

File No. 120307

Board Item No. 24

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Board of Supervisors Meeting

Date: April 3, 2012

Cmte	Board	
<input type="checkbox"/>	<input type="checkbox"/>	Motion
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Resolution
<input type="checkbox"/>	<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	<input type="checkbox"/>	Legislative Digest
<input type="checkbox"/>	<input type="checkbox"/>	Budget Analyst Report
<input type="checkbox"/>	<input type="checkbox"/>	Legislative Analyst Report
<input type="checkbox"/>	<input type="checkbox"/>	Youth Commission Report
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Introduction Form (for hearings)
<input type="checkbox"/>	<input type="checkbox"/>	Department/Agency Cover Letter and/or Report
<input type="checkbox"/>	<input type="checkbox"/>	MOU
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Grant Information Form
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Grant Budget
<input type="checkbox"/>	<input type="checkbox"/>	Subcontract Budget
<input type="checkbox"/>	<input type="checkbox"/>	Contract/Agreement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Award Letter
<input type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Public Correspondence

OTHER:

Completed by: Annette Lonich

Date: March 29, 2012

An asterisked item represents the cover sheet to a document that exceeds 25 pages.
The complete document is in the file.

Print Form

Introduction Form

By a Member of the Board of Supervisors or the Mayor

Time stamp
or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee:
- An ordinance, resolution, motion, or charter amendment.
- 2. Request for next printed agenda without reference to Committee.
- 3. Request for hearing on a subject matter at Committee:
- 4. Request for letter beginning "Supervisor inquires"
- 5. City Attorney request.
- 6. Call File No. from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No.
- 9. Request for Closed Session (attach written motion).
- 10. Board to Sit as A Committee of the Whole.
- 11. Question(s) submitted for Mayoral Appearance before the BOS on

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a different form.

Sponsor(s):

Supervisor Olague

Subject:

Accept and Expend Grant – Books to Action – Economic Empowerment Book Club - \$2,398

The text is listed below or attached:

Resolution authorizing the Department of Public Library to accept and expend a Federal/State Pass Through Grant in the amount of \$2,398 from the California State Library as part of the Federal Library Services and Technology Act (LSTA) to utilize highly skilled volunteers to assist young adults with their financial management needs.

Signature of Sponsoring Supervisor: Christina Olague

For Clerk's Use Only:

1 [Accept and Expend Grant - Books to Action - Economic Empowerment Book Club - \$2,398]

2
3 **Resolution authorizing the Department of Public Library to accept and expend a**
4 **Federal/State pass-through grant in the amount of \$2,398 from the California State**
5 **Library as part of the Federal Library Services and Technology Act to utilize highly**
6 **skilled volunteers to assist young adults with their financial management needs.**

7
8 WHEREAS, The Public Library is dedicated to free and equal access to information,
9 knowledge, independent learning and the joys of reading for our diverse community; and

10 WHEREAS, Issues of financial stability and job readiness are paramount for many
11 library users; and

12 WHEREAS, The Public Library's Books to Action Book Club will feature a carefully
13 selected book which promotes economic empowerment and financial independence; and

14 WHEREAS, The Books to Action Book Club will engage highly skilled volunteers who
15 have experience as a financial counselor or planner, money management or financial industry
16 expert to lead the Book Club; and

17 WHEREAS, The groups will meet monthly to discuss the topics covered in their
18 reading; and

19 WHEREAS, The mission is to engage a targeted population who otherwise may not
20 have access to financial planners; and

21 WHEREAS, The goals will include increased financial literacy and the opportunity to
22 gain better money-management skills for the participants; and

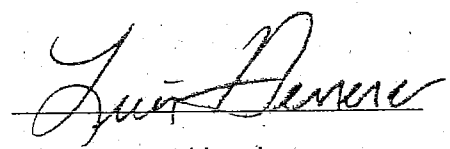
23 WHEREAS, The Public Library proposes to maximize use of available grant funds on
24 program expenditures by excluding indirect costs from the grant budget; now, therefore, be it

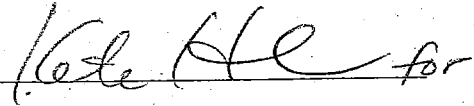
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RESOLVED, That the Public Library is hereby authorized to accept and expend a grant in the amount of \$2,398 from the California State Library as part of the Federal Library Services and Technology Act (LSTA) to utilize highly skilled volunteers to assist at-risk young adults with their financial management needs; and be it

FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion of indirect costs in the grant budget.

