reviewed by DOR Cooperative Programs and feedback/edits received.
5	Edit contract based on feedback and resubmit.	Final draft submitted to Contracts Unit and GSA for final approval.	(90 day process) Completed by beginning of September	DOR, SBCC, Consultant	Executed Contract	Executed Contract
6	Get contract approved locally by SBCC	Submit Cooperative Agreement contract through the various stages of SBCC review and approval process for formal signatures following GSA approval.	September or October 2017	SBCC, AEBG, Consultant	SBCC review process and BOT approval	Contract approved
7	Official WorkAbility II start date	Contract successfully moves through all approval processes and WorkAbility II Cooperative Program contract is in effect.	January 1, 2018	DOR Process	Contract Active	Contract Active

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Marketing and Programming Process						
1	Complete course materials for NC001 and NC002	Create course materials based on course records and collaboration with partner agencies.	April 30 2017	SBBC Consultant	Materials Completed	Materials submitted – Binders and flash drives
2	Receive course approval from CCCCCO for NC001 and NC002.	Notification of the approval of the two courses submitted to CCCCCO.	Estimated by May (timeline based on CCCCCO queue)	CCCCO Process	Courses Approved	Courses implemented in curricunet
3	Get program proposal approval.	Submit program proposal to CCCCCO for approval once courses are approved.	June-July	SBCC CAC, CCCCCO	Program Approved	Program active in curricunet
4	Begin new phase of targeted outreach campaign with partner school districts and agencies.	Initiate marketing as detailed in RFP marketing plan.	Begins in Fall 2018 and runs continuously until program launch.	SBCC Consultant	Students register for courses.	Number of students registered per course.
5	Create and advertise positions with HR	Develop and post job openings for teaching staff, adjunct DSPS Counselor, and Program Coordinator	Fall 2018	SBCC Consultant and DSPS	Positions created and posted	Positions posted
6	Schedule courses with Career Skills Institute for Spring 2019	Schedule NC001 and NC002 with Career Skills Program.	Fall 2018	SBCC Consultant and CSI	Courses Scheduled	Courses scheduled

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7	Recruit, hire, and train staff	Hire teaching staff, adjunct DSPS Counselor and Program Coordinator including MQ forms and submission to HR	Fall 2018	SBCC Consultant and DSPS	Staff	Candidates Hired
8	Enroll students	Successful marketing and outreach result in student enrollment for four sections, two sections per course.	Spring 2019	SBCC Consultant and partners	Students enrolled	Number of students enrolled.
9	Courses taught, first cohort receives certificate.	Four sections taught, two per course. Students who complete both courses receive certificate.	Spring 2019	SBCC Adjunct Faculty	First cohort completes program.	Number of students who complete program.
10	Certificate recipients referred to partner services.	Certificate recipients are referred for paid work experience and additional supports/supplies based on their Individualized Plan for Employment.	May 2019	SBCC, DOR	Students access paid internships and related supports.	Number of students with paid internships.