

**CALIFORNIA STATE LIBRARY  
 FISCAL YEAR 2015-2016  
 LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)  
 PITCH AN IDEA GRANT APPLICATION**

**ELEMENT 1: BASIC INFORMATION** (please see application instructions for additional information)

**Applicant Information**

- |  |   |
|--|---|
| <p>1. <b>Library/Organization</b><br/>Inland Library System</p> <p>3. <b>Internet Web Site Address</b><br/>www.inlandlib.org</p> <p>4. <b>Project Coordinator Name &amp; Title</b><br/>Vera Skop, Director</p> <p>6. <b>Business Phone Number</b><br/>909-453-9564</p> <p>8. <b>Mailing Address</b><br/><b>PO Box or Street Address</b><br/>555 W. 6<sup>th</sup> Street</p> | <p>2. <b>Library's DUNS Number</b><br/>15-553-5297</p> <p>5. <b>Email Address</b><br/>vskop@inlandlib.org</p> <p>7. <b>Fax Number</b><br/>909-888-3171</p> <p><b>City</b><br/>San Bernardino</p> <p><b>State</b><br/>CA</p> <p><b>Zip</b><br/>92410</p> |
|--|---|
9. **Check the Appropriate Library Type**
- Public Library   
  Academic   
  K-12   
  Multi-Type   
  Special/Other

**Project Information**

10. **Project Title** Pathways to Citizenship @ Your Library
11. **LSTA Funds Requested** \$58,100
12. **Cash Contributions** \$5,000
13. **In-Kind** \$89,991
14. **Total Project Cost** \$153,091
15. **California's LSTA Goals** (*Check one goal that best describes the project*)
- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Literate California             | <input type="checkbox"/> Content Creation/Preservation | <input checked="" type="checkbox"/> Community Connections |
| <input type="checkbox"/> 21 <sup>st</sup> Century Skills | <input type="checkbox"/> Bridging the Digital Divide   | <input type="checkbox"/> Ensuring Library Access for All  |
| <input type="checkbox"/> 22 <sup>nd</sup> Century Tools  | <input type="checkbox"/> Information Connections       |   |
16. **Number of persons served** (*The number of persons who use or will benefit directly from this project*) 250
17. **Primary Audience for project** (*Select all that apply.*)
- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Adults                             | <input type="checkbox"/> Pre-School Children    |
| <input type="checkbox"/> Families                                      | <input type="checkbox"/> Rural Populations      |
| <input checked="" type="checkbox"/> Immigrants/Refugees                | <input type="checkbox"/> School Age Children    |
| <input type="checkbox"/> Intergenerational Groups (Excluding Families) | <input type="checkbox"/> Senior Citizens        |
| <input type="checkbox"/> Library Staff, Volunteers and/or Trustees     | <input type="checkbox"/> Statewide Public       |
| <input type="checkbox"/> Low Income                                    | <input type="checkbox"/> Suburban Populations   |
| <input type="checkbox"/> Non/Limited English Speaking Persons          | <input type="checkbox"/> Unemployed             |
| <input type="checkbox"/> People with Disabilities                      | <input type="checkbox"/> Urban Populations      |
| <input type="checkbox"/> People with Limited Functional Literacy       | <input type="checkbox"/> Young Adults and Teens |
18. **This signature certifies that I have read and support this LSTA Grant Application.**

**Library Director Name:** Vera Skop **Title:** Director

**Mailing Address**  
*(if different from above)* 555 W. 6<sup>th</sup> Street **City** San Bernardino **Zip** 92410

**Library Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ELEMENT 2: PROJECT BACKGROUND AND SUMMARY (please see application instructions for additional information)**

**Describe how this project was identified as a need, how it relates to your library's strategic plan, what will be accomplished if this project is implemented, and how you will know whether your project is successful. Summary should relate to activities in the timeline (Element 4) and include statistical info to support the project.**

The Inland Library System is proposing to assist legal permanent residents in the Inland Empire with the process of naturalization and U.S. citizenship. The rates of non-citizenship in the area are very high. For example, 28% of all residents in Ontario over 18 are not U.S. citizens. Elsewhere in Riverside and San Bernardino Counties, the proportion of adults who are not U.S. citizens ranges from the California state average of 14% to over 70%.