Recommended:


Department Head

Approved:  for
Mayor

Approved: 
Controller

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Mary Hudson, City Librarian's Office
DATE: February 29, 2012
SUBJECT: Accept and Expend Resolution for Subject Grant

GRANT TITLE: Books to Action – Economic Empowerment Book Club

Attached please find the original and 4 copies of each of the following:

- Proposed grant resolution; original signed by Department, Mayor, Controller
- Grant information form, including disability checklist
- Grant budget
- Grant application
- Grant award letter from funding agency
- Other (Explain): Grant Code # LBBKCL 12.

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Mary Hudson Phone: 557-4235

Interoffice Mail Address: City Librarian's Office, Public Library #41

Certified copy required Yes No

Note: Certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

RECEIVED
2012 MAR 12 PM 12:23
CITY CLERK'S OFFICE
CITY CLERK'S OFFICE

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Books to Action – Economic Empowerment Book Club
2. Department: Public Library
3. Contact Person: Mary Hudson Telephone: 557-4235
4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$2,398

- 6a. Matching Funds Required: \$0
- b. Source(s) of matching funds (if applicable):

- 7a. Grant Source Agency: California State Library
- b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary: The Book to Action Book Club will engage highly skilled volunteers to lead the Book Club who will have experience as a financial counselor, financial planner, money management or financial industry expert. The groups will meet monthly to discuss the topics covered in their reading with the volunteer experts. The mission is to engage a targeted population who may otherwise not have access to financial planners. The goals will include increased financial literacy, financial planning tools for participants and the opportunity to gain better money management skills.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: Upon Approval

End-Date: August 31, 2012

10a. Amount budgeted for contractual services: \$0

b. Will contractual services be put out to bid?

c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements?

d. Is this likely to be a one-time or ongoing request for contracting out?

11a. Does the budget include indirect costs? Yes No

b1. If yes, how much? \$

b2. How was the amount calculated?

c1. If no, why are indirect costs not included?

Not allowed by granting agency

To maximize use of grant funds on direct services

Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs?

12. Any other significant grant requirements or comments:

****Disability Access Checklist***(Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

- | | | |
|--|---|--|
| <input type="checkbox"/> Existing Site(s) | <input checked="" type="checkbox"/> Existing Structure(s) | <input type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input checked="" type="checkbox"/> New Program(s) or Service(s) |
| <input type="checkbox"/> New Site(s) | <input type="checkbox"/> New Structure(s) | |

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Marti Goddard
(Name)

Access Services Manager
(Title)

Date Reviewed: February 29, 2012.

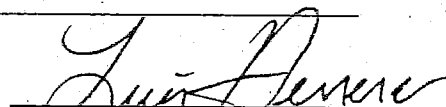

(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Luis Herrera
(Name)

City Librarian
(Title)

Date Reviewed: 2/29/12


(Signature Required)

LSTA GET INVOLVED: BOOK TO ACTION PROJECT GRANT APPLICATION

ELEMENT 1: BASIC INFORMATION

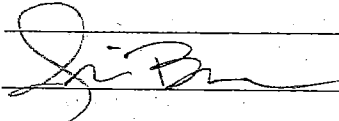
Applicant Information:

