

File No. 110802

Committee Item No. \_\_\_\_\_

Board Item No. 38

**COMMITTEE/BOARD OF SUPERVISORS**  
AGENDA PACKET CONTENTS LIST

Board of Supervisors Meeting  
Cmte Board

Date: July 12, 2011

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> |                          | Motion                                       |
| <input 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 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"/> | ✓                        | Grant Information Form                       |
| <input type="checkbox"/> | ✓                        | Grant Budget                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Application                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence                        |

OTHER (Use back side if additional space is needed)

Completed by: Annette Lonich

Date: July 1, 2011

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

## 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:

- 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 Committee hearing on a subject matter
- 4. Request for letter beginning "Supervisor \_\_\_\_\_ inquires..."
- 5. City Attorney request
- 6. Call file from Committee
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File Nos.
- 9. Request for Closed Session
- 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:

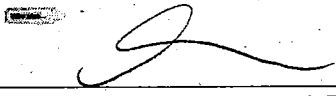
- |   |  |
|---|--|
| <input type="checkbox"/> Small Business Commission      | <input type="checkbox"/> Youth Commission    |
| <input type="checkbox"/> Ethics Commission              | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Building Inspection Commission |  |

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

**Sponsor(s):** Supervisor Carmen Chu

**Subject:** Library accept and expend grant of \$20,000 for Out-of-School-Time Online Homework Help Program

The text is listed below or attached:

Signature of Sponsoring Supervisor : 

**For Clerk's Use Only:**

1 [Accept and Expend Grant - Out-of-School-Time Online Homework Help Program - \$20,000]

2  
3 **Resolution authorizing the Department of Public Library to accept and expend a grant**  
4 **in the amount of \$20,000 from the California State Library as part of the Federal Library**  
5 **Services and Technology Act the Out-of-School-Time Online Homework Help Program.**

6 WHEREAS, The Public Library serves the City and County of San Francisco, a highly  
7 urban and diverse area; and

8 WHEREAS, San Francisco is home to 139,630 elementary through college age young  
9 people ages 6-24; and

10 WHEREAS, Twenty-seven percent of children live with a high school dropout, fifty-six  
11 percent of families with children are Hispanic and Asian/Pacific Islanders, and twenty-four  
12 percent of the City's children are in single parent households; and

13 WHEREAS, This combination of factors indicates a need for out-of-school-time  
14 homework support for San Francisco students; and

15 WHEREAS, The Public Library has a goal of supporting student success; and

16 WHEREAS, The grant does not require an ASO amendment; and

17 WHEREAS, The California State Library requires that all indirect costs not be allowed  
18 and must be provided in-kind by the recipient library; now, therefore, be it

19 RESOLVED, That the Public Library accept and expend a grant in the amount of  
20 \$20,000 from the California State Library as part of the Federal Library Services and  
21 Technology Act (LSTA) to provide out-of-school-time homework support for San Francisco  
22 students; and be it

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

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Recommended:

Approved:

~~For~~ Mayor

Luis Herrera, by Carolyn Steuben

Department Head

Approved:

Controller.

**TO:** Clerk of the Board of Supervisors  
**FROM:** Mary Hudson, City Librarian's Office  
**DATE:** June 21, 2011  
**SUBJECT:** Accept and Expend Resolution for Subject Grant  
**GRANT TITLE:** Out-of-School-Time (OST) Online Homework Help Program

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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):

**Special Timeline Requirements:**

**Please expedite. Funds must be expended by August 21, 2011**

**Departmental representative to receive a copy of the adopted resolution:**

Name: Mary Hudson or Toni Bernardi Phone: 557-4235 or 557-4270

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).

**File Number:** \_\_\_\_\_  
(Provided by Clerk of Board of Supervisors)

**Grant Information Form**  
(Effective January 2000)

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: Out-of-School-Time (OST) Online Homework Help Program
2. Department: Public Library
3. Contact Person: Mary Hudson (557-4235) or Toni Bernardi (557-4270)
4. Grant Approval Status (check one):

Approved by funding agency                       Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$20,000

6a. Matching Funds Required: None

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: California State Library & California Library Act

b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary:

These funds enable students to: 1) Access homework assistance outside normal school hours (2:00-9:00 PM, seven days a week in English and 2:00-7:00 PM Sunday through Thursday in Spanish); 2) Receive assistance from trained tutors with appropriate subject and grad level expertise; 3) Expand upon the assistance a parent may be able to give and which might be limited due to language, education, subject, or the basic need to be at work; and 4) Seek assistance from any site where a computer is available.

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

Start-Date: Upon Approval

End-Date: August 31, 2011

10. Number of new positions created and funded: 0

11. If new positions are created, explain the disposition of employees once the grant ends? N/A

12a. 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 MBE/WBE requirements?