Seven ILS libraries will each host a 12-week long citizenship course. Inland Empire residents will be able to choose between courses at different geographic locations and times of the year; classes will start in the fall of 2015 and will be completed by the beginning of June 2016. Seven libraries have volunteered to host classes: Moreno Valley, Ontario, Riverside Public, Riverside County (two branches,) San Bernardino County, and Upland.

TODEC (Training Occupational Development Educating Communities) has been chosen to lead the classes as several ILS libraries have successfully used this organization for citizenship classes. TODEC is a grassroots community-based non-profit in Riverside County that has been serving migrant communities in the Inland Empire for decades by offering classes in citizenship/naturalization, English, U.S. history and government, basic computer, and financial education.

Classes are structured to assist community members with filling out the Form N-400 Application for Naturalization, assisting with fee waivers for those who need it, and equipping participants with the necessary skills to pass the USCIS (U.S. Citizenship and Immigration Service) interview and exam. Weekly two-hour classes are motivating and dynamic in order to engage students in the process and learning. We expect an average of 30 students per 12-week course; about 200 students will start the program and we anticipate that about 125 will complete it.

In order to enable parents and guardians to attend and complete the courses, host libraries will provide programming for children during the classes. Programming will be supported with project funds to purchase basic craft supplies. And, since citizenship classes will attract non-library users, host libraries will use this opportunity to promote their programs, services and resources.

ILS will partner with local library ESL programs to help publicize the courses and will also work with organizations that assist with citizenship preparation in the Inland Empire such as Catholic Charities, Chaffey College, the Hispanic and the Chinese Chambers of Commerce, Riverside County Office of Education and the Upland School District. These partners, TODEC, and host libraries will help recruit students for naturalization classes as they deal directly with the population seeking U.S. citizenship.

ILS staff will publicize the program by regularly sending press releases to local media outlets, and by creating posters and flyers to be distributed at host libraries and by program partners throughout the project. Host libraries will market their specific classes locally to their communities in their newsletters, with their media contacts, and by sending community email blasts.

In addition to the classes taught by TODEC, USCIS (the U.S. Citizenship and Immigration Service) will offer short U.S. citizenship presentations to the public at ILS host and non-host libraries; USCIS citizenship brochures and printed information will be available at all 100+ library locations. ILS will work with USCIS to hold a citizenship ceremony at one of the host libraries for program graduates. (The ceremony will probably be held after completion of the project as the naturalization process is quite lengthy.)

This project will be successful when citizenship class participants complete the series of classes and 1) increase their knowledge, skills and confidence necessary to successfully pass the U.S. citizenship interview and tests and 2) increase their knowledge of resources/services/programs available at their public library and 3) non-library users are attracted to their public library and obtain library cards.

**ELEMENT 3: PLANNING AND EVALUATION (please see application instructions for additional information)**

Please answer each area concisely and completely. **For section A-F limit to four pages.**

**A. Project Intent** (Check only one that best describes the project)

**Institutional Capacity**

- Improve the library workforce
- Improve the library's physical and technology infrastructure
- Improve library's operations

**Information Access**

- Improve users' ability to discover information
- Improve users' ability to obtain information resources

**Lifelong Learning**

- Improve users' formal education
- Improve users' general knowledge and skills

**Human Services**

- Improve users' ability to apply information that furthers their personal, family, or household finances
- Improve users' ability to apply information that furthers their personal or family health & wellness
- Improve users' ability to apply information that furthers their parenting and family skills

**Employment & Economic Development**

- Improve users' ability to use resources and apply information for employment support
- Improve users' ability to use and apply business resources

**Civic engagement**

- Improve users' ability to participate in their community
- Improve users' ability to participate in community conversation around topics of concern

**B. Project Purpose – Short statement which answers the questions: we will do what, for whom, for what expected benefit(s).**

This project's purpose is to 1) assist legal permanent residents in the Inland Empire with naturalization and U.S. citizenship by offering classes that will give them the skills necessary to pass the citizenship interviews and tests; and 2) connect project participants to their public library and its programs, resources and services.