- 1. Library/Organization
San Francisco Public Library
- 2. Internet Web Site Address
http://www.sfpl.org ; www.sfpl.org/volunteer
- 3. Project Coordinator Name & Title
Kai Wilson/ Volunteer Program Coordinator/ Outreach Coordinator
- 4. Email Address
kaiwilson@sfpl.org
- 5. Business Phone Number
415.557.4251
- 6. Fax Number
415.557.4281
- 7. Mailing Address
PO Box or Street Address
100 Larkin Street, Suite #651
- City
San Francisco
- State
CA
- Zip
94102

Project Information:

- 8. Project Title Books To Action - Economic Empowerment Book Club
- 9. LSTA Funds Requested \$2,398 (LSTA funds requested may be no more than \$3,000)
- 10. Cash Match \$1,400
- 11. In-Kind \$200
- 12. Total Project Cost \$3,998
- 13. Federal Library Services & Technology Act (LSTA) Purpose *(Check one purpose which best describes the project)*
 - Developing library technology, connectivity and services
 - Providing targeted services to diverse populations or persons who have difficulty accessing services
 - Providing services to promote life-long learning
 - Developing public and private partnerships
- 14. California's FY 2011/12 LSTA Goals *(Check all that describe the project)*
 - Literacy and Educational Support
 - Responsive Changes in Library Services
 - Digital Preservation and Resource Sharing
 - Technology Access for All
 - Access and Accessibility
- 15. Number of persons served *(The number of persons who use or will benefit directly from this project)* 30
- 16. Congressional District (s) number 8
- 17. Primary Audience for project *(Check at least one, maximum of three)*
 - Adults
 - Children
 - Institutionalized persons
 - Library Staff & Volunteers
 - Non/limited English speaking persons
 - People with special needs
 - Pre-school children
 - Public library trustees
 - Rural Populations
 - Senior Citizens
 - Statewide public
 - Urban populations
 - Young adults and teens

18. This signature certifies that I have read and support this LSTA Statewide Grant Application.

Director Name: Jill Bourne
 Mailing Address: _____
(if different from above) City _____ Zip _____
 Director Signature:  Date: 1/5/12

ELEMENT 2: PLANNING AND EVALUATION

Please answer each area concisely and completely. Limit to two pages and use 12 point font.

- A. **Project Purpose – Short statement which answers the questions: we do what, for whom, for what expected benefit.**
Build awareness for local civic engagement projects and inspire volunteer participation through shared reading and discussion of timely books.
- B. **Project Activities/Methods – How will the project be carried out? Include major activities from the timeline. (NOTE: Activities for this project must include: Select a book with relevance to your community; Hold a Book discussion(s); Hold a meet the author event (if possible); Partner with an outside organization to facilitate a group service project related to the book topic; Produce a 3-5 minute Youtube video showing project activities and impact)**
Book Clubs can be used for more than just fiction titles. In the current economic climate, issues of financial stability, economic empowerment, job and financial readiness are paramount for many library users. San Francisco Public Library's project ties into these important issues for our community.
Our Book to Action Book Club will feature a carefully selected book, which promotes economic empowerment and financial independence. We will engage highly skilled volunteers to lead the Book Club who will have experience as a financial counselor, financial planner, money management or financial industry expert. These highly skilled volunteers would help the Book Club participants work through the literature, while at the same time providing insight, information and activities that would allow participants to start framing their lives in a more financially productive way.
The project would include selecting specific community groups or organizations that tout financial empowerment, and offer (or wish to offer) financial coaching to their clientele. The groups would be expected to meet monthly to discuss the topics covered in their reading with the volunteer financial experts chosen to administer the classes. The discussions would include the financial experts walking participants through the materials.
The mission of this project would be to engage a targeted population who may otherwise not have access to a personal financial planner or expert. The goals of the program would include increased financial literacy, financial planning tools for participants and the opportunity for participants to gain better money management skills.
We have partnered with the Independent Living Skills Program in San Francisco, which provides informational classes and resources to foster youth up to age 21. We will focus on engaging some of their older young adults (19-21), and our library patrons-at-large that are interested in discussing books of practical use within their community.
Our community service component would be working directly with groups of individuals that may not have access to financial planning services. Offering them this activity free of charge will help: improve credit scores, grow their savings accounts and help with their overall financial stability.
- C. **High skilled Volunteers – Provide the url for one or more of the high skilled volunteer positions you have posted on VolunteerMatch.org.**
<http://www.volunteermatch.org/search/opp996404.jsp>
-
- D. **Anticipated Project Outputs – Measures of service or products provided. – Grantees must develop a system for tracking this data for reporting purposes.**
books purchased
book discussion meetings
book discussion participants (*unduplicated count*)
partner organization for the group service project
author events, and # of participants attending
volunteers participating in the service project

