

File No. 100923

Committee Item No. 1

Board Item No. 1

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: City Operations & Neighborhood Ser. Date: July 26, 2010

Board of Supervisors Meeting

Date 8/3/10

#### Cmte Board

<input type="checkbox"/>	<input type="checkbox"/>	Motion
<input checked="" 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"/>	Ethics Form 126 <i>✓</i>
<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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Grant Information Form
<input checked="" 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 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)

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

_____
_____
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_____

Completed by: Victor Young  
Completed by: Victor Young

Date July 22, 2010

Date 7-26/10

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

0108

1 [Accept and Expend Grant - Department of Public Library - \$80,000]

2  
3 Resolution authorizing the Department of Public Library to accept and expend a grant  
4 in the amount of \$80,000 from the California State Library as part of the Federal Library  
5 Services and Technology Act for the Out-of-School-Time Online Homework Help  
6 Program.

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

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

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

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

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

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

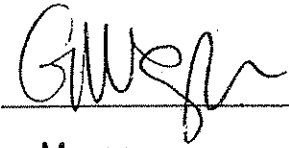
19 WHEREAS, The California State Library requires that all indirect grant costs not be  
20 allowed and must be provided in-kind by the recipient library; now therefore, be it

21 RESOLVED, That the Public Library be authorized to accept and expend \$80,000  
22 awarded by the California State Library to provide out-of-school-time homework support for  
23 San Francisco students.  
24  
25

1 Recommended:

2   
3

4 Department Head

Approved:   
5

6 For Mayor

Approved:   
7

8 Controller

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO

2010 JUL 13 PM 1:17

BY                     

TO: Clerk of the Board of Supervisors  
FROM: Mary Hudson, City Librarian's Office  
DATE: July 9, 2010  
SUBJECT: Accept and Expend Resolution for Subject Grant

GRANT TITLE: Out-of-School-Time (OST) Online Homework Help Program

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 September 30, 2010**

**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):

☒ [X] Approved by funding agency

☐ [ ] Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$80,000

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: September 30, 2010

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):

☐ Existing Site(s)

☐ Existing Structure(s)

☒ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s)

☐ Rehabilitated Structure(s)

☐ New Program(s) or Service(s)

☐ New Site(s)

☐ 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:

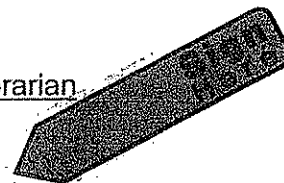
Marti Goddard, Access Services Manager  
(Name)

Date Reviewed: 7/6/10

Department Approval: Luis Herrera  
(Name)

City Librarian  
(Title)

(Signature)



# OUT-OF-SCHOOL-TIME (OST) ONLINE HOMEWORK HELP PROGRAM

## ONE YEAR ONLY GRANT APPLICATION

### BASIC INFORMATION

#### Applicant Information

1. Library/Organization  
San Francisco Public Library
2. Internet Web Site Address  
sfpl.org
3. Project Coordinator Name & Title  
Toni Bernardi, Chief of Children & Youth Services
4. Email Address  
tbernardi@sfpl.org
5. Business Phone Number  
415-557-4270
6. Fax Number  
415-557-4276
7. Mailing Address  
PO Box or Street Address  
100 Larkin Street
- City  
San Francisco
- State  
CA
- Zip  
94102

#### Project Information

8. Project Title Out-of-School-Time (OST) Online Homework Help Program
9. 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
10. California's FY 2010/11 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
11. Number of persons served *(The number of persons who use or will benefit directly from this project)* 139,630
12. Congressional District (s) number 8, 12
13. Primary Audience for project *(Check at least one, maximum of three)*

<input type="checkbox"/> Adults	<input type="checkbox"/> Public library trustees
<input checked="" type="checkbox"/> Children	<input type="checkbox"/> Rural Populations
<input type="checkbox"/> Institutionalized persons	<input type="checkbox"/> Senior Citizens
<input type="checkbox"/> Library Staff & Volunteers	<input type="checkbox"/> Statewide public
<input type="checkbox"/> Non/limited English speaking persons	<input type="checkbox"/> Urban populations
<input type="checkbox"/> People with special needs	<input checked="" type="checkbox"/> Young adults and teens
<input type="checkbox"/> Pre-school children	
14. This signature certifies that I have read and support this LSTA Competitive Grant Application.

