**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)

<table>
<thead>
<tr>
<th>Applicant Information</th>
<th></th>
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<tbody>
<tr>
<td>1. Library/Organization</td>
<td>Santa Clara County Library District</td>
</tr>
<tr>
<td>2. Library’s DUNS Number</td>
<td>0691182890000</td>
</tr>
<tr>
<td>3. Internet Web Site Address</td>
<td><a href="http://www.sccl.org">www.sccl.org</a></td>
</tr>
<tr>
<td>4. Project Coordinator Name &amp; Title</td>
<td>Mark Fink, Library Services Manager</td>
</tr>
<tr>
<td>5. Email Address</td>
<td><a href="mailto:mfink@sccl.org">mfink@sccl.org</a></td>
</tr>
<tr>
<td>6. Business Phone Number</td>
<td>408-293-2326 ext. 3010</td>
</tr>
<tr>
<td>7. Fax Number</td>
<td></td>
</tr>
<tr>
<td>8. Mailing Address</td>
<td>PO Box or Street Address: 1370 Dell Avenue, City: Campbell, State: CA, Zip: 95008</td>
</tr>
<tr>
<td>9. Check the Appropriate Library Type</td>
<td>Public Library, K-12</td>
</tr>
<tr>
<td>10. Project Title</td>
<td>The Citizenship Action Project</td>
</tr>
<tr>
<td>11. LSTA Funds Requested</td>
<td>$41,000</td>
</tr>
<tr>
<td>12. Cash Contributions</td>
<td>$0</td>
</tr>
<tr>
<td>13. In-Kind</td>
<td>$37,488</td>
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<td>14. Total Project Cost</td>
<td>$78,488</td>
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<tr>
<td>15. California’s LSTA Goals (Check one goal that best describes the project)</td>
<td>Community Connections</td>
</tr>
<tr>
<td>16. Number of persons served (The number of persons who use or will benefit directly from this project)</td>
<td>500</td>
</tr>
<tr>
<td>17. Primary Audience for project (Select all that apply.)</td>
<td>Pre-School Children, Rural Populations, School Age Children, Senior Citizens, Statewide Public, Suburban Populations, Unemployed, Urban Populations, Young Adults and Teens</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Library Director Name:</th>
<th>Nancy Howe</th>
<th>Title: County Librarian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address (if different from above)</td>
<td>1370 Dell Avenue, City: Campbell, Zip: 95008</td>
<td></td>
</tr>
<tr>
<td>Library Director Signature:</td>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>
**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.

Santa Clara County Library District's (SCCLD) FY 2014-17 Strategic Plan prioritizes offering free ESL and citizenship classes for local residents. Specifically, these classes are part of SCCLD's focus on increasing public awareness about its resources and services, so that "more service area residents recognize the library as relevant to their lives" and that non-users "connect their needs to library resources and services." This priority is consistent with SCCLD's mission to respond to community needs and provide diverse resources on a wide variety of subjects and viewpoints and helps people use these resources.

There is great diversity among SCCLD residents, as represented by the demographic information from the 2010 U.S. Census. Among the populations with the greatest need for U.S. citizenship education resources and/or adult literacy services are foreign born residents for whom English is not their first language. The percentage of foreign born residents in the cities served by SCCLD is higher than average rates in California and the United States. It is noteworthy that 49% of Cupertino residents, 50% of Milpitas residents, and 25% of Gilroy residents are foreign born. Among foreign born residents in these communities, 22% in Cupertino, 21% in Milpitas and 15% in Gilroy are not U.S. citizens. Research indicates that foreign born residents who are not citizens face higher barriers to learning English and obtaining stable employment. Based on these statistics, a significant percentage of all SCCLD residents would benefit from free U.S. Citizenship classes offered at local libraries.