One 3 – 5 minute Youtube video showing project activities and impact.

- E. Anticipated Project Outcome(s) – what change is expected in the target audience’s skills, knowledge, behavior, attitude, and status or life condition. How will you measure these outcomes? – A surveymonkey survey will be designed and provided to grantees who will be expected to email the survey link to project participants at the end of the grant.**
- At least 75% of participants will report that they learned something new and valuable about a current topic by reading and discussing the book selection.
- At least 50% of those who volunteer at the service project will report that they learned something new and valuable about a service need in their community.
- At least 50% of those who volunteer at the service project will report their interest in engaging in a community volunteer activity again.
- At least 50% of participants will say they would be interested in another Book to Action project.
- At least 60% of participants will say it was a meaningful experience.
- F. Complete the following sentence. This project will be successful if:**
- Community members read about timely subjects and apply that knowledge by volunteering for a related project that serves the community.

ELEMENT 4: BUDGET

The budget should clearly identify the amounts requested and from what sources.

Column A Budget Category	Column B LSTA	Column C Cash Match	Column D In-Kind	Column E Total (B+C+D = E)
Salaries & Benefits				
	0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0
Explanation:				
Library Materials				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0
Explanation:				
Equipment (Items over \$5,000 per unit)				
Camcorder	\$598	\$0	\$0	\$598
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$598	\$0	\$0	\$598
Explanation: This camcorder would be used to document the activities and growth of the books-to-action participants.				

Operating Expenses

Column A Budget Category	Column B LSTA	Column C Cash Match	Column D In-Kind	Column E Total (B+C+D=E)
Contracted Services				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0
Explanation:				
Supplies				
Books	\$850	\$0	\$0	\$850
Journals	\$350	\$0	\$0	\$350
Printing Costs	\$400	\$0	\$0	\$400
	\$0	\$0	\$0	\$0
Subtotal	\$1,600	\$0	\$0	\$1,600
Explanation:				
The books would be purchases for the participants, as well as the collection at large. The journals would be used by participants to document activities and growth throughout the course. The printing costs would be used for supplemental information the skilled book club may need for their activities.				
Other Charges				
Advertising Costs	\$200	\$0	\$0	\$200
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$200	\$0	\$0	\$200
Explanation:				
Any advertising costs that are directly related to locating participants and potential partners.				
Operating Expenses Subtotal				
	\$1,800	\$0	\$0	\$1,800
Project Total				
(Salaries & Benefits, Materials, Equipment, and Operating Expenses)	\$2,398	\$0	\$0	\$2,398
Indirect Cost (up to 10%)	\$0	\$0	\$0	\$0
Grant Totals				
	\$2,398	\$0	\$0	\$2,398

FUTURE FUNDING

Briefly describe how this project will be financially supported in the future.

Because this opportunity is slated to be administered by a volunteer, the goal would be to put systems in place for future use of this book club style. The idea is to bring these activities to book clubs to help individuals engage in practical learning. The Volunteer Program will commit to supporting programs such as these in the future.