Director Name: Luis Herrera

Mailing Address *(if different from above)* 100 Larkin Street City San Francisco Zip 94102

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PROJECT BACKGROUND

1. Which vendor will you be using in 2010/11 and what will your annual subscription cost be?

Vendor: Tutor.com

Subscription Cost: \$80,000

2. Please provide a brief overview of community need and how local students benefit from this program.

The San Francisco Public Library (SFPL) serves the City & County of San Francisco, a highly urban and diverse area. The City is home to 139,630 (based on demographic data from California Department of Finance Race/Ethnic Population Estimates With Age and Sex Detail, 1970-1996 elementary through college age young people, ages 6-24. Twenty-seven percent of children live with a high school dropout while 56% of families with children are Hispanic and Asian/Pacific Islanders. In addition, 24% of the City's children are in single parent households. This combination of factors indicates a need for out-of-school-time homework support for San Francisco Students. Online homework help enables 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 grade 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.
4. Seek assistance from any site where a computer is available.

3. Please describe how well your current online homework help service is used. How is remote authentication handled?

The current online homework help service (Tutor.com) is heavily used. The company has noted that SFPL is one of the most actively used per population in the country. In 2009, 20,951 students accessed this resource with 96% of that use coming from remote sites. A student may use the service from any site with a computer. Remote access is authenticated by entering the library card number and PIN number.

4. How does the library maximize in-library access to online homework help?

In-library access to the online homework help program is available through all of SFPL's 363 public access (non OPAC-specific) computers. It can be accessed through the Teen or Children's pages.

5. How does the library promote online homework help in the community?

SFPL promotes online homework help in a variety of ways:

1. Distribute posters/bookmarks to schools
2. Discuss the service when librarians visit classes or classes visit the library
3. Highlight the program to school district principals at an annual breakfast retreat at SFPL
4. Demonstrate the program for classes and parent groups
5. Highlight periodically on web page

## INTERNET CERTIFICATION FOR APPLICANT PUBLIC LIBRARIES FY 2010/2011

### 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

\_\_\_\_\_  
Date

## 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.
9. 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.

# 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 or work done in connection with the specific grant:

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

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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.

#### 4. 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.

## 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 Name of Applicant		Out-of-School-Time Online Homework Help Program Project Name	
Luis Herrera Printed Name and Title of Authorized Representative			
100 Larkin Street Mailing Address (if different than page 1)		San Francisco City	94102 Zip
Signature		Date	



June 9, 2010

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 \$80,000 of the cost of this year's subscription fee.

This support 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.

Sincerely yours,

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 #:	40-7522
IMLS #:	LS- 00-09-0005-09
Library:	San Francisco Public Library
Project Title:	Out-of-School-Time (OST) Online Homework Help Program
Award Amount:	\$80,000

### 2009/10 LSTA APPROVED BUDGET

Salaries and Benefits	0
Materials	0
Equipment (Items over \$5,000)	0
Operating Expenses	80,000
Project Total	80,000
Indirect Cost (UP TO 10%)	0
Grant Total	\$80,000

Start Date:	June 9, 2010
End Date:	September 30, 2010

On September 30, 2010, this project will be officially closed and no new expenditures may be generated, nor may any additional funded project activities occur. This project is allowed 30 days to liquidate encumbrances that were incurred prior to September 30 and all unexpended and encumbered funds must be returned by October 30, 2010.

## REPORTING

Reporting on financial and program activities is required as follows:

Financial: a final fiscal report is due within 30 days after the close of the project, by October 30, 2010.

Program: a final narrative report is due within 30 days after the close of the project, by October 30, 2010.

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 2009/10". 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:	cmediavilla@library.ca.gov

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

LSTA GRANT AWARD #40-7522

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 \$80,000. 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 09/10 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  
Budget Office  
P.O. Box 942837  
Sacramento, CA 94237-0001

LSTA GRANT AWARD #40-7522

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 to and including September 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.

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 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 \$80,000 and shall be expended/encumbered in the period ending **September 30, 2010**.

**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 quarterly 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 each 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 September 30 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:

\$80,000	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.

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LSTA GRANT AWARD #40-7522

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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.

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LSTA GRANT AWARD #40-7522

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 GRANT AWARD DOCUMENTATION**  
Budget Chapter 1, Item 6120-211-0890

LSTA Award #: 40-7522

Approval Date: 06/09/10

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

Subgrantee: San Francisco Public Library

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

Approved Funds: \$80,000

Term: upon execution - end of grant period

Payments: \$80,000

upon execution of agreement

Schedule No.

**LUMP-SUM PAYMENT**

Appropriation Encumbered (designate where applicable) For:

FY 09/10  
WP 08

Fund Federal Trust PCA #: 92980

Code: 702

Vendor Code: M710

Catalog number from Federal Catalog of Domestic Assistance #: 45.310

IMLS #: LS-00-09-0005-09

BUDGET CATEGORY	APPROVED BUDGET	REVISED	REVISED
SALARIES & BENEFITS			
MATERIALS			
EQUIPMENT			
OPERATING EXPENSES	\$80,000		
INDIRECT COSTS			
<b>TOTAL</b>	<b>\$80,000</b>		