



# Bill Wright Technology Matching Fund 2008 APPLICATION



Review the 2008 Application Guidelines & Resources before completing your application. If you do not have the Guidelines, they can be found at [www.seattle.gov/tech/tmf](http://www.seattle.gov/tech/tmf). You must submit this form. You may add space as necessary to complete the questions. Your application package should include this application form, the budget spreadsheet and attachments (if applicable).

<b>Center for Career Alternatives</b>	<b>www.ccawa.org</b>
Applicant Organization	Website
<hr/>	
<b>Les Sessoms</b>	
Project Contact Person	
<b>901 Rainier Avenue South, Seattle, WA</b>	<b>98144</b>
Mailing Address	Zip Code
<b>206-322-9080</b>	<b>Lsessoms@ccawa.org</b>
Phone	Email
<b>Alan Sugiyama</b>	<b>Asugiyama@ccawa.org</b>
Executive Director or Board President	Email
<hr/>	
<b>CCA Technology Center</b>	
Project Name	
<b>901 Rainier Avenue South, Seattle, WA</b>	<b>98144</b>
Project Location(s)	Zip Code
<b>Center for Career Alternatives</b>	<b>91-1071090</b>
Fiscal Agent Organization (See Appendix I in the Application Guidelines & Resources)	Tax ID (If applicable)

**Describe your proposed project in 1- 3 sentences.**

CCA will provide a computer lab for low income youth and adults to increase their employability and job readiness skills. The project will provide basic computer training classes, Internet access, and job finding assistance.

<b>TOTAL</b> amount of City funds requested for this project (up to \$20,000)	\$20,000.00
<b>TOTAL</b> value of community match (This must be greater than or equal to the total amount of City funds requested):	20,150.00
<b>TOTAL PROJECT COST</b> (Amount of City funds + value of community match):	40,150.00

## ORGANIZATIONAL INFORMATION

### 1. Organizational Description

Give a brief description of your organization and its mission.

Center for Career Alternatives (CCA) is a private, non-profit, community-based organization established in 1979 in Seattle, Washington. As a 501(C) 3 organization, our programs are vital to the community. The mission of Center for Career Alternatives is to provide the highest quality education, employment, training and career development services leading to individual self-sufficiency and self-worth for a culturally diverse population of disadvantaged youth and adults.

### 2. Information about Existing Program(s) What programs do you currently offer? Do these programs provide information technology access and training or support civic engagement?

CCA currently operates 24 different programs, serving approximately 1,600 clients annually with offices in King and Snohomish Counties. As a direct result of our programs, youth have turned their lives around by staying in school, completing high school, earning their GED, completing vocational training, and transitioning into post-secondary education. Adults are provided with job readiness training, and short term training so that they can obtain and retain full-time employment and reach self-sufficiency.

### 3. Organizational Budget

What is your organization's budget? Please check one.

Under \$100K

\$100K - \$300K

Over \$300K

### 4. Staff Size What is your organization's staff size?

CCA currently has 51 staff members in our Seattle, Everett, Kent, White Center, Everett Community College, Lynnwood WorkSource, and Everett WorkSource offices.

## PROJECT INFORMATION

### 5. Project Description.

Give a brief description of your project.

To address the issue of the technology underserved, CCA proposes to establish a Technology Center. This is a digital inclusion project that will improve the technology skills of low-income youth and adults. Classes in basic computer skills, Internet access, and keyboarding skills will be used by the students to complete their education or to find employment. The project will increase their employability and job readiness by participating in a structured basic computer training program emphasizing training on Microsoft Office applications (Word, Excel, Access) and the Windows XP operating system. In addition, the curriculum will include resume writing, keyboarding and job lead development using the Internet.

**6. Type of Project.** Please check one. This project is a (n):

- New project**  
 **Expansion of an existing project**

**7. Project Goals** List up to 3 to 5 goals for your project.

1. Program participants will increase their basic computer skills and command of the Windows XP operating system;
2. Program participants will increase their proficiency and command of the Microsoft Office including Word, Excel and Access;
3. CCA will provide opportunities for participants to learn and submit web based job application.
4. Program participants will increase and improve their keyboarding skills;
5. Program participants will increase their knowledge of job lead development using the Internet.

**8. Project Activities and Outcomes** What will you do to accomplish your goals? Please complete the chart below. You may add rows if necessary. (See Appendix G in the Application Guidelines & Resources for examples)

<i>Activity</i>	<i>Target Audience</i>	<i>#'s Served</i>	<i>Tech Skills Taught</i>	<i>Life Skills Taught</i>	<i>Outcomes for organization and/or participants</i>
Computer class – 20 hours	Youth and Adults	100	Microsoft Office	Listening, following directions	Participants will use new skills to access the labor market.
Conduct mock interviews	Youth and adults	150	NA	Interviewing, listening	More participants having successful interviews.
Keyboarding	Youth and adults	100	Keyboarding	Paying attention to detail	Participants will add a new skill to their resume.
Job lead development	Youth and adults	150	Internet navigation	Being resourceful	Increase in knowledge for developing job leads using the Internet.