ELEMENT 5: ATTACHMENTS

If you have additional resources that support your grant, please attach after this page

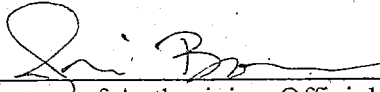
ELEMENT 6: INTERNET CERTIFICATION FOR APPLICANT PUBLIC LIBRARIES FY 2011/12

Check the Appropriate Library Type

Public Library Academic K-12 Multi-type Special/Other

As duly authorized representative of the applicant library, I hereby certify that: *(check only one of the following boxes)*

- A. The applicant library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.
- B. The applicant library has not yet complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. However, the applicant is undertaking actions, including any necessary procurement procedures, to put into place an Internet safety policy that meets these requirements. The applicant library will be in compliance with the requirements of Section 9134(f)(1) before the library receives funding for a subsequent year.
- C. The requirements of Section 9134 (f)(1) of the Library Services and Technology Act do not apply to the applicant library because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct cost associated with accessing the Internet for a public library or public elementary school or secondary school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.


Signature of Authorizing Official

4/5/12
Date

ELEMENT 7: ASSURANCES

The applicant assures and certifies that it will comply with the regulations, policies, guidelines and requirements, as they relate to the application, acceptance and use of Federal funds for this federally assisted project. Also the Applicant assumes and certifies:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.
3. It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-sided activity.
4. It will comply with Section 504 of the Rehabilitation Act of 1973, as amended, 20 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.
5. It will comply with Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.
6. It will comply with the Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
7. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
8. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
10. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
11. It will give the sponsoring agency or the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant.
12. It will comply with all requirements by the Federal-sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
13. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of violating facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
14. It will comply with the flood insurance purchase requirements of Section 102(a) requires, on or after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
15. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

ELEMENT 8: CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTER; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82 "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Institute of Museum and Library Services determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code and implemented at 34 CFR Part 82 for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer of employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into or any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL "Disclosure Form to Report Lobbying," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110-

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, of local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, of local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

A. The applicant certifies that it will or will continue to provide a drug-free workplace by;

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about-
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, OLS/State Programs Division, Institute of Museum and Library Services, 1100 Pennsylvania Avenue, N.W., Room 802, Washington, DC 20506. Notice shall include the identification number(s) of each affected grant

- (f) Taking one of the following action, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted-
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency.
 - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a),(b),(c),(d),(e), and (f).
- B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

San Francisco Public Library
100 Larkin St.
San Francisco, CA 94102

Check if there are workplaces on file that are not identified here.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction to: Director, OLS/State Programs Division, Institute of Museum and Library Services, 1100 Pennsylvania Avenue, N.W., Room 802, Washington, DC 20506. Notice shall include the identification number(s) of each affected grant.

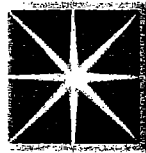
FEDERAL DEBT STATUS

The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any Federal debt.

ELEMENT 8: CERTIFICATION

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification.

San Francisco Public Library	LSTA Get Involved:	
Library/Organization	Book to Action Project	
Jill Bourne	Deputy City Librarian	
Printed Name of Authorized Representative	Title	
Mailing Address (if different than page 1)	San Francisco	94102
	City	Zip
Jill Bourne	1/5/12	
Signature of Authorized Representative	Date	



January 20, 2012

Luis Herrera, City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102-4733

Dear Mr. Herrera:

We are pleased to approve the grant application for the Books To Action - Economic Empowerment Book Club project for a total of \$2,398 in federal Library Services and Technology Act (LSTA) funds.

We like the idea of utilizing high skilled volunteers to assist at-risk young adults with their financial management needs. Your partnership with the Independent Living Skills program serving foster youth up to age 21 is terrific.

As you begin this project please take note of the following:

- While we understand the first part of the project – that you will recruit highly skilled financial management volunteers to select an appropriate book and lead the book discussions, we ask that for the sustainability of the project, you consider recruiting additional similarly highly skilled financial expert volunteers who can be called on to work one-on-one with the foster youth in the library as needed.
- Please upload the final video to YouTube no later than August 31, and provide the url(s) in your final report.
- Please be sure that your VolunteerMatch opportunities include photos that help the volunteer to "see" themselves in that position -- in other words, not a logo or a picture of your library. If you need help locating photos, and/or would like a brief individual VolunteerMatch tutorial, please contact Carla Lehn at clehn@library.ca.gov.
- Also, please send Carla your volunteer position description for "Teen Computer Core Specialist" to possibly share with other libraries.

