

State of Connecticut
ARPA-CCPF Program Plan ID B (GP-000197)
New Haven Adult & Continuing Education Center

Program Description:

The New Haven Adult & Continuing Education Center is proposing a Multi-Purpose Community Facility project that will invest capital assets designed to directly enable work, education, and health monitoring.

The New Haven Adult and Continuing Education Center will become a community learning hub that serves the New Haven Community as we provide a comprehensive academic, health monitoring, workforce training and career counseling programs. Adult learners will be offered equitable opportunities to experience high-quality education as they acquire both employable and life-long learning skills. Having a successful model that offers High School Credit, G.E.D., Citizenship, National External Diploma, ESOL, as well as Dual Credit programs with area institutes of higher education, we are in an excellent position to offer a wider range of courses, degrees, certifications, and credentialing attainment.

Our vision aligns with Governor Lamont and the Governor's Workforce Council's vision for the State of Connecticut which also serves as the vision in Connecticut's WIOA Unified State Plan: *Connecticut will create and sustain the global economy's best-educated, most-skilled, highest-productive workforce, capable of pursuing rewarding careers, such that Connecticut business has access to a qualified, skilled, job-ready workforce.*

The foundation New Haven Adult & Continuing Education Center revolves around evidence-based practices that inform the Work, Education, and Health monitoring. We will create a "Solutions Center" that enables the coordination of 3 target areas. A counseling team, made up of support specialists, will customize services to meet students where they are and progress to individualized academic, work, and personal goals.

Work:

All adult learners will be exposed to meaningful and relevant workforce counseling, career skill development, on-site training, and off site learning experiences. The benefits of our model will have a vast impact on individuals, communities, as well as on local and state departments and agencies. The center will offer immersion and contextual learning and real-life scenarios in virtual and live simulation STEM labs. The facility will include the most inclusive, updated technology systems and solutions through secure and compliant platforms. Graduates will have multiple opportunities to become gainfully employed leading to financial stability and thriving households.

The COVID-19 pandemic exacerbated the need for emergency preparedness. Updated systems with the latest technology will provide for secure and compliant platforms. Co-located spaces for critical partnerships with educational entities and community organizations such as Gateway Community College, Workforce Alliance, and American Job Center will provide students convenient access and ensure smooth transitions to post-secondary opportunities. A café will serve as a community space for social networking, nutritious and healthy meals, and as a learning environment. Protocols and procedures will be administered to promote seamless instruction and experiences.

We will continue to foster the development of exceptional skills, capabilities and the emotional intelligence that adults need as they seek and obtain a livable wage career. We will strive to ensure that our adults have the stability and self-efficacy they need to be secure in all future endeavors. Guidance through engagement and re-engagement in meaningful employment will benefit themselves, their families, the community and our state. Our goal is to provide a competent, resilient workforce that integrates personal and social values in all they do. Preparing students with confidence, competence, resourcefulness and connectivity instills the pursuit of life-long learning.

Education:

New Haven Adult & Continuing Education Center will directly enable education by providing adult learners with high quality programs to earn high school credentials and to become productive citizens in school, in the workforce, and in their communities. Each adult learner will be provided with individualized, targeted academic, social, emotional, educational and health support they need as they proceed through our programs. Our model offers High School Credit, G.E.D., Citizenship, National External Diploma, ESOL, as well as Dual Credit programs with area institutes of higher education. Adult learners will have access to a wide range of courses, degrees, certifications and credentials.

We are positioned to expand our current program to include education and training for high demand industries, inclusive of manufacturing, health care services, life science and IT/Business. Specialized content curricula and embedded mindfulness in daily practice will assure a campus of peace and tolerance. We will continue to build upon our evidence-based practices that will enhance this trajectory through immersion, digital and contextualized learning within our STEM labs. Adult learners will have access to programs through seamless on-site and virtual platforms. Professional development around evidence-based practices aligned to curriculum, instruction and assessment will be the norm. The teaching model will be inclusive of educators and experts from the high demand fields. Through a collaborative model, educators and partners will work toward ensuring that career path experiences are aligned to relevant mentorships and internships that will facilitate opportunities for meaningful employment.

Health Monitoring:

The New Haven Adult & Continuing Education will provide services to monitor an individual's health, including physical and behavioral health elements. Our model is designed to promote the 5 Factors of Perfect Human "Health" which include Mental, Emotional, Physical, Financial and Behavior Health. New Haven Adult Education graduates will acquire the self-efficacy skills they need for employment and to feel secure in all future endeavors. In collaboration with area partners including Yale New Haven Hospital, Cornell Scott Hill Health Center, Connecticut Mental Health Center, we will integrate health support services to reduce barriers of participation in education and workforce training.

- On site mental health assessments, screenings, and sessions
- Telemedicine spaces to ensure students have adequate privacy
- Social emotional lessons advancing resilience through reflective and restorative practices, mindfulness activity, peace, coping skills, values.
- Physical Health services offered through the Yale Community Health Van and include screenings, testing, etc.
- Classroom lesson content will integrate self care, healthy habits for eating, hydrating, and moving, and prioritize feeling good.
- Courses offered to support development of emotional intelligence, financial management, and mental health.

Program Objectives

The New Haven Adult and Continuing Education Center will become the most creative, innovative model for adult education in both Connecticut and the nation. The benefits of our model will have a vast impact. Examples would include increased employment, household wages, and financial stability, as overall it will be less burdensome on local and state resources. The success of our program will lead to policy changes that best meet the needs of the adult learner at the local, state and national levels. This model will produce a

talented workforce, which in turn, will encourage the recruitment, relocation, and retention of high-quality companies.

Our model is designed to promote stability, resiliency and sustainability. Individual benefit is gained as we develop stable, resilient, resourceful individuals who are gainfully employed leading to more stable and thriving households. We will significantly contribute to a workforce that supports socio-economic and community benefits. Project-based learning and evidence-based practices lead to critical thinking, which dovetails with trade and skill for future solutions. And, above all else, people live better, live well and will be able to perpetuate meaningful lifelong success.