SCCLD will leverage its role in connecting residents with free, informative resources and services to help them improve their lives and opportunities via The Citizenship Action Project. This project will (1) partner with local nonprofit organizations to offer free, convenient U.S. Citizenship classes at local libraries, (2) provide Citizenship Resource Centers in 8 community libraries, (3) offer training for librarians to become subject matter specialists in U.S. Citizenship resources, (4) partner with the ProBono Project (a non-profit legal services agency) to offer free, convenient and private Virtual Pro Bono Legal Services with attorneys pertaining to citizenship, naturalization or immigration issues, (5) provide curriculum resources and lesson plans about U.S. citizenship for ESL classes, conversation clubs, and Reading Program learners, and (6) provide U.S. Citizenship content on the SCCLD web site for the general public.

During the 12 month time frame for this grant, the following targets have been established for The Citizenship Action Project:

1. **CITIZENSHIP CLASSES**:
   a. The Project Coordinator will schedule, promote and manage U.S. Citizenship classes offered at 4 SCCLD locations
   b. A minimum of two sets of citizenship classes (Fall and Spring terms) will be offered at 4 libraries during the grant cycle
   c. The Project Coordinator will secure agreements with 2 nonprofit agencies to offer Citizenship classes at no cost to SCCLD
   d. 200 people will register for U.S. Citizenship classes system-wide
   e. 100 people will complete the U.S. Citizenship classes system-wide
   f. The Project Coordinator, in concert with SCCLD staff, will administer pre-test/surveys and post-test/surveys to students, and 75 students will demonstrate increased comprehension of the information needed to pass the U.S. Citizenship exam

2. **CITIZENSHIP RESOURCE CENTERS**:
   a. Will be installed in 8 SCCLD libraries
   b. The Project Coordinator will work with SCCLD staff to order USCIS toolkits, USCIS informational flyers, USCIS DVDs/CDs and USCIS forms, in addition to carefully selected library materials available for individuals to borrow

3. **STAFF TRAINING**:
   a. The Project Coordinator will provide a minimum of 3 hours of training for 8 librarians (one at each location) to assume new roles as subject matter specialists about U.S. Citizenship resources.

4. **VIRTUAL LEGAL AID CLINICS**:
   a. The Pro Bono Project will offer 2 virtual legal aid clinics at 4 libraries focusing on citizenship, naturalization and immigration legal issues during the grant cycle. A minimum of 30 individuals will receive legal consultations.
   b. Volunteer attorneys and community members will successfully use WebEx to meet "face to face" and a Google Drive to exchange documents over the Internet.
   c. The model for the Virtual Legal Clinics will be available for other libraries to review and use for similar projects.

5. **CITIZENSHIP LESSON PLANS**:
   a. The Project Coordinator will work with ESL Instructors, Literacy Specialists, and librarians to develop 10 U.S. Citizenship-related lesson plans and activities for the SCCLD ESL conversation clubs, ESL classes, and by Reading Program tutors.

6. **U.S. CITIZENSHIP WEBSITE CONTENT**
   a. Content will be created by the Project Coordinator and librarians. Content will be posted on the SCCLD web site.
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).

BENEFICIARIES: Consistent with its FY 2014-17 Strategic Plan, SCCLD will offer free informational resources, classes and services to help immigrants living in Santa Clara County learn and prepare for becoming U.S. Citizens. A grant-funded Project Coordinator will oversee the development, implementation, maintenance and evaluation of The Citizenship Action Project.

PROJECT COMPONENTS: This project will (1) partner with local nonprofit organizations to offer free, convenient U.S. Citizenship classes at local libraries, (2) provide Citizenship Resource Centers in 8 community libraries, (3) offer training for librarians to become subject matter specialists in U.S. Citizenship resources, (4) partner with the ProBono Project (a non-profit legal services agency) to offer free, convenient and private Virtual Pro Bono Legal Services with attorneys pertaining to citizenship, naturalization or immigration issues, (5) provide curriculum resources and lesson plans about U.S. citizenship for ESL classes, conversation clubs, and Reading Program learners, and (6) provide U.S. Citizenship content on the SCCLD web site for the general public.

EXPECTED BENEFITS: The Citizenship Action Project will provide free, trustworthy information resources about the U.S. Citizenship process for hundreds of immigrants and their families living in Santa Clara County. Access to this information will increase the likelihood they will take and pass the U.S. Citizenship exam; become U.S. Citizens; and reduce barriers to employment or better employment. These individuals and their families will also learn about and use more of the free resources, services and programs offered by the Santa Clara County Library District, including ESL classes, Adult Literacy resources, family storytimes, homework help for teens, early literacy resources for children, as well as access to thousands of books, multi-media and online resources for entire families.