**C. Anticipated Project Outputs – Measures of services and/or products to be created/provided.**

- 1.) A series of citizenship preparation classes (held weekly for 12 weeks) will be conducted at each of seven public libraries throughout the Inland Empire.
- 2.) A minimum of 200 people will start the courses and will receive information about their local library and services available.
- 3.) 60% of participants in the classes (or around 125 students) are expected to complete the course.
- 4.) Local libraries and project staff will form partnerships with a total of at least 10 area community agencies that work with residents who seek U.S. citizenship.
- 5.) 84 Children's Programs will be held during the course of the project in conjunction with the citizenship classes.
- 6.) One general project flyer and 7 specific host library flyers will be created and distributed.
- 7.) 75% of participants will file for their citizenship and have their interviews scheduled, as measured by TODEC, who will track filing and interviews.
- 8.) At least 50% of the participants who are first-time library users will obtain a library card at their host library.

The ILS office will handle course registrations and will keep all statistics. Libraries will take statistics on class participation, children's programming attendance, and USCIS presentation attendance with weekly email reports to ILS. TODEC will track student progress in naturalization process. Host libraries will track new library card applications received from citizenship classes.

**D. Anticipated Project Outcome(s) – What change is expected in the target audience's skills, knowledge, behavior, attitude, and/or status/life condition? How will you measure these outcomes? (for examples see attachment B of the application instructions)**

1. As a result of attending citizenship classes, 75% of participants will report that they are more informed and better equipped to pass a U.S. citizenship interview and test.
2. 75% of class participants will have an increased awareness and appreciation of how rich and valuable a resource their public library is.

Outcomes will be measured by evaluations given to participants and to host libraries after each series of classes.

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

After completion of this grant, the Inland Library System will continue to support citizenship classes, and building on the momentum of the project, we will continue to provide workshops as needed and requested, using local funding and by pursuing other grant opportunities.

During the grant year, participating ILS libraries will partner with various agencies and non-profit organizations and this network will be used to continue the program. Once the curriculum is established, qualified volunteers and, as needed, paid presenters, will be able to provide citizenship training at additional libraries within the Inland Library System.

**F. Activity Information. Activities are action(s) through which the intent or objective of a project are accomplished. Four activity types have been identified, each with select methods to help you describe how you will carry out this project. Indicate activity types that require a significant commitment of resources to the project (representing 10% or more of total project resources).**

- I.  **Instruction** - Involves an interaction for knowledge or skill transfer and how learning is delivered or experienced. *(Check all that apply and provide a description including whether the format will be in-person, virtual, or both)*
- Program - Formal interaction and active user engagement (e.g., a class on computer skills).
  - Presentation - Formal interaction and passive user engagement (e.g., an author's talk),
  - Consultation - Informal interaction with an individual or group of individuals (library staff or other professional) who provide expert advice or reference services to individuals, units, or organizations.

Description: Seven 12-week courses will be offered at ILS libraries. TODEC will instruct project participants in how to fill out U.S. Citizenship forms and will equip them with necessary skills to pass the USCIS interview and exam. USCIS will have short presentations at ILS libraries. Children's programming will be available during the citizenship classes.

- II.  **Content** - Involves the acquisition, development, or transfer of information and how information is made accessible. *(Check all that apply and provide a description including whether the format will be physical, digital, or both)*
- Acquisition - Selecting, ordering, and receiving materials for library or archival collections by purchase, exchange, or gift, which may include budgeting and negotiating with outside agencies (i.e. publishers, vendors) to obtain resources. May also include procuring software or hardware for the purposes of storing and/or retrieving information or enabling the act of experiencing, manipulating, or otherwise interacting with an information resource.
  - Creation - Design or production of an information tool or resource (e.g., digital objects, curricula, manuals). Includes digitization or the process of converting data to digital format for processing by a computer.
  - Description - Apply standardized descriptive information and/or apply such information in a standardized format to items or groups of items in a collection for purposes of intellectual control, organization, and retrieval.
  - Lending - Provision of a library's resources and collections through the circulation of materials (general circulation, reserves). May also refer to the physical or electronic delivery of documents from a library collection to the residence or place of business of a library user, upon request.
  - Preservation - Effort that extends the life or use life of a living or non-living collection, the individual items or entities included in a collection, or a structure, building or site by reducing the likelihood or speed of deterioration.