Target Capital Assets

We have completed a feasibility study on a city-owned building and conceptualized a facility which will require transformational constructional improvements. The premise of the building design is attributed to evidence-based practices aligned with current research on the adult learner, the needs of society, and the knowledge of challenging business and industry needs. Other ancillary costs include project costs related to planning, broadband installation, community engagement, digital literacy, and workforce training.

Program History:

New Haven Adult & Continuing Education Center has proudly served the residents of New Haven for over 30 years. Since 2002, over 48,000 students have attended state mandated courses including high school credentialing, English as a Second Language, Citizenship and GED preparation courses. During this time, approximately 3,800 adult learners have earned a high school diploma. In 2022, annual enrollment exceeded 1,300 students. Students range in ages from 17 - 70 and include individuals from over 80 countries who speak 23 diverse languages. Based on the Connecticut State Department of Education Local Profile from 2022, 58% of students are unemployed and seek immediate employment.

Program Project Eligibility, Selection Criteria & Application Process:

New Haven Adult & Continuing Education Center is funded by Connecticut State Department of Education and Local Agency, New Haven Board of Education. All programs and services are accessible and affordable. Programs are FREE for New Haven Residents ages 17 and older who do not hold a high school diploma or speak English efficiently. Open enrollment is available for fall, spring and summer semesters. For the past 5 years, annual funding exceeded \$5,000,000. Funding is applied for annually and used to cover current program staffing, instructional materials, professional development, and student support services. Additional federal competitive grants have allowed for program expansion and enhancements.

Community Engagement for New Location

New Haven Adult & Continuing Education Center solicits community feedback to inform instructional and operational priorities. Two community meetings held in July/August of 2022, engaged the public to discuss the future location for New Haven Adult Education. A special meeting of the New Haven Public Schools Board of Education was also held in August of 2022 to determine the appropriateness of the proposed site. New Haven Adult Education students and staff participate in regular focus groups, surveys, and 1 on 1 conversations to share thoughts and opinions. Community members and city alders visit classrooms to further understand adult education programming and student needs. On-going community feedback through various social media outlets is collected and analyzed by school administration.

Program Timeline & Milestones:

Project Projection							
Year	2022	2023	2024	2025	2026	2027	Targets Based on Federal & State Adult Education Benchmarks
Increase Student Enrollment	1320	1386	1455	1528	1604	1685	% Enrollment Target
Average % of students making an Educational Functional Level Gain via Pre/Post Test	23.55	26	28	31	34	38	10% Growth Target
Number of Graduates	132	142	153	164	176	190	7.5% Growth Target
Number of Students Earning Industry Recognized Credentials	14	17	20	24	29	35	20% Growth Target
% of Students earning a "Measurable Skills Gain" as defined by the Connecticut St. Dept of Education	27.5	30	33	37	40	44	10% Growth Target

Construction Timeline/Summary:

Activity	Start Date	End Date	Description
Contracting/Selection	10/3/22	12/23/22	Grant documents and design team selection
Design Phase	12/26/22	10/13/23	Complete design phases through construction documents
Site Permitting	3/20/23	6/30/23	Secure planning + zoning approvals as needed
Construction	10/16/23	12/20/24	Construction activities

Please note that construction timelines are subject to change due to time constraints such as supply issues, contracting time requirements, and gaining necessary approvals.

Program Website, guidance documents, or rules, if applicable. Provide links or attachments if available:

- New Haven Adult & Continuing Education Website: www.nhaec.org
- Laws & Regulations Guiding State of Connecticut Adult Education Programs: <https://portal.ct.gov/SDE/Adult-Ed/Adult-Education-Programs-and-Services/Regulations>

Eligibility

The New Haven Adult & Continuing Education Center is proposing a Multi-Purpose Community Facility project that will invest capital assets designed to directly enable work, education, and health monitoring.

A How will the program directly enable work, as defined in the Guidance?

New Haven Adult & Continuing Education Center will directly enable work by supporting New Haven Residents with employment preparation, searches, and offer increased opportunities for student employment. We will build a "Solutions Center" that will enable the coordination of 3 target areas. Our counseling team will customize services to meet students where they are and progress to individualized goals. At the "Solutions center" each student will develop an Individualized Action Plan, which will begin with a rapid cycle assessment of strengths and needs followed by a comprehensive monitoring and support plan. Our "Solutions Center" will be staffed with school counselors and support specialists to offer a 1 on 1 advisory program.

Once students identify their pathways they will receive educational training within their selected pathway. Simultaneously, they will be enrolled in related course work, participate in internships, simulations, job shadowing, apprenticeships, and outside work that will lead to advancement and opportunity. Every experience will equip students with the talent and skills needed for employment.

Course curriculum will embed work ready transferable skills including the 4C's, *collaboration, communication, creativity, and critical thinking*. Through the "Solutions Center", students will build a portfolio including a resume, cover letter, on-line professional social media accounts, personality inventory samples, academic writing samples, and practice interviewing. There will be training at the "Solutions Center" around general skills needed for success in the workplace. Examples include professionalism, time management, policy navigation, speaking and presentation skills, workplace conduct, technical skills, team collaboration and more. We will offer digital literacy and technical advancement initiatives to boost skills for employment. Technical training courses will offer industry recognized credentials such as OSHA-10, ServSafe, and essential soft skills will be seamlessly integrated into each learning experience.

The New Haven Adult and Continuing Education Center will implement a postsecondary transitional support plan for all graduating or exiting students. The plan will align with the American Job Center's Individual Employment Plan and Objective Assessment Tool. Each student will define specific postsecondary and career pathways options. Students will also utilize the American Job Center Community Partner Referral Ticket and pre-authorization forms to share CASAS testing information. These mutually shared documents will help streamline services and reduce duplication in the referral process.