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

To measure the success of The Citizenship Action Project during the grant period, the following outputs are anticipated:

1. CITIZENSHIP CLASSES:
   a. 8 U.S. Citizenship classes will be offered at 4 libraries during the grant cycle
   b. 2 nonprofit agencies to offer Citizenship classes at no cost to SCCLD
   c. 200 people will register for U.S. Citizenship classes system-wide
   d. 100 people will complete the U.S. Citizenship classes system-wide

2. CITIZENSHIP RESOURCE CENTERS:
   a. Will be installed in 8 SCCLD libraries
   b. Will consist of USCIS toolkits, USCIS DVDs/CDs, and carefully selected library materials (all items that can be
borrowed by library cardholders); as well as free giveaway USCIS forms and informational pamphlets

c. USCIS Toolkits will be borrowed 150 times (systemwide during the grant term) by library cardholders.

3. STAFF TRAINING:
   a. 8 librarians (one at each location) will receive 3 hours of training as subject matter specialists for Citizenship resources.

4. VIRTUAL LEGAL AID CLINICS:
   a. The Pro Bono Project will offer 8 virtual legal aid clinics focusing on citizenship, naturalization, and immigration issues
   b. 30 individuals will receive legal consultations

5. CITIZENSHIP LESSON PLANS:
   a. 10 U.S. Citizenship-related lesson plans and activities will be created and used in the SCCLD ESL conversation clubs, ESL classes, and by Reading Program tutors

6. U.S. CITIZENSHIP WEBSITE CONTENT
   a. One page of content highlighting reliable SCCLD and other credible U.S. Citizenship Resources will be created by the Project Coordinator and librarians and posted on the SCCLD web site.
   b. Using Google Analytics, the U.S. Citizenship Resources page on the SCCLD web site will be viewed 1,000 times during the grant period.

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)

As a result of participating in The Citizenship Action Project, the following outcomes will be realized:

1. Based on self-reported pre- and post-survey data, 90% of individuals will develop a better understanding of the process and requirements of becoming a U.S. Citizen.

2. Based on self-reported pre- and post-survey data, 80% of individuals will demonstrate an understanding of the rights and responsibilities of new citizens.

3. Based on self-reported pre- and post-survey data, 75% of individuals will know how to connect with organizations that help with citizenship or that offer ESL classes.

4. Based on self-reported pre- and post-survey data, 75% of individuals will become aware of and use other SCCLD services, programs, and resources.

5. Based on self-reported pre- and post-survey data, 75% of individuals will know how to connect with organizations that help with citizenship or that offer ESL classes.

6. Based on self-reported pre- and post-survey data, 75% of students enrolled in U.S. Citizenship classes will demonstrate an increased comprehension of the information on the U.S. Citizenship exam.

7. Based on self-reported pre- and post-survey data, 50% of eligible individuals will complete the N-400 (Application for Naturalization Form) and apply for citizenship.

8. Based on self-reported survey data, 80% of ESL class and conversation club participants will report increased knowledge about U.S. Citizenship resources after the Citizenship lesson plans have been completed.

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

The start-up expenses for The Citizenship Action Project are much higher than the anticipated costs to maintain the project after it is operational.

This grant will fund the start-up expenses for the project by funding a 1/2 time project coordinator to lay the groundwork for this initiative and develop a sustainable infrastructure to:

1. locate community partners to offer the citizenship classes,

2. work with library staff to schedule, coordinate and promote the citizenship classes,

3. train librarians as subject specialists, and

4. develop lesson plans

5. and monitor, evaluate, and report on the progress of the project.

Once these infrastructure for this project is operationalized, SCCLD will fund extra hours for library staff at each location to take over these functions. SCCLD has used a similar framework to implement outreach teams at all libraries, and to launch ESL classes and conversation clubs throughout the District.
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: 30% of the Project Coordinator's time will be allocated to establishing, implementing, monitoring and evaluating citizenship classes at 4 locations. The classes will be taught by trained instructors affiliated with local nonprofit organizations. The classes will be offered in-person.