Description:

- III.  **Planning & Evaluation** - Involves design, development, or assessment of operations, services, or resources and when information is collected, analyzed, and/or disseminated. *(Check all that apply and provide a description)*
- Retrospective - Research effort that involves historical assessments of the condition of a project, program, service, operation, resource and/or user group.
  - Prospective - Research effort that projects or forecasts a future condition of a project, program, service, operation, resource, and/or user group.

Description:

- IV.  **Procurement** - Acquiring or leasing facilities; purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure. *(Provide a description)*

Description:

**ELEMENT 4: GRANT TIMELINE/ACTIVITIES** (please see application instructions for additional information)

Show each major project activity and when it will be started and/or completed throughout the project. The timeline should correspond to the activities described in Planning and Evaluation. Please put an X in each pertaining month.

Activity	2015/2016											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Formal agreement with TODEC	X											
Formal agreement with USCIS	X											
Agreements with 7 participating libraries	X											
Schedule of courses created	X											
Agreements with partner organizations	X											
Develop marketing plan	X	X	X									
Develop & distribute promotional materials (flyers, webpage, press releases)	X	X	X	X	X	X	X	X	X			
Evaluations created				X	X							
Courses held			X	X	X	X	X	X	X	X	X	
Evaluations distributed and tallied						X	X	X	X	X	X	X
Evaluations analyzed, final report written												X

**ELEMENT 5: BUDGET** (please see application instructions for additional information)

The budget should clearly identify the amounts requested and from what sources. (please do not unlock the application form, if additional space is needed contact Mickie Potter at [mickie.potter@library.ca.gov](mailto:mickie.potter@library.ca.gov))

Budget Category	LSTA	Cash Contributions	In-Kind	Total
<b>Salaries/Wages/Benefits</b>				
Project Director: 80 hrs@ \$50/hr LSTA; 100 hrs@\$50/hr Cash	\$4,000	\$5,000	\$0	\$9,000
Lib Asst: 312 hrs @ \$36/hr LSTA; 156 hrs @ \$36/hr In-Kind	\$11,232	\$0	\$5,616	\$16,848
Project Assistant: 4 hrs x 52 wks x 35/hr	\$7,280	\$0	\$0	\$7,280
Host Library support staff: av. 125 hrs x 7 libraries x \$45/hr	\$0	\$0	\$39,375	\$39,375
Partner support staff time: av. 10 hrs x 10 partners x \$45/hr	\$0	\$0	\$4,500	\$4,500
	\$0	\$0	\$0	\$0
<b>Subtotal</b>	\$22,512	\$5,000	\$49,491	\$77,003

**Description:** Project Director: overall coordination of project; supervision of staff. See Attachment 1 for expanded listing of project staff duties. ILS will contribute a cash match of 100 hrs x \$50/hr for Project Director. Library Assistant: office manager, pays bills, creates master calendar, registers students; inputs evaluation data, phone & email contact. Project Assistant: works with USCIS to schedule presentations; updates website, Facebook page; develops curriculum for future use. Host Library support staff time: publicity, recruitment of students, arrangements, children's programs, custodial. Partner support staff time: distribute flyers, publicize project, recruit students (partners listed in pg.2)

Equipment (\$5,000 or more per unit)				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
<b>Subtotal</b>	\$0	\$0	\$0	\$0

**Description:**

Operating Expenses: Library Materials				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
<b>Subtotal</b>	\$0	\$0	\$0	\$0

**Description:**

Operating Expenses: Consultant Fees				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
<b>Subtotal</b>	\$0	\$0	\$0	\$0

**Description:**

Budget Category	LSTA	Cash Contributions	In-Kind	Total (B+C+D = E)
<b>Operating Expenses: Travel</b>				
Travel	\$575	\$0	\$0	\$575
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
<b>Subtotal</b>	\$575	\$0	\$0	\$575

**Description:** 1000 miles x .575 = \$575 staff travel to host libraries, meet with TODEC, USCIS for Project Director, Library Assistant and Project Assistant.