B How will the program directly enable education, as defined in the Guidance?

New Haven Adult & Continuing Education Center will individualize and strategically design activities to acquire knowledge and skills as part of each student's action plan. The action plan will include academic, extracurricular, and social development programs in school and in other educational and work environments.

We currently operate a successful model that offers High School Credit, G.E.D, Citizenship, National External Diploma, ESOL, as well as Dual Credit programs with area institutes of higher education. We will offer individualized tutoring, exam preparation, provide accommodations as needed, and schedule interviews as we support and prepare students through completion of GED, ESOL, Citizenship and/or their selected pathway. Curriculum for content subject areas will align to national College Career Readiness Standards. Course designs will emphasize high impact knowledge, skills and abilities which learners can apply in current jobs but also transfer to new situations. For industry related pathways, we will offer specialized math, reading, writing, communication, financial literacy and technology instruction. Students will receive support locating resources, researching and self-reflection to best prepare for work in high demand industries.

To address the wide range of diverse learners a variety of software platforms will be used to meet needs. Daily lesson topics include critical thinking and decision making; oral and written communication; digital literacy skills; and intercultural fluency skills. Applied math/numeracy, basic ruler reading, shop math, spatial reasoning, graphic literacy and analysis of workplace documents will continue to be incorporated. Participants will gain the academic and soft skills required to earn a Workplace Essential Skills Certificate; and/or high school credential (GED, NEDP); NorthStar Digital Literacy Certificate; as well as increased literacy and career search skills.

English Language Acquisition classes (ESOL) will be aligned to the CASAS Competencies in the areas of Basic Communication, Health, Employment and Civic Responsibilities. The English Language Proficiency Standards will be used to promote rigorous instruction and career readiness. Writing for the workplace, contextualized vocabulary and functional language practice for targeted careers will be integrated. Materials will include the StandOut series, the Future Series, and Burlington English. Digital Literacy and writing skills will be demonstrated through the development of a career portfolio that includes a resume, sample cover letter, references, list of job readiness skills with examples, and answers to common interview questions. Websites such as Career One Stop and ONet Online will be used for career path research projects.

Our model is designed to promote stability, resiliency and sustainability. We will offer:

- Wider range of Degrees, Certifications, Credentials and Internships
 - Examples include: OSHA 10, Safe Serve, Digital Literacy, Service Industry Certificates
- Courses in music therapy, art, leadership development, health and wellness.
- Pilot innovative, emerging digital and technological programs.
- Project-based learning outcomes as marketable or usable products.
- Social Emotional lessons advancing resilience through reflective and restorative practices, mindfulness activity, peace, coping skills, values.
- Lesson content will integrate self care, healthy habits for eating, hydrating, moving, and prioritize feeling good.
- Courses offered to support development of emotional intelligence, financial management, and mental health.
- Individual tutoring and exam preparation support
- A competent, resilient workforce
- Lifelong learning and development.

Having learned lessons from COVID-19 pandemic we will offer virtual and in-person learning opportunities to provide flexibility. Each student will receive a laptop to use on and off site. Self assessment and feedback will be an integral part in each student's action plan. Our teachers will develop experiences that balance academic and social development through a scientific, research based curriculum, instruction and assessment frameworks. Social activities, such as cooperative instruction and socratic seminars, will be used in the classroom to promote authentic collaboration. Evidence based practices will be incorporated into the education process to build students skill and self-efficacy. Our teachers will participate in weekly professional learning communities to develop guiding rubrics, review student work, complete instructional observations, and support each other.

Through close partnerships with critical service providers including higher education institutions, community health organizations, and industry employers we will continue to integrate and adjust strategies to provide relevant real-time service.

C How will the program directly enable health monitoring, as defined in the Guidance? (Personal Physical, Mental, Emotional & Behavioral)

New Haven Adult & Continuing Education Center will directly enable a variety of personal (physical, behavior, emotional, and social) health monitoring services directly to students and community.

In collaboration with area partners including Yale New Haven Hospital, Cornell Scott Hill Health Center, Connecticut Mental Health Center, we will integrate health support services to reduce barriers of participation in education and workforce training.

- On site mental health assessments, screenings, and one on one counseling.
- Telemedicine spaces to ensure students have adequate privacy and access to secure technology.
- Physical Health screenings services offered through the Yale Community Health Van and Yale New Haven Hospital for diabetes, oxygen saturation, sugar levels, heart rate, and blood pressure.
- Vaccinations for COVID, Flu and more available on-site.
- Workshops and speaker Series, offered in-person and virtually, on related health topics including addiction, opioid crisis, suicide prevention, non-judgmental sex education, pre-natal counselling, pregnancy, maternal and infant health seminars and domestic violence.

To promote physical fitness, nutrition and overall healthy lifestyle activities we will offer a series of on-site and off-site INCENTIVISED models. Examples include:

- “ Know YOUR Numbers Campaign”. Participants would receive a health tracker to test their steps, activity, heart rate, etc. Personal data would be part of a dashboard so that individuals, with staff support, can ensure a healthy body. Incentives for participation and improvement would be provided.
- Fitness and wellness programs would be offered on site including Yoga, Mediation, Stretching, etc.
- We would establish a partnership with fitness centers across the city to promote student enrollment.
- Classroom lessons would integrate other health related topics such as personal hygiene, nutrition, healthy food preparation, non-judgmental sex education, and more.
- Family Days with emphasis on health, safety, nutrition and preparedness for emergencies (health, weather, etc.) would be offered periodically throughout the year.
- Our student run cafe will offer healthy meal choices and nutritional education.

D Explain why the communities identified to be served by the Multi-Purpose Community Facilities Projects have a critical need for those projects. Refer to the guidance for more information on what should be included in this response.