10% of Project Coordinator's time will be allocated to the scheduling, promotion, oversight and evaluation of the 8 Virtual Legal Clinics offered at 4 libraries.

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.
   - 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: 20% of the Project Coordinator's time will be allocated to the development, acquisition, implementation, maintenance and promotion of the Citizenship Resource Centers at all SCCLD locations. This will include reviewing and ordering citizenship materials from USCIS, as well as consulting with librarians to add other subject-specific items to these collections. In addition, the Project Coordinator will also work with librarians to create a web page with related online Citizenship resources offered by SCCLD and USCIS.

10% of the Project Coordinator's time will be allocated to researching, developing training materials, and teaching librarians at each SCCLD location about citizenship resources.

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.

<table>
<thead>
<tr>
<th>Activity</th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>June</th>
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</thead>
<tbody>
<tr>
<td>Hire a project coordinator</td>
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<tr>
<td>Partner with a minimum of 2 nonprofits to offer citizenship classes at 4 libraries</td>
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<tr>
<td>Schedule and promote citizenship classes offered at 4 libraries</td>
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<td></td>
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<td>x x</td>
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<tr>
<td>Classes launched, pre-surveys/tests developed, administered on first day of classes</td>
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<tr>
<td>Students complete classes, students surveyed/tested for learning gains</td>
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<tr>
<td>Materials ordered &amp; received, Citizenship Resource Centers launched at 3 libraries</td>
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<tr>
<td>Materials ordered &amp; received, Citizenship Resource Centers launched at 2 libraries</td>
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<tr>
<td>Virtual Legal Clinics scheduled and offered (1 clinic/month, 2 clinics/4 libraries)</td>
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<tr>
<td>Staff training resources developed for The Citizenship Action Project by Coordinator</td>
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<tr>
<td>Project Coordinator provides staff training (two libraries per month)</td>
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<tr>
<td>Project Coordinator works with ESL facilitators/instructors to develop lesson plans</td>
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<tr>
<td>Citizenship lesson plans implemented in ESL conversation clubs, ESL classes, and RP</td>
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<tr>
<td>Project Coordinator surveys ESL participants on effectiveness of lesson plans</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>x x x</td>
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<tr>
<td>Project Coordinator files quarterly reports for grant monitor/SCCLD exec. team</td>
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<td>x x x x</td>
</tr>
<tr>
<td>Project Coordinator gathers Citizenship class post-test/survey data for analysis</td>
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</tr>
</tbody>
</table>
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)

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>LSTA</th>
<th>Cash Contributions</th>
<th>In-Kind</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries/Wages/Benefits</strong></td>
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<td></td>
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</tr>
<tr>
<td>Project Coordinator wages</td>
<td>$31,293</td>
<td>$0</td>
<td>$0</td>
<td>$31,293</td>
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<tr>
<td>Project Coordinator benefits</td>
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<td>$0</td>
<td>$0</td>
<td>$2,815</td>
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<tr>
<td>Library Services Manager, Grant Coordinator</td>
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<td>$0</td>
<td>$11,793</td>
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<tr>
<td>Library Services Manager, benefits</td>
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<td>$0</td>
<td>$4,599</td>
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<tr>
<td>Librarian II</td>
<td>$3,088</td>
<td>$0</td>
<td>$3,633</td>
<td>$6,721</td>
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<tr>
<td>Librarian II benefits</td>
<td>$1,204</td>
<td>$0</td>
<td>$1,416</td>
<td>$2,620</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td>$38,400</td>
<td>$0</td>
<td>$21,441</td>
<td>$59,841</td>
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</tbody>
</table>

**Description:**
Project Coordinator (Associate Training and Staff Development Specialist = 1,020 hours x $30.68) estimated cost
Required benefits payments for Project Coordinator (.09 x $31,295) estimated cost
Library Services Manager oversight of grant project (208 hours x $56.70) and benefits ($11,793 x .39) estimated cost
Librarian II, hours for training on citizenship resources ($36.33/hour x 3 hours of training x 15 librarians + 40 hours for Citizenship Resource web and print content development) (.39 x $3,088 for benefits) estimated cost
Librarian II: 100 hours of in-kind on-site support for VLL clinics/classes x $36.33/hr.) (.39 x $3633 for benefits in-kind) estimated cost