In order to support you, an archived version of a webinar on "Managing your LSTA Grant" presented by the State Library is available to view at http://infopeople.org/training/webcasts/webcast_data/497/index.html.

The Library Development Services Staff is ready to assist you in making your project a success. Please be aware state processing of grant payments can require 6-8 weeks before you receive your check.

Best wishes for a successful project.

Kindest Regards,

Stacey A. Aldrich
State Librarian of California

Enclosures

cc: Colette Moody
Carla Lehn
Kai Wilson
Jill Bourne

THE BASICS – YOUR LSTA GRANT AWARD

The following provides all of the basic information about your grant and managing your grant.

Award #:	40-8038
IMLS #:	LS-00-11-0005-11
Library:	San Francisco Public Library
Project Title:	Books To Action - Economic Empowerment Book Club
Award Amount:	\$2,398

2011/12 LSTA APPROVED BUDGET

Salaries and Benefits	0
Library Materials	0
Equipment (Items over \$5,000)	0
Operating Expenses	2,398
Project Total	2,398
Indirect Cost (UP TO 10%)	0
Grant Total	\$2,398

Start Date:	January 20, 2012
End Date:	August 31, 2012

This project will be officially closed as of the end date listed above and no new expenditures may be generated, nor may any additional funded project activities occur. Unexpended or unencumbered funds must be returned within 30 days of the end date. However, if funds were encumbered prior to the end date, this project is allowed 45 days to liquidate those encumbrances. Any funds not liquidated are to be returned with the liquidation report within 60 days of the end date.

REPORTING

Financial and program narrative reports are required. All required reporting materials will be located on the California State Library's website at <http://www.library.ca.gov/grants/lsta/manage.html>. The forms, along with instructions, will be on the website under the heading "Get Involved: Book to Action Project 2011/12." The Grant Guide for this project will list specific reporting due dates. This letter and the enclosed list of LSTA procedural requirements amend the Consolidated Application/Grant Award Certification document and must remain a part of all your existing copies. Failure to provide timely reports is a serious breach of a grant recipient's administrative duty under the grant program, which may result in federal audit exceptions against the state and the loss of LSTA funds.

PAYMENTS

Please note this clarification regarding payments. If your full grant amount is \$20,000 or more, ten percent (10%) of the grant award is withheld until the end of the project period. It is payable only if the grant recipient fulfills all project reporting requirements and expends all funds, or returns all unspent grant funds, by the time specified in the grant program.

CONTACT

We want your project to be successful. The following staff person will be your contact for this project. Please work with this consultant in implementing your project.

Grant Monitor:	Carla Lehn
Phone Number:	(916) 6537743
Email Address:	clehn@library.ca.gov

Doc.#

File#B-06/WP10

Project Title: Books to Action - Economic Empowerment Book Club
System/Agency: San Francisco Public Library

**CONSOLIDATED APPLICATION
NOTIFICATION OF GRANT AWARD**

I. The recipient designated above hereby certifies to the California State Library, for a grant of funds in the amount \$2,398 . This block grant will provide library services as set forth in the LSTA Service Project Application as approved and/or as amended by the California State Librarian.