Critical Needs Exacerbated by COVID-19

Our project is designed to address impediments to community members ability to directly engage in work, education and health monitoring which were exacerbated by COVID 19. Given the reality of the social, emotional, physical and educational impact brought about by the COVID 19 pandemic, coupled with the reality that systems that were in place may no longer be relevant, there exists an urgent need to meet this challenge. Through community meetings, student focus groups, and individual interviews with stakeholders, climate surveys, the following exacerbated COVID-19 conditions in the area of work, education and health monitoring have been identified:

- **Educational Impediments: *The Digital Divide*.** During the pandemic, on-line learning required a laptop or desktop computer and reliable internet service. New Haven Adult Education Center students reported living in a “Digital Desert” while having no or limited access to high quality, affordable, reliable

internet access and laptop computers. Now, living in a post-pandemic era, there is an increased reliance on high-quality, internet to access every day services. Many of our students experienced “tech” trauma from not having the digital skills necessary to navigate everyday American Life activities via the internet. The emotional stress and impact were significant and overwhelming. As a result students did not attend the online class offerings. Student enrollment declined over 35% year over year.

New Haven Adult & Continuing Education Center will remediate this concern by adopting Emergency Preparedness procedures and protocols by enabling remote access to service by offering community computer facilities and embedding a 1 to 1 learning environment. On site services will provide access to computer labs as well as a computer loaner program. Each student will be issued a personal device to use on and off site. High speed, reliable internet service will be available on-site and offered to individuals through partnerships with local providers. Our center will be a safe, sanitized and healthy place. Students will have access to broadband WiFi at our center which would offer flexibility after and before school hours to ensure access and equity for all. Digital Literacy core competencies will be embedded throughout the curriculum and seamlessly integrated into daily lessons. Community members will have access to workshops designed to cover remedial through advanced computer topics.

- **Workforce Participation Impediments:** Unemployment numbers surged during the pandemic, highlighting the need for individuals to retrain or add new skills. The shift from traditional in-person hands on learning training to on-line models left many of our students behind. When the pandemic closed schools and training programs there was a decrease of in-person training opportunities in high demand industries such as building trades, hospitality and health related sectors. The lack of trained, certified, and credentialed individuals further exacerbated the workforce talent shortage and widened the skills gap.

New Haven Adult & Continuing Education Center will identify emergency preparedness procedures and protocols to ensure smooth and consistent running of the center including on-site and virtual training models. Our vision includes specialized curriculum and learning labs in designated high demand industry training areas including manufacturing, culinary, and medical careers. Classes will be offered in-person, on-site during flexible hours. Students will be offered transportation vouchers and we will expand our partnerships with UBER, LYFT and Taxis to ensure equitable access for all participant

- **Health Monitoring Impediments:** For almost 2 years, individuals were isolated, removed from traditional social interactions, and forced to remain in constrained physical spaces. Conditions increased domestic violence, postponed personal health care screenings and treatments, and concealed mental illness symptoms and conditions. Many individuals in our community went without the necessary support, screenings, annual assessments and treatments. Students were offered limited educational social and learning activities. Students missed developmental opportunities to collaborate which resulted in decreased self-confidence.

New Haven Adult & Continuing Education Center will remediate this concern by developing a safe space that offers onsite and tele-health supports for all students and the community. Health service offerings will include physical screenings, educational workshops on related topics, access to social workers and other mental health experts. Each student will be strategically connected to a peer group for added support. The building will include private portals to ensure equitable health related issues remain confidential.

E What quantitative and qualitative data informed this Program Plan?

Quantitative Data sources include the following:

- Connecticut State Department of Education - Local Profile Reports
- Workforce Alliance WIOA Local Plan - Executive Summary May 2022
- Connecticut Department of Labor 2018-2028 Occupational Growth Projections for South Central Connecticut. Accessed May, 2022
- Connecticut United Ways, 2020 ALICE Report
- Data Haven Report June 2020 -Towards Health Equity in Connecticut
- City of New Haven Vision 2025
- Governor's Workforce Council Strategic Plan 2020

New Haven Adult & Continuing Education Center will continue to implement a variety of qualitative data measures to ensure all stakeholders thoughts and options were considered.

Examples include:

- Community Town Hall Meetings
- 1 on 1 interviews with city residents, alders, Board of Education members, students, teachers and staff.
- Surveys and Questionnaires
- Virtual and In-person forums and focus groups
- Advisory Committee inclusive of staff, students, community members, and partners to receive quarterly input and feedback.

F. How has, or how will the Recipient identify communities with critical needs? In the response, describe any community engagement and public participation that has informed the definition of critical need for this Program, including efforts to solicit input from and/or partner with communities. How was equity considered in the design of this program and how will equity be considered in the selection of projects and the distribution of funds?

Community Critical Needs:

New Haven Adult & Continuing Education Center is designed to address a critical need for education, work and health monitoring for the City of New Haven residents. The City of New Haven is a historically disadvantaged community which experienced disproportionately poor work, education, and health outcomes during the COVID-10 pandemic. Lack of access to equitable resources and opportunities further separated city residents from their suburban counterparts. The New Haven Adult & Continuing Education Center program will remain publicly accessible to our students and community. We will target the unemployed, underemployed, and undereducated individuals from the city of New Haven and surrounding communities. This is inclusive of eligible individuals with disabilities, including learning disabilities.

Per the 2020 Connecticut State Department of Education local profile report, 17.6% of New Haven residents ages 18 or older do not hold a high school diploma. As of January, 2021 the unemployment rate in the city of New Haven was 8.6 %, which is a 4% increase from the previous year. New Haven Adult & Continuing Education will target individuals with limited English proficiency that are 17+ years of age who live in the City of New Haven, CT. In 2020, 7.8% of the City of New Haven resident's ages, 18+ were identified as not speaking English well. In 2021, the unemployment rate in the city of New Haven was 8.6 %, which is a 4% increase from the previous year. By providing new educational opportunities in high demand sectors, the chances for employment increases dramatically. The program will assist individuals who must be able to read and communicate in English in order to understand and navigate governmental, educational, workplace systems and key American institutions.

