HBCL Synthetic Test Dossier

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01\_Org\_Profile.md

Harbor Bridge Community Lab (HBCL)

Location: Solano County, CA (Vallejo, Fairfield, Suisun City, Vacaville)

Founded: 2019 • 501(c)(3) Pending: Approved 2020 • Annual Budget (FY25): $625,000

Website: https://example.org (placeholder)

Mission

To close the digital divide and expand economic mobility for under‑resourced youth and families in Solano County through culturally responsive STEM learning, digital literacy, and career pathways.

Vision

A Solano where every resident—regardless of zip code—has the skills, tools, and confidence to thrive in a technology‑driven economy.

Values

- Equity: Invest where need and potential are greatest.

- Community Voice: Co‑design programs with residents and students.

- Evidence‑Driven: Measure what matters and adapt.

- Dignity: Serve people as partners, not problems.

- Safety: Safeguard youth, data, and community trust.

History & Need (Abbreviated)

HBCL launched a neighborhood STEM lab in 2019 and expanded to mobile services in 2022. Our service area includes census tracts with below‑median income, low broadband subscription rates, and higher youth unemployment. We operate year‑round out of a small HQ in Suisun City with pop‑ups in partner schools and libraries.

Leadership & Staffing

- Executive Director: Maya Jefferson, MPA — 10+ years in youth development and digital equity.

- Director of Programs: Luis Romero, MS — Former CTE coordinator, manages program fidelity and evaluation.

- Operations & Safety Manager: Danielle Price — Oversees risk, vendor compliance, fingerprinting/background checks.

- Data & Evaluation Lead: Dr. Hao Nguyen — Designs assessments, dashboards, and data ethics.

- Instructors (PT/FT): 8 STEM educators (robotics, coding, media).

- Digital Navigators (PT): 6 community navigators trained in device setup, ACP enrollment, and cybersecurity basics.

- Volunteers: ~35 annually; all cleared per youth safety policy.

Governance

- 7‑member board with expertise in K‑12, higher ed, health equity, and workforce development. Board meetings quarterly; committees for Finance/Audit and Programs.

Organizational Capacity

- Facilities: 2,400 sq ft HQ; 1 mobile tech lab (“HBCL Tech Bus”).

- Systems: Supabase‑backed CRM/LMS; role‑based data access; encrypted storage.

- Policies: COI, data privacy, incident response, mandated reporting, ADA access, non‑discrimination.

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02\_Programs.md

Program Portfolio

Program A — After‑School STEM Labs

Objective: Increase STEM identity and foundational skills for grades 6–12.

Activities: 10‑week cycles; robotics kits; Python basics; maker projects; end‑of‑cycle showcase.

Staffing: 1 lead instructor + 2 assistants per cohort (20–24 students).

Outputs (Annual): 12 cohorts (≈260 youth); 120 project demos; 24 family nights.

Outcomes (Targets):

- +25% average gain on skills assessment (pre/post)

- 70% report greater confidence in STEM problem‑solving

- 40 paid internships or micro‑apprenticeships (with partners)

Program B — Mobile Tech Bus (Digital Navigators)

Objective: Remove access barriers by delivering services to neighborhoods.

Activities: Weekly pop‑ups at libraries, faith centers, and housing sites; device setup; ACP enrollment; cybersecurity workshops.

Outputs (Annual): 1,200 resident interactions; 400 ACP enrollments; 300 devices configured.

Outcomes (Targets):

- 80% complete a digital literacy checklist

- 60% maintain broadband service 6+ months post‑enrollment (follow‑up)

Program C — Workforce Reskilling (Young Adults 18–26)

Objective: Prepare participants for entry‑level tech and modern office roles.

Activities: 12‑week bootcamps (IT support, data basics, AI tools for productivity); mock interviews; employer days.

Outputs (Annual): 120 completers; 180 mock interviews; 25 employer partners.

Outcomes (Targets):

- 65% job placement or paid internship within 120 days

- Median starting wage ≥ $20/hr among placements

Cross‑Cutting Supports

- Wellbeing & Belonging: Trauma‑informed facilitation; affinity spaces.

- Family Engagement: Quarterly showcases; bilingual communications.

- Career Exposure: Site visits; mentor talks; micro‑credentials.