TERMS AND CONDITIONS

The recipient agency and its named or designated fiscal agent hereby assures the California State Library that:

1. It is mutually understood between the parties that this grant award may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties in order to avoid program and fiscal delays which would occur if the grant award were executed after that determination was made.
2. This grant award is valid and enforceable only if sufficient funds are made available to the State by the United States government for the Fiscal Year **2011/12** for the purposes of this program. In addition, this grant award is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms or funding of this grant award in any manner.
3. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this grant award shall be amended to reflect any reduction in funds.
4. The California State Library has the option to amend the grant award to reflect any reduction of funds.
5. Upon the grant award approval by the State Librarian, one (1) completed set of this CONSOLIDATED APPLICATION NOTIFICATION OF GRANT AWARD and RECIPIENT CERTIFICATION will be sent to the subgrantee. Such copy shall be the officially approved agreement for the conduct of the approved project.
6. "Subgrantee" means the government or other legal entity to which a subgrant is awarded and which is accountable to the grantee for the use of the funds provided.
7. The subgrantee will make reports to the State Librarian in such form and containing such information as may be required to enable the California State Library to perform its duties. The subgrantee will keep such records and afford such access as the California State Librarian, California State Library may find necessary to assure the correctness and verification of such reports.

Project Title: Books to Action - Economic Empowerment Book Club
System/Agency: San Francisco Public Library

**CONSOLIDATED APPLICATION
NOTIFICATION OF GRANT AWARD, LSTA (continued)**

8. The control of funds and title to property derived there from shall be in a subgrantee agency for the uses and purposes provided; a subgrantee agency will administer such property and funds and shall apply funds only for the purposes for which they were granted.

9. The expenditure under this program will not be used to supplant subgrantee effort.

10. This agreement is entered into under provisions of the Library Services and Technology Act, Public Law 104-208 on September 30, 1996; and Congressional Record – House, H11644-H11728 on September 28, 1996, H12266-H12267 on October 3, 1996; and 45 CFR 1183, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, October 1, 1994.

11. Performance of the provisions of this agreement is subject to the conditions and availability of funds as awarded by the State Librarian under said Act.

12. The terms of this agreement shall be from upon execution to and including June 30, 2010. But shall be subject to termination by either party by giving written notice to the other party at least thirty (30) days prior to the effective date of termination.

In the event this agreement is so terminated, the subgrantee shall deliver to the State Librarian copies of all reports and/or materials prepared up to the date of termination, and the State Librarian shall determine, and pay the subgrantee for the necessary and appropriate expenditures and obligations to the date of termination which have not been covered by prior installments heretofore paid to the subgrantee. If funding has been advanced to the subgrantee, any unobligated balances, as determined by the State Librarian, shall be returned to the State Library within 60 days of the notice of termination.

13. The State Librarian is empowered to review, audit, and inspect the project for compliance with this agreement.

LIMITATION OF EXPENDITURE

Expenditure for all projects must conform to the approved budget, as amended, and with applicable Federal and State laws and regulations.

Project Title: Books to Action - Economic Empowerment Book Club
System/Agency: San Francisco Public Library

**CONSOLIDATED APPLICATION
NOTIFICATION OF GRANT AWARD, LSTA (continued)**

Any of the sums listed as approved and/or amended appearing under the categories in the approved budget may be adjusted by the authorized project personnel of the subgrantee to increase any allotment not more than 10% with the understanding that there will be corresponding decreases in the other allotments so that the total amount paid by the California State Library to the subgrantee under this agreement shall not exceed \$2,398 and shall be expended/encumbered in the designated grant period.

REPORTS AND CLAIMS

It is the responsibility of the recipient of these instructions to see that the proper individual to supply the required reports and claims receives the instructions and makes the required reports and claims to the California State Library.