The city of New Haven's population is increasing at the fastest rate since the 1920's. The Mayor of New Haven vision includes employment opportunities for city residents that extend beyond just "jobs" but rather good paying careers. New Haven Adult & Continuing Education Center will continually solicit input from

partners, community members and other relevant stakeholders through a quarterly advisory team. Working partnerships with Workforce Alliance/American Job Center, Gateway Community College, Yale University, Cornell Stock Hill Health Center and with co-located services will ensure seamless transitions and equitable access.

Community Engagement:

New Haven & Adult Education Center will continue to offer efforts to engage the community to identify critical needs that were exacerbated by the COVID 19 pandemic and implement a plan to address those needs. Public forums including community meetings, public meetings of city and board of education officials, focus groups, surveys, interviews, and 1 on 1 conversations have outlined the critical needs of the community. Engaging members of the community in continuous dialogue to receive support and critical feedback is essential to growth.

We understand the value of building and maintaining a community that adopts shared values, invests personal and communal development, and perpetuates meaningful and life long success. Ongoing community engagement efforts include interactive social media accounts, educational workshops on relevant topics, resources fairs, advocacy activities, and partnerships.

Equity:

New Haven & Adult & Continuing Education Center will create a “Solutions Center” designed to equitably support all school operations. Flexible scheduling options including day, afternoon, evening and weekend class options, offered in-person and virtually. All students will be provided a digital device to use on and off site. The center will offer high speed reliable wi-fi and partner with providers to ensure all students have access. To support health and overall well being, all students will receive technology assisted devices to monitor personal data.

New Haven Adult & Continuing Education Center would employ a continuous improvement data review cycle featuring on-site and virtual “Equity Checks”. A systematic review procedure of operations, programming, scheduling, health services, workforce training would be reviewed to ensure students and community members can access programs and services.

Hiring practices include steps to ensure a diverse workforce specifically including individuals from marginalized backgrounds and the local community. Positions that do not require teaching certifications, would be filled with skills based hiring practices. Candidates with the necessary skills and experiences will be given an equal opportunity as those with higher degrees and credentials.

Employee advancement and development will be a priority for our leadership team. All employees will have resources for growth, development, and opportunities for advancement. Internal and external professional learning communities will be established and open to all employees. Individualized employee coaching and support will be offered by program facilitators, school administrators, and peer to peer mentoring.

Program Administration:

Describe the Recipient’s approach for ensuring compliance with award requirements, including subrecipient monitoring. The narrative should also discuss the Recipient’s institutional, managerial, and financial capability necessary to ensure proper planning, management, and completion of any such Project. How will you incorporate participation of and engagement with the communities with critical needs in order to shape Program implementation and operations?

The State of Connecticut administering agency will ensure that the subrecipient complies with federal reporting obligations for CPF funding, as well as technical and financial monitoring and review. The administering state

agency will verify subgrantee compliance, perform risk assessment and ongoing monitoring, and make necessary inspections to ensure that the project is completed as defined and in compliance with federal requirements.

New Haven Adult & Continuing Education in partnership with the City of New Haven and New Haven Board of Education will ensure compliance with award requirements by completing a “Multi-Purpose Community Facility Project. As a “subrecipient” we will carry out a capital project on the behalf of the State of Connecticut and can demonstrate a financial, managerial, and institutional capability to oversee the completion of the proposed project.

New Haven Adult & Continuing Education Center has been serving students and the New Haven community for over 30 years. The overarching program has been designed to provide services well into the future and well in excess of the five years after construction completion. The operations and maintenance (O&M) cost past the CPF Funding period will be maintained by New Haven Adult Education Center annual budget and funding. We have identified a city owned building to provide a comprehensive education, work and health monitoring program in response to the COVID 19 pandemic. We have the capacity and ability to expand - Our innovation and commitment to providing our students and community with skilled and employable citizens will reach beyond the scope of this project to ensure future success.

The project is eligible to use Capital Project Funds as it meets all criteria including the following:

- Invests in capital assets designed to directly enable work, education and health monitoring.
- Designed to address critical needs exacerbated by the COVID 19 pandemic.
- Designed to address a critical need of the community.

New Haven Adult & Continuing Education Center has the proven ability to ensure compliance with various federal and state financial regulations. Currently, New Haven Adult Education receives \$5,100,000 annually in state and local funding. Federal competitive grants support improvement and enhancement projects totaling \$225,000 annually. Our finance team works together with state and local partners to ensure accurate data regarding project expenditures, outcomes, and programmatic decisions.

The Citywide School Building Committee, a subcommittee of the New Haven Board of Education and City of New Haven has previous experience managing similar projects while partnering with outside vendors for assistance and support. The City of New Haven has a long history of delivering public infrastructure projects. Over the last 25 years, New Haven completed an ambitious reconstruction of 46 schools as part of the \$1.66 Billion School Construction Program that remade the City’s schools into modern learning facilities. Recently, the City completed construction of the 54,000 sq ft Dixwell Community House in 2021 which houses a library, senior center, community center, and health care facility. In addition, New Haven has experience with large federally-funded infrastructure projects and is familiar with the rules and guidelines of federal funds. One such project is Downtown Crossing, which reconnects two neighborhoods while creating infrastructure for a million square feet of biotech space. Another is the rehabilitation of the Grand Avenue Bridge, a \$28M project that was completed in 2022 on-time and under budget.

For this project we will establish an advisory board and monitoring team to establish and review key metrics. This team will implement quarterly budget and data reviews to assess progress of goals, perform root cause analysis, and adjust strategies. As part of a continuous improvement model, this team will audit and submit quarterly and year end reports. The team includes the Board of Education, City of New Haven staff, school administration, students, partners and other key stakeholders.