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03\_Logic\_Model.md

Logic Model

Organization‑Level (HBCL)

| Inputs | Activities | Outputs | Short‑Term Outcomes (0–12 mo) | Intermediate (12–24 mo) | Long‑Term (24–36 mo) |

|---|---|---|---|---|---|

| Funding, staff, Tech Bus, partner sites, curricula, LMS | After‑school labs; mobile digital navigation; reskilling bootcamps | 260 youth; 1,200 residents; 120 completers | ↑ STEM skills; ↑ device/broadband adoption; job readiness | Job placement; sustained broadband; internships | Increased income mobility; narrowed digital divide indicators |

Program A — After‑School STEM Labs

| Inputs | Activities | Outputs | Outcomes |

|---|---|---|---|

| Instructors, robotics kits, laptops, curriculum | 10‑week cohorts; showcases; mentoring | 12 cohorts/year; 120 demos | +25% skills; 70% confidence; 40 internships |

Program B — Mobile Tech Bus

| Inputs | Activities | Outputs | Outcomes |

|---|---|---|---|

| Tech Bus, navigators, devices, ACP partners | Weekly pop‑ups; device setup; ACP enrollment | 1,200 interactions; 400 ACP enrollments | 80% literacy checklist; 60% sustained broadband |

Program C — Workforce Reskilling

| Inputs | Activities | Outputs | Outcomes |

|---|---|---|---|

| Instructors, employer partners, curriculum | 12‑week tracks; mock interviews; job fairs | 120 completers; 25 employers | 65% placement; ≥$20/hr median wage |

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04\_Needs\_Assessment.md

Needs Assessment (Synthetic Test Data)

Service Area: Vallejo, Fairfield, Suisun City, Vacaville (Solano County, CA).

This file uses fabricated test figures that approximate realistic patterns for development purposes only.

Problem Summary

- Households in target tracts with no home broadband: ~18%

- Households relying mobile‑only internet: ~22%

- Youth (16–24) unemployment/underemployment: ~14%

- Schools reporting STEM teacher vacancies: ~11%

- Residents needing device configuration or security support: ~38%

Root Causes

Cost barriers, low digital confidence, language access, unstable housing, outdated devices, and limited localized training pathways.

Populations Disproportionately Affected

Low‑income residents; Black, Latine, and immigrant communities; foster and transitional‑age youth; seniors raising grandchildren.

Assets & Readiness

Strong public library network; community colleges; active faith coalitions; city digital inclusion task forces; employer interest in entry‑level tech talent.

Opportunity

Targeted investments in neighborhood‑based services, bilingual digital navigation, and work‑linked learning can measurably reduce access gaps and expand economic mobility within 12–24 months.

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05\_Evaluation\_Plan.md

Evaluation Plan

Learning Questions

1. To what extent do HBCL programs improve skills, confidence, and access for priority groups?

2. Which program elements drive the strongest outcomes (exposure, coaching, incentives)?

3. How do outcomes vary by neighborhood, language, and baseline access?

KPIs

- Program A (STEM Labs): skills gain (%), confidence gain (%), internships (), attendance rate (%).

- Program B (Tech Bus): ACP enrollments (), device setups (), digital literacy checklist completion (%), 6‑month broadband retention (%).

- Program C (Reskilling): completion rate (%), placement/paid internship rate (%), median starting wage ($), 90‑day retention (%).

Instruments & Data Sources

Pre/post skills tests; confidence Likert scales; LMS activity; attendance logs; device setup forms; ACP follow‑ups; employer verification and wage checks (opt‑in).

Data Ethics & Privacy

Consent at intake; youth assent + parent consent; de‑identification for analysis; restricted access by role; incident response procedures; opt‑out pathways.

Analysis & Reporting

Quarterly dashboards; annual outcomes report with benchmarks; disaggregation by age, zip code, language, and baseline access; continuous improvement cycles with advisory groups.

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06\_Budget\_Narrative.md

Budget Narrative (Synthetic)

- Personnel: Market‑rate compensation for instructors, digital navigators, and coaching staff.

- Non‑Personnel: Equipment, software, Tech Bus costs, event supplies, participant stipends.

- Administration: Under 10% to meet common funder expectations while maintaining compliance.

- Match/In‑Kind: Partner‑provided space, volunteer hours, donated devices/services.

- Revenue Mix (FY25): 60% grants, 15% individuals, 15% corporate sponsors, 5% fee‑for‑service, 5% in‑kind.

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07\_Sustainability.md

Sustainability Plan

- Diversified Revenue: Multi‑year foundation grants, public contracts, corporate sponsorships.

- Earned Income: Paid workshops (cyber hygiene, AI productivity) for small businesses/agencies.

- MoUs: Space, referrals, and cost‑sharing with libraries, schools, and community colleges.