<table>
<thead>
<tr>
<th>Equipment ($5,000 or more per unit)</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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</tbody>
</table>

**Description:**

<table>
<thead>
<tr>
<th>Operating Expenses: Library Materials</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>print, DVD, CD library material for classes</td>
<td>$2,000</td>
<td>$0</td>
<td>$0</td>
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**Description:**
"USCIS citizenship toolkits" 300 x $49/kit = $14,700 estimated cost
"Welcome to the United States: A Guide for New Immigrants" (pack of 100) 2 packs x $179.50 = $359 estimated cost
"USCIS Naturalization Interview and Test" (DVD) 40 DVDs x $19 = $760 estimated cost
"Civics and Citizenship Multimedia Presentation" (2 disc set) 30 sets x $21= $630 estimated cost
"Constitution of the U.S. and Declaration of Independence" (pocket edition) 167 x $1.50 = $251 estimated cost

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<th>Operating Expenses: Consultant Fees</th>
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**Description:**
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<td>1,000 miles x .565/mile traveled</td>
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| Operating Expenses: Supplies/Other |      |                    |         |                  |
|                                  | $500 | $0                | $0      | $500             |
| Estimated office supply costs for staff training, lesson plans | $100 | $0                | $500   | $600             |
| Estimated copy/print costs for lesson plan/classroom materials | $0   | $0                | $0     | $0               |
|                                  | $0   | $0                | $0     | $0               |
| Subtotal                        | $600 | $0                | $500   | $1,100           |
| Description:                   |      |                    |         |                  |

| Operating Expenses: Contracted Services |      |                    |         |                  |
|                                        | $0   | $0                | $0      | $0               |
|                                        | $0   | $0                | $0      | $0               |
|                                        | $0   | $0                | $0      | $0               |
|                                        | $0   | $0                | $0      | $0               |
|                                        | $0   | $0                | $0      | $0               |
| Subtotal                              | $0   | $0                | $0      | $0               |
| Description:                         |      |                    |         |                  |

| Project Total                        | $41,000 | $0 | $37,488 | $78,488 |
| Indirect Cost Rate Applied           | 0 %     |    |         |         |
| Indirect Cost                        | $0      | $0 | $0      | $0      |

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

| Description: |      |                    |         |                  |

| Grand Total | $41,000 | $0 | $37,488 | $78,488 |
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.

Santa Clara County Library District  The Citizenship Action Project
Library/Organization Project Name

Nancy Howe  County Librarian
Library Director Name Title

Library Director Signature  Date

file:mcp/lsta/announceapps&instr/1516
JOB ANNOUNCEMENT

JOB TITLE: Citizenship Action Project Coordinator (CAPC)
REPORTS TO: Library Services Manager
EMPLOYMENT STATUS: Non-exempt
TIME COMMITMENT: Part-time, 20 hours/week
STARTING SALARY: $30.681/hour

Position Summary
1. The Citizenship Action CAPC (CAPC) will oversee Citizenship classes, coordinate outreach and services, oversee quality assurance of classes offered, and prepare pertinent data and narrative reports.
   The CAPC will work with the Library Services Manager to oversee and track project expenditures; maintain the project’s financial records; and monitor grants, donations and in-kind goods and services received.
2. 30% of CAPC time will be allocated to establishing, implementing, monitoring and evaluating citizenship classes at 4 locations. The classes will be taught by trained instructors affiliated with local nonprofit organizations. The classes will be offered in-person.
3. 20% of CAPC time will be allocated to the development, acquisition, implementation, maintenance and promotion of the Citizenship Resource Centers at all SCCLD locations. This will include reviewing and ordering citizenship materials from USCIS, as well as consulting with librarians to add other subject-specific items to these collections. In addition, the CAPC will also work with librarians to create a web page with related online Citizenship resources offered by SCCLD and USCIS.
4. 10% of CAPC time will be allocated to the scheduling, promotion, oversight and evaluation of the 8 Virtual Legal Clinics offered at 4 libraries.
5. 10% of CAPC time will be allocated to researching, developing training materials, and teaching librarians at each SCCLD location about citizenship resources.