Internally, we will develop a system of accountability that utilizes student and staff performance data to guide curriculum and instructional decisions. Collaboratively, with our staff and partners we will assess the effectiveness of our training, job employment, and job performance. From this data, we will continue to develop

and refine evidence-based practices. These practices will set new benchmarks for high standards in adult education. We will establish a comprehensive framework of accountability so as to inform how we best achieve federal benchmarks including measurable skills gains and educational functioning levels for all our students.

Program Budget

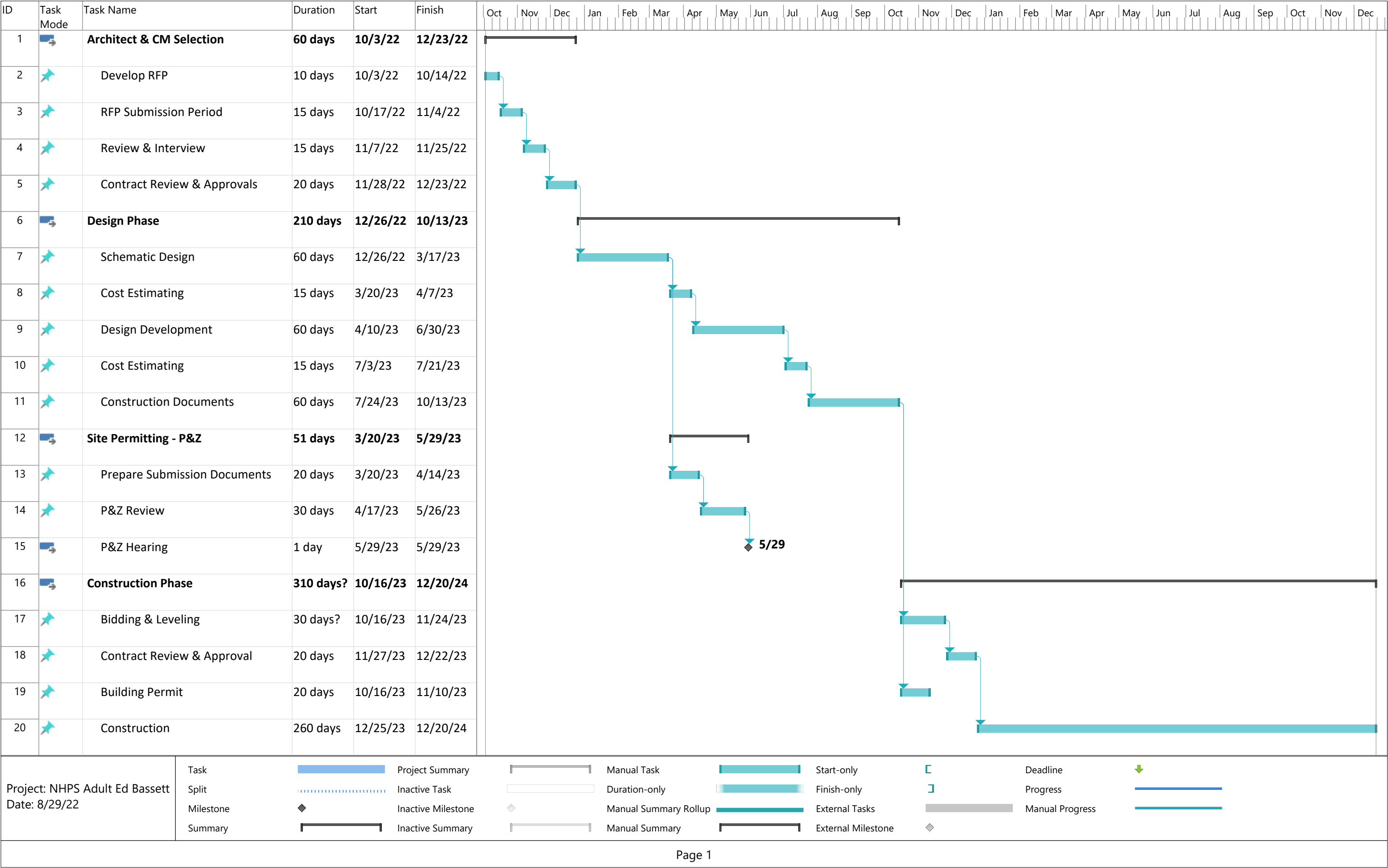
PROGRAM BUDGET						
Program Administrative Costs						
	2021	2022	2023	2024	2025	2026
2a.						
Administering the CPF funds (by the Recipient)						
2b. Technical assistance to potential subrecipients						
2c. Complying with grant administration and audit requirements			12,500	12,500		
2d. Community Engagement						
2. Total Program Administrative Costs (not to exceed amounts listed in source of funding)			12,500	12,500		
Project Costs-						

3a. Recipient Project Costs						
3b. Subgrant Project Costs						
Preconstruction and Design		\$250,000	\$250,000			
Construction			\$10,000,000	\$9,475,000		
3. Total Project Costs		\$250,000	\$10,250,000	\$9,475,000		

Complying with grant administration and audit requirements - The funds are for assistance with grant and financial administration, management, and reporting per the guidelines, up to the allowable \$25,000

Preconstruction and Design - These funds are for the retention of a design team (architecture, engineering, estimating) to provide final construction drawings and specifications for the project. The design team will be retained through an open, competitive Request for Proposals process, compliant with all requirements from this grant. The City will provide additional services in-kind (civil engineering, zoning) and will also contribute \$500,000 from a separate funding source towards Preconstruction and Design services.

Construction - These funds cover the abatement, demolition, renovation, construction, furnishing, design services during construction, and inspection of the proposed center. All activities will be competitively procured per the requirements of this grant and the requirements of the City of New Haven.