- Alumni Pipeline: Train‑the‑trainer pathway reduces hiring costs and increases cultural alignment.

- Reserves: Target 3 months of operating expenses by FY27.

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08\_Partnerships\_and\_LOS.md

Partnerships & Letters of Support (Templates)

Current Partners (Synthetic)

- Solano Public Library System — pop‑ups, bilingual outreach

- Bay Delta Community College — space, credit alignment

- Downtown Faith Collective — space and referrals

- Solano Works Alliance (Employers) — employer days, job placement

Library Letter Template

To whom it may concern,

[Library Name] supports HBCL’s digital inclusion programs... We will continue to provide space and outreach. Sincerely, [Name], [Title].

Employer Letter Template

To whom it may concern,

[Company] partners with HBCL to host employer days and offer internships... We plan to hire from HBCL cohorts. Sincerely, [Name], [Title].

School Letter Template

To whom it may concern,

[School] hosted HBCL’s STEM labs serving [] students... We value this partnership. Sincerely, [Name], [Title].

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09\_Equity\_and\_Accessibility.md

Equity & Accessibility

- Target high‑need neighborhoods with low broadband adoption.

- Bilingual Spanish/English services; other languages by request.

- ADA‑compliant spaces; large‑print materials; captioned video.

- Community advisory input; inclusive materials and facilitation.

- Transportation vouchers, childcare, loaner devices, flexible schedules.

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10\_Risk\_and\_Safeguards.md

Risk Management & Safeguards

- Youth Safety: Background checks; two‑adult rule; mandated reporting.

- Data Privacy: Role‑based access; encryption; PII minimization; audits.

- Continuity: Backup instructors; remote delivery playbooks; equipment redundancy.

- Facilities: Safety checks for the Tech Bus; emergency kits; weather contingencies.

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11\_Past\_Performance.md

Past Performance (Synthetic FY24)

Outputs

- 248 youth completed at least one 10‑week STEM cohort (12 cohorts total).

- 1,085 resident interactions via Tech Bus; 362 ACP enrollments; 287 devices configured.

- 104 young adults completed reskilling; 22 employer partners engaged.

Outcomes

- STEM skills: +23% average gain; 68% report higher STEM confidence.

- Digital literacy: 82% complete checklist; 58% broadband retention at 6 months.

- Workforce: 61% placement/paid internship within 120 days; median wage $19.50/hr.

Learning

- Bilingual navigators increased ACP completion rates.

- Stipends improved bootcamp completion by ~9 percentage points.

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12\_Grant\_Boilerplate\_Answers.md

Grant Boilerplate Answers (Ready to Adapt)

Organization Background (≈220 words)

Harbor Bridge Community Lab (HBCL) is a Solano County nonprofit dedicated to closing the digital divide and expanding economic mobility for under‑resourced youth and families. Founded in 2019, HBCL operates after‑school STEM labs, a mobile Tech Bus with bilingual digital navigators, and 12‑week reskilling bootcamps for young adults. Our approach blends culturally responsive teaching with rigorous measurement so learners gain both skills and confidence. In FY24, HBCL reached over 1,300 residents, with youth showing meaningful gains on curriculum‑aligned assessments and adults completing digital literacy checklists that translate to real‑world capability. We partner with libraries, schools, a community college, faith communities, and employers to extend reach and reduce costs. Systems include encrypted storage and role‑based access; policies cover youth safety, data privacy, ADA access, and non‑discrimination. With support, HBCL will scale cohort capacity, expand neighborhood pop‑ups, and strengthen workforce pipelines in high‑need areas across Vallejo, Fairfield, Suisun City, and Vacaville.

Statement of Need (≈200 words)

Target neighborhoods in Solano County face persistent access barriers: unaffordable broadband and devices, limited digital confidence, and few localized training pathways that connect directly to work. Households in our focus tracts experience elevated rates of mobile‑only internet and youth underemployment, constraining academic success and family income growth. These challenges intersect with language access and housing instability, creating compounding barriers for Black, Latine, immigrant, and transitional‑age youth. The absence of neighborhood‑based services further widens opportunity gaps. HBCL’s integrated model—STEM labs, a mobile Tech Bus, and workforce reskilling—addresses access, skills, and opportunity simultaneously. By meeting residents where they are, providing culturally responsive instruction in English and Spanish, and connecting completers to internships and jobs, HBCL proposes a rapid, measurable reduction in digital access gaps and a clear on‑ramp to economic mobility over the next 12–24 months.