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

13a. Does the budget include indirect costs?                     Yes                     No

b1. If yes, how much?

b2. How was the amount calculated?

c. 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):

14. Any other significant grant requirements or comments: No

**\*\*Disability Access Checklist\*\***

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

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

16. The Departmental ADA Coordinator and/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 access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:


Departmental or Mayor's Office of Disability Reviewer:

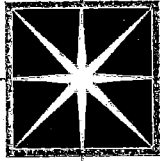
Marti Goddard, Access Services Manager  
(Name)

Date Reviewed: 6/22/11

Department Approval: Luis Herrera  
(Name)

City Librarian  
(Title)

  
(Signature)



California  
STATE LIBRARY  
PRESERVING OUR HERITAGE. SHAPING OUR FUTURE

June 16, 2011

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 Out-of-School-Time (OST) Online Homework Help program. The State Library will use Library Services and Technology Act (LSTA) funds to support \$20,000 of the cost of this year's subscription fee.

This support, however, is for one year only. Therefore, your library will be expected to pay the entire subscription cost should you decide to continue online homework help next year.

The Library Development Services Staff is ready to assist you in making your project a success. 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  
Cindy Mediavilla  
Toni Bernardi



## THE BASICS – YOUR LSTA GRANT AWARD

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

Award #:	40-7825
IMLS #:	LS-00-10-0005-10
Library:	San Francisco Public Library
Project Title:	Out-of-School-Time (OST) Online Homework Help Program
Award Amount:	\$20,000

### 2010/11 LSTA APPROVED BUDGET

Salaries and Benefits	0
Materials	0
Equipment (Items over \$5,000)	0
Operating Expenses	20,000
Project Total	20,000
Indirect Cost (UP TO 10%)	0
Grant Total	\$20,000

Start Date:	June 16, 2011
End Date:	August 31, 2011

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 are 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 "Out-Of-School Time (OST) Online Homework Help Program 2010/11". 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 your project. Please work with this consultant in implementing your project.

Grant Monitor:	Cindy Mediavilla
Phone Number:	(310) 915-8588
Email Address:	<a href="mailto:cmediavilla@library.ca.gov">cmediavilla@library.ca.gov</a>

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

LSTA GRANT AWARD #40-7825

Project Title: Out-of-School Time (OST) Online Homework Help Program  
System/Agency: San Francisco Public Library

**CONSOLIDATED APPLICATION  
NOTIFICATION OF GRANT AWARD**

**Library Services and Technology Act**

I. The recipient designated above hereby certifies to the California State Library, for a grant of funds in the amount of \$20,000. 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 10/11 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.

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

LSTA GA Page 2

LSTA GRANT AWARD #40-7825

Project Title: Out-of-School Time (OST) Online Homework Help Program  
System/Agency: San Francisco Public Library

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

8. The control of funds and title to property derived therefrom 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 through the end of grant period. 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.

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

LSTA GRANT AWARD #40-7825

Project Title: Out-of-School Time (OST) Online Homework Help Program  
 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 \$20,000 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. 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 quarter.
- III. 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.
- IV. The final 10% of the grant award is payable only if the grant recipient fulfills all project reporting requirements and returns all unspent grant 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:

\$20,000	upon execution of the agreement and submission of claim by fiscal agent
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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. Box 942837  
Sacramento, CA 94237-0001

LSTA GA Page 4

LSTA GRANT AWARD #40-7825

Project Title: Out-of-School Time (OST) Online Homework Help Program  
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, Tit. 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 or 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. Box 942837  
Sacramento, CA 94237-0001

LSTA GRANT AWARD #40-7825

Project Title: Out-of-School Time (OST) Online Homework Help Program  
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 Control # HH-22

**LSTA GRANT AWARD DOCUMENTATION**  
Budget Chapter 712, Item 6120-211-0890

LSTA Award #: 40-7825

Approval Date: 06/16/11

Project Title: Out-of-School Time (OST) Online Homework Help Program

Subgrantee: San Francisco Public Library

Funding Start Date: \*\* upon execution \*\*

Approved Funds: \$20,000 Term: upon execution - end of grant period

Payments: \$20,000 upon execution of agreement Schedule No.

**LUMP-SUM PAYMENT**

Appropriation Encumbered (designate where applicable) For:

FY 10/11  
WP 09

Fund Federal Trust PCA #: 92980

Code: 702

Vendor Code: M710

Catalog number from Federal Catalog of Domestic Assistance #: 45.310

IMLS #: LS-00-10-0005-10

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<b>BUDGET CATEGORY</b>	<b>APPROVED BUDGET</b>	<b>REVISED</b>	<b>REVISED</b>
SALARIES & BENEFITS			
MATERIALS			
EQUIPMENT			
OPERATING EXPENSES	\$20,000		
INDIRECT COSTS			
<b>TOTAL</b>	<b>\$20,000</b>		

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