Essential Functions
1. Properly and timely administer all required testing to students.
2. Maintain necessary student information for compliance with data requirements
3. Recruit, coordinate, train, and supervise Citizenship classes’ volunteers and/or staff.
4. Coordinate outreach, education, and media activities; make public presentations on Citizenship classes.
5. Plan and coordinate educational services, schedule and advertise classes, coordinate with citizenship teacher(s).
6. Oversee successful completion of reporting, survey administration, and policy/procedure requirements.
7. Assist program leadership with accurate financial reporting and monitoring; prepare data reports and programmatic reports for contracts and funders.
8. Oversee Citizenship classes; ensure Department representation at Citizenship and Immigration Services naturalization meetings and other informational or educational events.
9. Monitor and disseminate changes in the CIS’s procedures and regulations.
10. Maintain and increase up-to-date knowledge of immigration policies through daily reading (email list serves, publications) and participation in webinars, staff meetings, and periodic offsite training.
11. Be familiar with the policies and procedures guiding the work of this position in particular and the program or department overall. Perform job functions in line with these policies and procedures.
12. Participate in training, plus performance and quality improvement efforts.
13. Perform other related duties as assigned.

**Education, Experience, and Skills Required**

1. Experience teaching ESL and/or citizenship training (knowledge of learning gains testing) strongly preferred.
2. Bilingual (English/Spanish) highly preferred.
3. Cooperative, friendly, and helpful attitude with clients and co-workers.
4. Ability to work closely with other employees to ensure positive, constructive environment within the program or department, and throughout the agency.
5. Ability to thrive in a flexible, fast-paced and growth-oriented environment, while maintaining a sense of humor and a positive, solution-oriented approach.
6. Passion and enthusiasm for the mission of SCCLD.
7. Ability to work independently and in a team setting.

**Physical Requirements**

1. Requires ability to stand from 2-3 hours during class with intermittent sitting, bending and squatting.
2. May be required to lift items up to 10 pounds to a height of up to three feet.
3. May be required to carry items up to 25 pounds for distances up to 100 yards.

**CAPC Performance Goals:**

SCCLD will leverage its role in connecting residents with free, informative resources and services to help them improve their lives and opportunities via The Citizenship Action Project. This project will (1) partner with local nonprofit organizations to offer free, convenient U.S. Citizenship classes at local libraries, (2) provide Citizenship Resource Centers in 8 community libraries, (3) offer training for librarians to become subject matter specialists in U.S. Citizenship resources, (4) partner with the ProBono Project (a non-profit legal services agency) to offer free, convenient and private Virtual Pro Bono Legal Services with attorneys pertaining to citizenship, naturalization or immigration issues, (5) provide curriculum resources and lesson plans about U.S. citizenship for ESL classes, conversation clubs, and Reading Program learners, and (6) provide U.S. Citizenship content on the SCCLD web site for the general public.

During the 12 month time frame for this grant, the following targets have been established for The Citizenship Action Project Coordinator (CAPC):

1. **CITIZENSHIP CLASSES:**
   a. The CAPC will schedule, promote and manage U.S. Citizenship classes offered at 4 SCCLD locations
b. A minimum of two sets of citizenship classes (Fall and Spring terms) will be offered at 4 libraries during the grant cycle

c. The CAPC will secure agreements with 2 nonprofit agencies to offer Citizenship classes at no cost to SCCLD

d. 200 people will register for U.S. Citizenship classes system-wide

e. 100 people will complete the U.S. Citizenship classes system-wide

f. The CAPC, in concert with SCCLD staff, will administer pre-test/surveys and post-test/surveys to students, and 75 students will demonstrate increased comprehension of the information needed to pass the U.S. Citizenship exam

2. CITIZENSHIP RESOURCE CENTERS:
   a. Will be installed in 8 SCCLD libraries
   b. The CAPC will work with SCCLD staff to order USCIS toolkits, USCIS informational flyers, USCIS DVDs/CDs and USCIS forms, in addition to carefully selected library materials available for individuals to borrow

3. STAFF TRAINING:
   a. The CAPC will provide a minimum of 3 hours of training for 8 librarians (one at each location) to assume new roles as subject matter specialists about U.S. Citizenship resources.

