Cover Letter

TO: Mr. David A. Mullins, Chief
Contracts Bureau
Department of Social Services
744 P Street, Mail Station 14-60, Room 1440
Sacramento, CA 95814

SUBJECT: PROPOSAL FOR PROVISION OF SERVICES TO REFUGEES

The subject proposal is submitted for consideration of award of contract for the period October 1, 1981 through September 30, 1982.

Santa Barbara City College,
Adult Education Division

Name of Contractor (Legal Entity)

(Dr. Joseph Bagnall) (Superintendent-President)

Signature of Contractor or Authorized Agent

914 Santa Barbara St., Santa Barbara, CA 93101

Address of Contractor

Dr. Joseph Bagnall
Contact Person

(805) 962-8144
(Area Code) Telephone Number

Encl #3
5.2-c
5/28/81
Summary Statement

The proposed Refugee ESL-VESL Program offers daytime and evening instruction at three levels in basic ESL, prevocational ESL, and VESL, the latter concurrent to existing vocational courses in various trades. (total: 7 language classes). Projected number of students in 1981-1982 is approximately 250.

No subcontractors will be used.

Area to be served is central portion of Santa Barbara County, including cities of Santa Barbara and Goleta and nearby communities of Ellwood and Isla Vista, a scope of 15 miles. (See attachment #5 for map of area to be served).

The program thus far has served only Indo-Chinese. Future figures for other ethnic groups are not yet known. If present ethnic distribution remains, we anticipate (approximately) ethnic Chinese from Vietnam (145), Hmong (70), Vietnamese (20), Laos (10), and Cambodians (5).

The Santa Barbara Welfare Agency claims 125 Indo-Chinese families receiving assistance. According to Indo-Chinese Community Project statistics, new refugees have been arriving in the area at a rate of 26 per month, most with no English or skills. (Please see Attachment #6 for letter from Santa Barbara County Welfare Department).

Four daytime classes will be given at the Goleta Valley Adult Education Center, where vocational classes are also held. Three evening classes will be given at Isla Vista Elementary School. Both are functioning public schools with required facilities to meet all safety and health laws and regulations. Students will be transported to daytime classes by school bus. Evening class facilities are within walking distance of most refugees' homes.

Our program has four years' experience and a good record in providing ESL to the Indo-Chinese.

The amount of state funding needed is $189,209.00.
## PROPOSED BUDGET FOR REFUGEE SERVICES

**FOR THE PERIOD** October 1, 1981 **TO** July 1, 1982

Santa Barbara City College  
Adult Education Division  
(Name of Contractor) 962-8144  
(Telephone #) Dr. Joseph Bannall  
(Contact Person)  
Refugee ESL-VESL Program  
(Service Component)  

### PERSONNEL SERVICES

<table>
<thead>
<tr>
<th>BUDGET ITEMS</th>
<th>STATE FUNDS</th>
<th>CONTRACTOR'S CONTRIBUTION</th>
<th>TOTAL BUDGET</th>
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### OPERATING/EQUIPMENT EXPENSES

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<th>STATE FUNDS</th>
<th>CONTRACTOR'S CONTRIBUTION</th>
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<td>b. Subcontractors</td>
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<td>d. Space</td>
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<td>e. Equipment</td>
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<td>f. Furniture</td>
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<td>l. Off-Site Client Costs</td>
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<td>m. Indirect Costs</td>
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<td>n. Other Costs</td>
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<td><strong>TOTAL EXPENDITURES</strong></td>
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## PROPOSED BUDGET FOR REFUGEE SERVICES

Santa Barbara City College  
Adult Education Division  
(Name of Contractor)

### PERSONNEL BUDGET
(List All Budgeted Staff)

<table>
<thead>
<tr>
<th>Job Titles</th>
<th>Number of Budgeted Positions</th>
<th>Annual* Salary</th>
<th>Number of Months Budgeted</th>
<th>Percent of Time</th>
<th>Source of Funds</th>
<th>Total</th>
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<tbody>
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**Total Salaries $148,087.00**

**Benefits (Rate) 7.61%**

**Total Benefits $11,277.00**

*Total salary received from agency.

**Please see attachment #3 for salary schedule.
Personnel budget salaries are calculated on average salary. There may be a cost of living increase next year.*
BUDGET NARRATIVE

Please provide back-up narrative to the budget line item amounts submitted on the "Proposed Budget for Refugee Services" sample budget sheet. Budget narratives should detail out the specific items and amounts that make up the particular budget line item. If this form is not adequate for your budget narrative, please provide us with the information in a similar format or use additional pages as necessary.

1. Consultants

   None

2. Subcontractors

   None

3. Travel $800.00

   For travel to and from conferences and workshops. Transportation calculated per least expensive means. Expense allowances follow Santa Barbara City College Travel and Conference Regulations and Procedures and fall within those stipulated in RFP. They are on file at SBCC and are available for reference.

4. Space $1,688.00

   3 rooms for evening classes @ .25/sq.ft., 10 hr/wk
   $62.50 mo./rm. x 9 mos. = $1,688.00

5. Equipment

   None

6. Furniture

   None

7. Consumable Supplies $1,250.00

   Paper, pencils, forms, workbooks, folders, chalk... supplies
   for classrooms and administration.

8. Utilities

   None
9. Communications $280.00

   1 separate service telephone $15.55/mo. +
   average $10.00/mo. long distance. Postage: $50.00

10. Printing $150.00

   Xerox copies of educational and administrative
   material.

11. On-Site Direct Client Costs $3,750.00

   Textbooks. Calculated at $15.00/student x 250.

12. Off-Site Client Costs $10,080.00

   Transportation via hired school bus for approx.
   75 students/day. $56.00/day x 36 weeks = $10,080.00.

13. Indirect Costs $11,847.00

   Santa Barbara City College provisional 8% rate on
   total project salaries, used towards utilities and salary
   of SBCC Business Services Department, Purchasing, and
   Accounting Personnel for time spent on Refugee ESL-VESL
   Program.

14. Other Costs

   None
PROPOSAL FOR REFUGEE SERVICES

Santa Barbara City College
Adult Education Division
(Name of Contractor)

Consultant Services Detail
(List all consultants that you intend to use)

<table>
<thead>
<tr>
<th>Name</th>
<th>Service to be Provided</th>
<th>Period</th>
<th>Costs</th>
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</thead>
<tbody>
<tr>
<td>None</td>
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PROPOSAL FOR REFUGEE SERVICES

Santa Barbara City College
Adult Education Division
(Name of Contractor)

Subcontractor Services Detail

(List all subcontractors that you intend to use)

<table>
<thead>
<tr>
<th>Name</th>
<th>Service to be Provided</th>
<th>Period</th>
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