Project Description & Activities (≈280 words)

HBCL seeks support to expand our three‑program model: (A) After‑School STEM Labs, (B) Mobile Tech Bus with digital navigators, and (C) Workforce Reskilling bootcamps. Funding will underwrite staffing, equipment, and participant supports to reach 260 youth, 1,200 residents, and 120 reskilling completers annually. Activities include 10‑week STEM cohorts culminating in public showcases and mentor talks; weekly neighborhood pop‑ups that provide device setup, ACP enrollment, and cyber hygiene workshops; and 12‑week, cohort‑based bootcamps (IT Support, Data Basics, AI Productivity) ending with employer days and mock interviews. Cross‑cutting supports include transportation vouchers, childcare during showcases, bilingual materials, and trauma‑informed facilitation. Evaluation uses pre/post skills tests, digital literacy checklists, LMS and attendance logs, and employer verification for placement. Findings are reviewed quarterly to improve fidelity and outcomes. The project will be delivered with partners (libraries, schools, community college, faith networks, and employers) with MoUs detailing roles, shared space, and referrals. A detailed budget allocates resources to personnel, equipment, stipends, and Tech Bus operations, keeping administration under 10%.

SMART Objectives (Year 1)

1. Serve 260 youth in after‑school STEM labs; achieve ≥25% average skills gain and ≥70% confidence gain.

2. Complete 400 ACP enrollments and 300 secure device setups; achieve ≥60% 6‑month broadband retention.

3. Graduate 120 young adults from reskilling; achieve ≥65% placement/paid internship within 120 days; median wage ≥$20/hr.

Evaluation & Learning (≈140 words)

HBCL uses curriculum‑aligned pre/post assessments, digital literacy checklists, LMS activity logs, and employer verification to generate program dashboards. Data are disaggregated by age, zip code, language, and baseline access to ensure equity. A Data & Evaluation Lead oversees instruments, IRB posture, and ethics training. Findings are reviewed quarterly with staff and a Community Advisory Group to inform program improvements. Annual outcomes are summarized for partners and the board.

Organizational Capacity (≈140 words)

HBCL employs 8 instructors and 6 digital navigators supported by leadership in programs, operations/safety, and evaluation. Facilities include a 2,400 sq ft HQ and a mobile Tech Bus equipped for instruction. Systems include encrypted storage and role‑based access. Policies cover youth safety, privacy, incident response, ADA access, and non‑discrimination. Partnerships with libraries, schools, a community college, faith networks, and employers extend reach and reduce costs.

Budget & Sustainability (≈140 words)

The FY25 synthetic budget is $625,000. Personnel covers instructors, navigators, and coaches; non‑personnel covers equipment, software, and Tech Bus costs; administration remains under 10%. Revenue mix includes grants (60%), individuals (15%), corporate sponsors (15%), fee‑for‑service (5%), and in‑kind (5%). Sustainability strategies include multi‑year grants, public contracts, MoUs with partners for space/referrals, and earned‑income workshops for small businesses and agencies.

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13\_Org\_Chart\_and\_Bios.md

Org Chart & Key Staff Bios

Org Chart (Abbreviated)

- Board of Directors

- Executive Director (ED)

- Director of Programs

- Instructors (STEM Labs)

- Digital Navigators (Tech Bus)

- Operations & Safety Manager

- Data & Evaluation Lead

- Development & Partnerships (vacant in FY25)

Key Bios (Synthetic)

Maya Jefferson, MPA (Executive Director) — Led digital inclusion projects across Bay Area schools; former program director at a youth media nonprofit; BA Sociology, MPA (Public Administration).

Luis Romero, MS (Director of Programs) — 8 years as CTE coordinator; MS in Learning Technologies; specializes in project‑based STEM.

Danielle Price (Operations & Safety Manager) — 12 years in operations; certifications in youth protection and OSHA basics.

Dr. Hao Nguyen (Data & Evaluation Lead) — PhD in Education Measurement; previously at a regional research lab; expertise in quasi‑experimental evaluation and equity analytics.

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14\_Policies\_Summaries.md

Policy Summaries

Conflict of Interest

Annual disclosures for board and staff; recusal where conflicts exist; reviewed annually by Finance/Audit.

Data Privacy

PII minimization; encryption at rest/in transit; role‑based access; retention schedules; incident response plan.

Evaluation Ethics

Informed consent; voluntary participation; de‑identification for reporting; harm minimization; culturally responsive instruments; opt‑out available.

Youth Safety

Background checks; two‑adult rule; mandated reporter training; incident documentation and quarterly review.