- I. The subgrantee shall be responsible for the submission of two Narrative Reports, unless otherwise noted in the State Librarian's award letter, on the progress and activities of the project, in triplicate, to the State Library within 30 days following the end of the designated quarter.
- II. The subgrantee shall submit quarterly Financial Reports, in triplicate, to the State Library, unless otherwise noted in the State Librarian's award letter. These reports are to reflect the expenditures made by the subgrantee under the agreement. The financial reports are to be submitted within 30 days following the end of the designated quarter.
- II. To obtain payment hereunder the subgrantee shall submit authorized claims provided by the State Library for that purpose, on each of the following mentioned dates for payment, and the California State Library agrees to reimburse the Library as soon thereafter as State fiscal procedures will permit.
- III. The final 10% of the grant award is payable only if the grant recipient fulfills all project reporting requirements and returns all unspent funds by the time specified in the award. Failure to provide timely reports is a serious breach of a grant recipient's administrative duty under the award, which may result in federal audit exceptions against the State and the loss of LSTA funds. The State Librarian may extend the final deadline for good cause. Request for extension beyond the final deadline of the grant period must be received at least 30 days prior to that deadline at the State Librarian's office.

Payment will be provided to cover the expenditures incurred by the subgrantee for the project in the following manner:

\$2,398 upon execution of the agreement and submission of claim by fiscal agent

If the amount of payment made by the California State Library shall exceed the actual expenses during the term of this agreement, as reflected in the financial reports to be filed by the subgrantee, the subgrantee shall refund to the California State Library the amount of such excess payment.

California State Library
Fiscal Office
P.O. 942837
Sacramento, CA 94237-0001

LSTA GA PAGE 4
LSTA GRANT AWARD # 40-8038

Project Title: Books to Action - Economic Empowerment Book Club
System/Agency: San Francisco Public Library

NONDISCRIMINATION CLAUSE ADDENDUM

1. During the performance of this grant award, the recipient, subgrantee and its contractors shall not deny the grant award's benefits to any person on the basis of religion, color, ethnic group identification, sex, age, physical or mental disability, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age (over 40) or sex. Subgrantee shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.

2. Subgrantee shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, Section 1290 et. seq.), the regulations promulgated thereunder (Cal. Admin. Code, Title 2, Sections 7285.0 et. seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code, Sections 11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article.

3. Subgrantee or recipient shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours notice, to such of its books, records, accounts, other sources of information and its facilities as said Department of Agency shall require to ascertain compliance with this clause.

4. Recipient, subgrantee and its contractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

5. Subgrantee shall include the nondiscrimination and compliance provisions of this clause in all contracts to perform work under the grant award.

California State Library
Fiscal Office
P.O. 942837
Sacramento, CA 94237-0001

LSTA GA PAGE 5
LSTA GRANT AWARD # 40-8038

Project Title: Books to Action - Economic Empowerment Book Club
System/Agency: San Francisco Public Library

**CERTIFICATION REGARDING LOBBYING FOR
GRANTS AND COOPERATIVE AGREEMENTS**

This certification is a prerequisite for making or entering into a grant or cooperative agreement over \$100,000. Upon the acceptance of the grant award, the subgrantee as required by Section 1352, Title 31 of the U.S. Code certifies to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the subgrantee, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the subgrantee shall complete and submit Standard Form – LLL, 'Disclosure Form to Report Lobbying,' in accordance with its instructions.

3. The subgrantee shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

LSTA GRANT AWARD DOCUMENTATION
Budget Citation Chapter 33, Item 6120-211-0890

LSTA Award #: 40-8038

Approval Date: 1/20/2012

Project Title: Books to Action - Economic Empowerment Book Club

Subgrantee: San Francisco Public Library

Funding Start Date: **upon execution**

Term: upon execution – end of grant period

Approved Funds: \$2,398

Payments: \$2,398 upon execution of agreement

Schedule No.

LUMP-SUM PAYMENT

Appropriation Encumbered (designate where applicable)

For: FY 11/12
WP 10

Federal Fund Trust PCA: 92980

Code: 702

Vendor Code: M710

Catalog Number From Catalog of Federal Domestic Assistance (CFDA) #: 45.310

IMLS #: LS-00-11-0005-11

DUNS #: N/A

BUDGET CATEGORY	APPROVED BUDGET	REVISED	REVISED
SALARIES			
MATERIALS			
EQUIPMENT			
OPERATING EXPENSES	\$2,398		
INDIRECT COSTS			
TOTAL	\$2,398		