4. VIRTUAL LEGAL AID CLINICS:
   a. The CAPC will work with the Pro Bono Project to offer 2 virtual legal aid clinics at 4 libraries focusing on citizenship, naturalization and immigration legal issues during the grant cycle. A minimum of 30 individuals will receive legal consultations.

5. CITIZENSHIP LESSON PLANS:
   a. The CAPC will work with ESL Instructors, Literacy Specialists, and librarians to develop 10 U.S. Citizenship-related lesson plans and activities for the SCCLD ESL conversation clubs, ESL classes, and by Reading Program tutors.

6. U.S. CITIZENSHIP WEBSITE CONTENT
   a. Content will be created by the CAPC and librarians. Content will be posted on the SCCLD web site.
Upcoming Virtual Clinics

Do you need to meet with an attorney? Consultation sessions are currently available at the time and locations below.

**Monday, June 1, 2015**
5:00pm-7:00pm  
**Virtual Lawyers in the Library – Campbell Library**  
77 Harrison Avenue, Campbell, California  
Sign up for a 20-minute Consultation

**Monday, June 8, 2015**
10:00am-12:00pm  
**Virtual Small Claims Legal Advice Clinic – Pro Bono Project**  
480 N. 1st Street, San Jose, California  
Sign up for a 20-minute Consultation

**Wednesday, June 10, 2015**
6:00pm-8:00pm  
**Virtual Lawyers in the Library – Milpitas Library**  
160 N. Main Street, Milpitas, California  
Sign up for a 20-minute Consultation

**Monday, June 15, 2015**
5:00pm-7:00pm  
**Virtual Lawyers in the Library – Gilroy Library**  
350 W. Sixth Street, Gilroy, California  
Sign up for a 20-minute Consultation

**Tuesday, June 16, 2015**
6:30pm-8:00pm  
**Virtual Lawyers in the Library- Morgan Hill Library**  
660 W Main Avenue, Morgan Hill, California  
Sign up for a 20-minute Consultation

**Wednesday, June 17, 2015**
10:00am-12:00pm  
**Virtual Legal Advice Clinic – Santa Clara County Bar Association**
Sign up for a 20-minute Consultation
Frequently Asked Questions – What You Need to Know

Q: What is the Virtual Legal Services Program?
A: The Virtual Pro Bono Legal Services Program connects volunteer attorneys with community members to provide a free 20-minute limited scope consultation over a range of topics.

Q: Who is presently a partner to this Program?
A: The development of the Virtual Pro Bono Clinic was made possible through the support of our Founding Partners: Fenwick & West, DLA Piper, Cisco Systems and the Pro Bono Project, in addition to our other supporting partners Baker Botts, Detati Communications, Duane Morris, Haynes & Boones, I.O.L.T.A., Ko Sharper Foundation, Lenovo, Paragon Legal, The Wilson Sonsini, Goodrich, & Rosati Foundation, Winston & Strawn, and Xerox.

Q: How does the program work?
A: The volunteer attorney and the community member will meet online via WebEx, a video conferencing program. The community member will be in a private room at one of our Virtual Clinic locations, such as at the Morgan Hill Library or the Santa Clara County Bar Association. The volunteer attorney and the community member will use WebEx to meet “face-to-face” and Google Drive to exchange documents over the internet.

Q: Do I or the community member need to provide our own computers?
A: All the necessary hardware for the community member is provided by the Pro Bono Project which includes a laptop, a webcam, and a multi-function printer/scanner. The volunteer attorney needs only a computer with a webcam and internet connection to meet with the community member virtually.

Q: Can I view and exchange documents with the community member?
A: Yes, the community member uses the scanner that automatically uploads the community member’s documents to the shared Google Drive, which the attorney has access to. Likewise, the attorney can use WebEx to print documents directly to the community member’s printer.