**9. Project Timeline**

- A. List in chronological order specific steps you will take to complete this project. You may add rows if necessary.
- B. Next to each step, identify who will be responsible for carrying out the step or activity.
- C. Estimate the date the step will be completed (month and year). Dates should start no earlier than July 2008 and end no later than June 2009.

<b>A. Step</b>	<b>B. Responsible Person/Group</b>	<b>C. Date Done</b>
Develop training schedule and recruiting plan	CCA	August 2008
Purchase and install up to 10 new PC units and monitors	Les Sessoms/CCA	September 2008
Program start-up	CCA	July 2008
Project implementation-Classes	CCA	July 2009

**10. Community Benefit** Describe what will be left in place as a result of your project? (technology, programs, organizational capacity, community capacity)

As a result of the implementation of the CCA Technology Center, the program participants' technical skill level will increase, thereby increase their employability. Also, the Technology Center will be available on an ongoing basis.

**11. Community Involvement and Partnerships** How have you involved the community and partners in the planning for this project?

Center for Career Alternatives will involve community partners in this project. Current participants of the King County Jobs Initiative and the Seattle Jobs Initiative will receive technical training in business application software.

**12. Promotion and Recruitment** What steps will you take to ensure participation and promote your project?

Center for Career Alternatives will take practical steps to ensure program participants are aware of this new project. Beginning in July 2008, CCA will empower its case managers to discuss the merits of the program and encourage full participation in the program. CCA will also develop flyers to distribute to the community at large. CCA will develop press releases as part of the publicity campaign. The Technology Center will be open during regular CCA office hours (8:00AM-5:00PM, Monday-Friday).

**13. Evaluation.** What is your evaluation plan? How will you evaluate the impact that your project has on the individuals that participate and on the community? What information will you gather to track this?

The evaluation of the project will be done on a monthly basis. Each month, CCA will convene a small group of stakeholders, which includes staff, program participants and advisory board members. The intent is to determine number of students served, the quality of the training, how the training is being used by participants and to determine opportunities for improvement.

**14. Technical Support.** Who will be providing support for the technology infrastructure of your project? Briefly describe their experience and affiliation with your organization.

CCA will provide in-house technical support to address any technical issues that may arise.

**15. Project Budget.** Review Appendices C, D, F and J in the Application Guidelines & Resources.

**A. Budget Spreadsheet**

Please complete a project budget and include in your application. Use the TMF budget template available at [www.seattle.gov/tech/tmf](http://www.seattle.gov/tech/tmf).

**B. Budget Narrative**

It is very important that your budget be clear to the review committee. Briefly describe each budget item here. Be sure to note the rate and number of hours used in your personnel calculations.

**16. Attachments.** Include if applicable.

## **APPLICATION SUBMISSION**

Submit your application via email or in hard copy format. We request that you please email as much of your application as possible. Deliver to:

Delia Burke, Technology Matching Fund Manager  
City of Seattle, Department of Information Technology  
700 Fifth Avenue, Suite 2700, P.O. Box 94709  
Seattle, Washington 98124-4709  
(206) 233-2751  
[communitytechnology@seattle.gov](mailto:communitytechnology@seattle.gov)

or drop it at your nearest Neighborhood Service Center. Visit [www.seattle.gov/neighborhoods/nsc](http://www.seattle.gov/neighborhoods/nsc) for a list of Neighborhood Service Center locations.

The application package must be received by 5:00 P.M. on Monday, March 10, 2008. All applications must be easy to photocopy. Do not staple or bind hard copy applications.

### 15A. Project Budget

Description	City Funds	In-kind or Cash Match	Volunteer Match	Sources not counted as Match	Total
<b>Supplies, Material and Equipment</b>					
Hardware	\$10,000.00				\$10,000.00
Software	\$1,000.00				\$1,000.00
Supplies	\$400.00				\$400.00
Other					\$0.00
<b>Subtotal</b>	<b>\$11,400.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,400.00</b>
<b>Services</b>					
Internet connectivity	\$600.00				\$600.00
Insurance	\$100.00				\$100.00
Printing and publicity	\$100.00				\$100.00
Other					\$0.00
<b>Subtotal</b>	<b>\$800.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$800.00</b>
<b>Personnel:</b>					
Technical support	\$750.00	\$2,000.00			\$2,750.00
Training and open lab facilitation	\$1,300.00	\$5,000.00			\$6,300.00
Outreach and marketing	\$250.00	\$7,500.00			\$7,750.00
Administration and coordination	\$5,400.00	\$5,500.00			\$10,900.00
Evaluation	\$100.00				\$100.00
Application preparation (10 hrs x\$15/hr)		\$150.00			\$150.00
Other					\$0.00
<b>Subtotal</b>	<b>\$7,800.00</b>	<b>\$20,150.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$27,950.00</b>
<b>Totals</b>	<b>\$20,000.00</b>	<b>\$20,150.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40,150.00</b>

**Reminders**

\* Total community match must be equal to or greater than total request for city funds

\* The maximum city funds that can be requested is \$20,000