<b>Operating Expenses: Supplies/Other</b>				
Web, facebook, flyers, posters, printing, survey software	\$2,711	\$0	\$0	\$2,711
Children's Programming supplies	\$2,520	\$0	\$0	\$2,520
USCIS presentations and printed materials	\$0	\$0	\$30,000	\$30,000
Community Room rental fees	\$0	\$0	\$10,500	\$10,500
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
<b>Subtotal</b>	\$5,231	\$0	\$40,500	\$45,731

**Description:** Flyer/poster design \$1000; web/facebook \$500; printing of publicity \$911; Survey Monkey for electronic evaluations \$300;

Children's programming craft supplies 84 classes x \$30 = \$2,520 ;

Community Room rental fees donated by libraries: 84 classes x \$125 = 10,500

USCIS programs and materials 100 locations x \$300 = \$30,000

<b>Operating Expenses: Contracted Services</b>				
TODEC	\$24,500	\$0	\$0	\$24,500
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
<b>Subtotal</b>	\$24,500	\$0	\$0	\$24,500

**Description:** TODEC 7 courses x 3,500 = \$24,500

<b>Project Total</b>	\$52,818	\$5,000	\$89,991	\$147,809
<b>Indirect Cost Rate Applied</b> 10 % <b>Indirect Cost</b>	\$5,282	\$0	\$0	\$5,282

Check one: (please see application instructions for additional information)

No Indirect

Federally negotiated indirect cost rate \*

Indirect proposed cost rate \*

\* please attach supporting documentation if required

<b>Description:</b> Overhead includes following costs: office rent, phone, internet, photocopier use, supplies, bookkeeper.				
<b>Grand Total</b>	\$58,100	\$5,000	\$89,991	\$153,091

**ELEMENT 6: ATTACHMENTS (please see application instructions for additional information)**

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

**ELEMENT 7: INTERNET CERTIFICATION FOR APPLICANT PUBLIC LIBRARIES FY 2015/16**  
(please see application instructions for additional information)

As the duly authorized representative of the applicant public library, public elementary school library or public secondary school library applying for LSTA funding, I hereby certify that the library is (*check only one of the following boxes*)

A.  **An individual applicant that is CIPA compliant.**

The applicant library, as a public library, a public elementary school library or public secondary school library, has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.

B.  **Representing a group of applicants. Those applicants that are subject to CIPA requirements have certified they are CIPA compliant.**

All public libraries, public elementary school libraries, and public secondary school libraries, participating in the application have complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. The library submitting this application has collected Internet Safety Certifications from all other applicants who are subject to CIPA requirements. The library will keep these certifications on file with other application materials, and if awarded funds, with other project records.

C.  **Not Subject to CIPA Requirements.**

The CIPA requirements do not apply because no funds made available under this LSTA grant program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.

Inland Library System

Library/Organization

Pathways to Citizenship @ Your Library

Project Name

Vera Skop

Library Director Name

Director

Title

\_\_\_\_\_  
Library Director Signature

\_\_\_\_\_  
Date

**Inland Library System PAI  
Pathways to Citizenship @ Your Library  
Staff Duties**

Project Coordinator:

- Overall coordination of project
- Supervises project staff
- Works with ILS Directors to fully develop project
- Works with poster/flyer/webpage designers
- Develops evaluation /survey tools
- Writes LSTA reports
- Coordinates publicity efforts
- Sets up agreements with overall project partners (host libraries will have own agreements with local partners)
- Manages budget

ILS Library Assistant:

- Office contact for students, host libraries, partners
- Pays bills, keeps track of expenses
- Works with host libraries to create master calendar
- Orders supplies, printed class and promotional materials and ensures delivery to appropriate locations
- Inputs survey data
- Registers and maintains lists of students
- Keeps track of student progress
- Sends follow up surveys to participants, hosts, partners

Project Assistant:

- Works with USCIS to schedule 2 hour presentations at ILS libraries & branches throughout year
- Updates Website and Facebook
- Assists with promoting courses throughout Inland Empire, including working with project partners
- Visits host libraries during classes, USCIS presentations
- Inputs surveys into survey software
- Develops curriculum to be used by ILS libraries after project completed