560 Ella T. Grasso Blvd., New Haven CT 06519 • Phone 203.562.7811 • Fax 203.562.1106 • www.workforcealliance.biz

To: Michelle Bonora

From: Bill Villano

Date: September 2, 2022

Re: Proposed Adult Ed Location

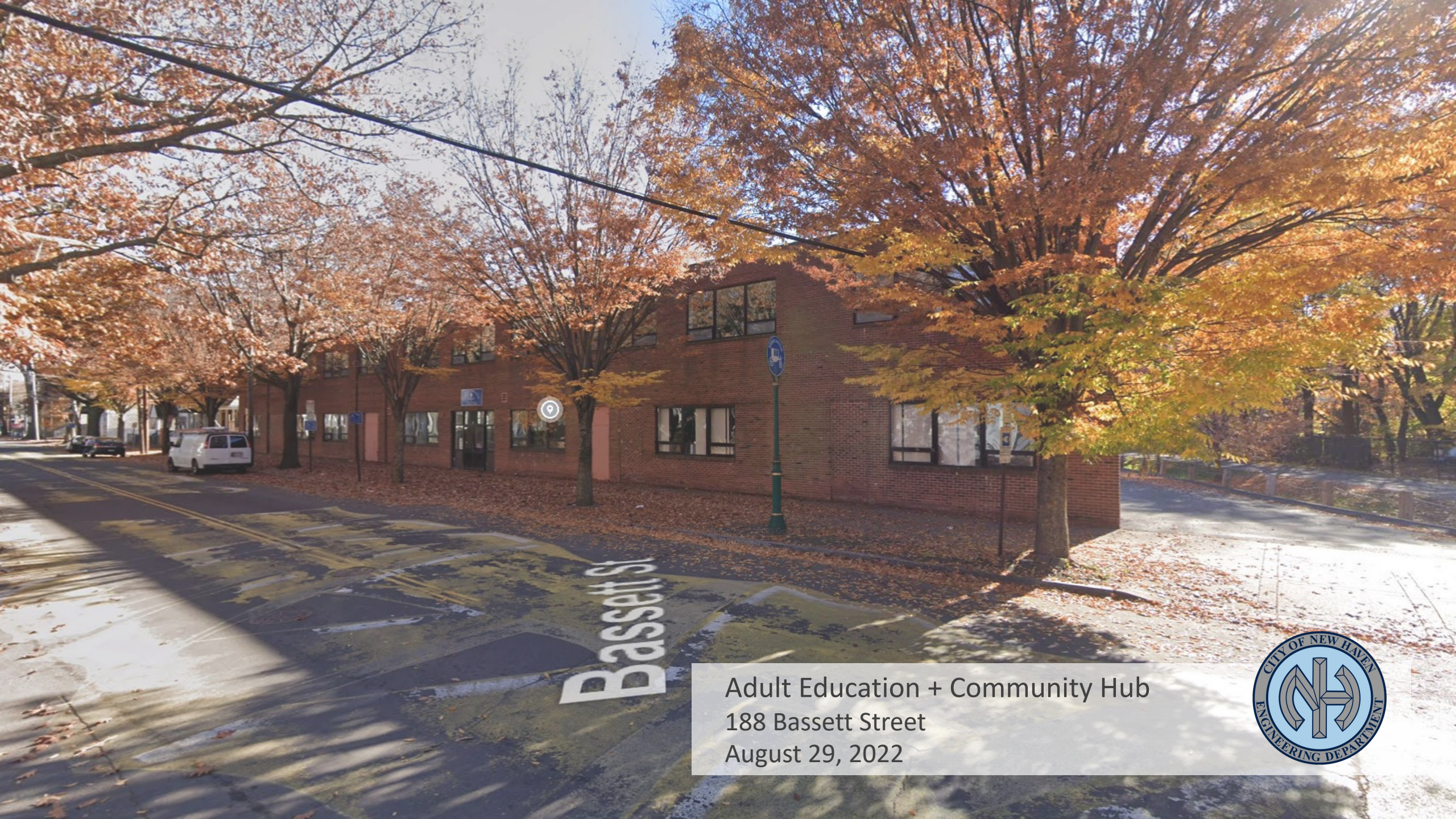
As we have discussed, Workforce Alliance is looking to establish satellite locations in key areas of the City of New Haven. One of those areas is the Dixwell/Newhallville section of the City.

The Bassett Street site selected by the Board of Education is of interest to us for a number of reasons. Besides providing a location in an area where a significant number of our customer base resides, we would continue to enjoy the synergy, cross referrals and the enhanced service provision that we currently have at the Boulevard site. As you know, a number of the job seekers coming to Workforce Alliance have significant academic challenges and the remedial programs provided by Adult Ed have helped greatly to address this problem.

I am interested in having further discussions about the design, timelines and costs associated with the renovated facility. I believe we could both benefit greatly from an even greater collaborative effort.

Delivering Employment Solutions

Serving the communities and businesses of Bethany, Branford, Chester, Clinton, Cromwell, Deep River, Durham, East Haddam, East Hampton, East Haven, Essex, Guilford, Haddam, Hamden, Killingworth, Madison, Meriden, Middlefield, Middletown, Milford, New Haven, North Branford, North Haven, Old Saybrook, Orange, Portland, Wallingford, West Haven, Westbrook, and Woodbridge. **A CTWorks Partner.**



Bassett St

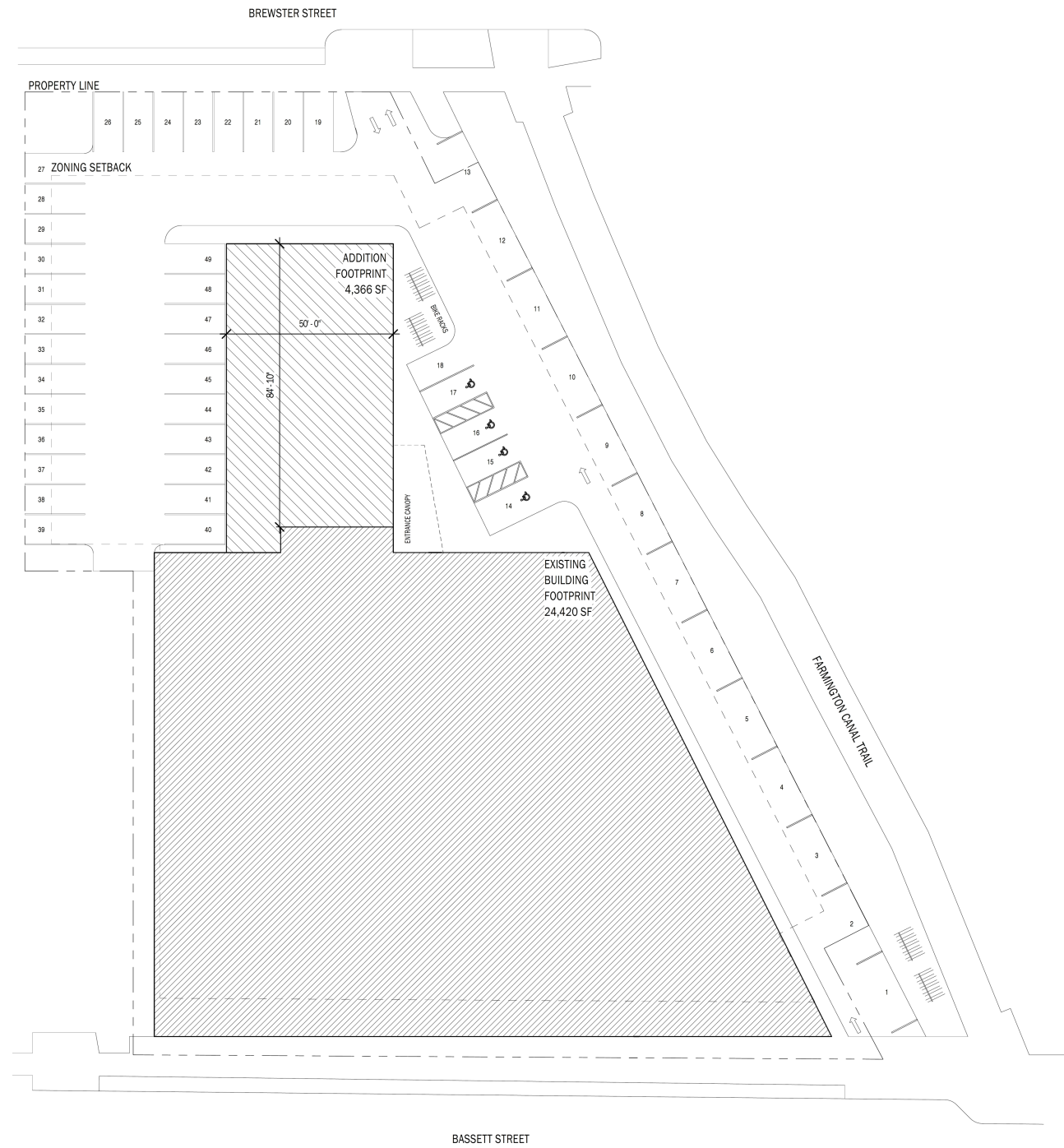
Adult Education + Community Hub
188 Bassett Street
August 29, 2022





Aerial View – South is Up





Parking

- 60 new spaces
- 140 total spaces





1 FIRST FLOOR PLAN
1/16" = 1'-0"



3 THIRD FLOOR PLAN
1/16" = 1'-0"



2 SECOND FLOOR PLAN
1/16" = 1'-0"

COLOR KEY

- COMMUNITY
- EDUCATIONAL
- GENERAL
- STAFF
- CIRCULATION
- SUPPORT
- UTILITIES

ROOM AREA SCHEDULE		
NAME	COUNT	AREA
COMMUNITY		
COMMUNITY SPACE	1	3002 SF
COMMUNITY		3002 SF
EDUCATIONAL		
25 CLASS	2	889 SF
20 CLASS	2	1243 SF
25 CLASS	26	17627 SF
COMPUTER CLASSROOM (15)	1	728 SF
SHOP/ MANUFACTURING AREA	1	2743 SF
STEM LAB	3	2813 SF
EDUCATIONAL		28233 SF
GENERAL		
LACTATION	1	54 SF
MULTIPURPOSE (195)	1	2334 SF
TESTING (54)	1	1445 SF
WC	15	717 SF
GENERAL		4550 SF
STAFF		
CONFERENCE	3	1071 SF
IT OFFICE	1	190 SF
OFFICE	21	2051 SF
OFFICE SUITE LOUNGE	2	984 SF
PRINCIPAL	1	154 SF
PRINCIPAL - ASST	1	161 SF
REGISTRATION	1	513 SF
TEACHER LOUNGE	1	581 SF
WC	1	0 SF
STAFF		5705 SF
CIRCULATION		
CORRIDOR	5	7963 SF
ELEV	2	60 SF
LOBBY - BASSETT	1	1584 SF
LOBBY - MAIN	1	1712 SF
LOBBY - PENTHOUSE	1	624 SF
MEZZANINE CORRIDOR	1	2095 SF
STAIR A	2	416 SF
STAIR B	3	772 SF
STAIR C	2	368 SF
VESTIBULE	2	194 SF
CIRCULATION		14789 SF
SUPPORT		
CAFE	1	236 SF
IT STORAGE	1	285 SF
WC	2	60 SF
SECURITY	2	330 SF
STORAGE	4	1142 SF
SUPPORT		2042 SF
UTILITIES		
ELEC/ TELCOM	1	250 SF
ELEV MACH	1	86 SF
FIRE PUMP	1	177 SF
UTILITIES		513 SF
Grand total		56834 SF