Q: Is there training provided?
A: Yes, the Pro Bono Project provides training on the following topics that commonly arise at the Virtual Clinics:

- Family
- Civil Litigation
- Immigration
- Small Claims
- Employment
- Real Estate
- Consumer
- Debt Relief

Training videos are available.

Q: Do I offer legal advice?
A: Yes, you offer legal advice directly to a community member. You will be trained in the general nature of the legal advice sought in advance of your virtual clinic as the community member will complete a short intake form on which they will indicate the nature of their question. The Virtual Clinic is advice only, and you will not enter into representation of the community member.
Q: Do I represent the community member once the session is over?
A: No. Each appointment during the Virtual Clinic sessions lasts only twenty minutes. The purpose is to offer legal advice, not provide legal representation. Given the nature of the Virtual Clinic as an advice clinic, the scope of questions are relegated to general legal advice and not to questions related to actual legal representation. In the future, the Virtual Services Program plans also to offer community members limited scope representation with pro bono attorneys.

Q: Do I need to have experience in the field?
A: No, you simply need to be licensed to practice law in California and willing to help and willing to learn. Many issues that routinely arise in the Virtual Clinics are covered in the free online training provided by the Pro Bono Project.

Q: What if I cannot answer a question?
A: There are several resources available to our volunteer attorneys to help them understand and respond to inquiries about the general area of law the community member is seeking help with. However, even experienced attorneys with ample training cannot answer every question a community member may have.

Volunteer attorneys are encouraged and expected to use the reference lists provided with the online training to refer community members to organizations or other attorneys who can further assist them. The volunteer attorney may also may the supervising attorney from Pro Bono Project if there is another Virtual Clinic that may be more suited to the community members’ needs (the community member may have legal questions about other areas of law that were not disclosed on their initial intake) and have them sign up for the appropriate Virtual Clinic.

Q: Is there a supervising attorney available to help me out?
A: Yes, there is a supervising attorney from the Pro Bono Clinic overseeing every Virtual Clinic. The volunteer attorney can chat privately with the supervising attorney (via WebEx) and ask questions. Both attorneys have access to the internet and available legal research tools to help find answers to an unresolved question or referrals to additional service providers.

Q: Do I need malpractice insurance?
A: No, when participating in the Virtual Clinic volunteer attorneys are covered under the Pro Bono Project's malpractice insurance. This includes any legal advice given through the Virtual Clinic and does not include actual representation of the community member outside of the Virtual Clinic.

Q: Can I get M.C.L.E. credit for my training?
A: We currently do not offer M.C.L.E. credit for our training. However, as our training develops we will likely seek accreditation in the near future.

Q: Tell me a bit about the community members receiving services?
A: The Virtual Clinic has hubs located at partner sites throughout Santa Clara County. These sites, such as the Morgan Hill Library and the Santa Clara County Bar Association, advertise the Virtual Clinic and make appointments for community members needing legal help.

Q: How can I volunteer?
A: Attorneys can volunteer by signup up for a virtual clinic on our webpage here volunteering. Interested attorneys with may additional questions can contact Cameron Day, Program Manager of the Virtual Legal Services Program at the Pro Bono Project. Cameron can be reached via phone at (408) 998-5298 ext. 367 or via e-mail at cday@probonoproject.org.

Q: How long is my volunteer commitment?
A: There is no minimum commitment required, but we ask our volunteer attorneys to pledge to staff three Virtual Clinics. Each Virtual Clinic lasts for two hours which consists of four 20-minute community member sessions. Before volunteer attorneys begin to offer legal advice they must be adequately trained in the relevant area of law which will require some additional pro bono time. We will work with our volunteer attorneys to find the right clinic that works both with their schedule and their familiarity of various areas of law.

Q: Can I work in a team?
A: Yes, you can work as a team. The Virtual Clinics are set up to be one-on-one meetings between the volunteer attorney and the community member. However, a supervising attorney from the Pro Bono Project will always be overseeing the Virtual Clinic and is available via private chat during the session. Also, volunteer attorneys may have another volunteer attorney present on their side of the meeting. The second volunteer must also be a licensed attorney who is adequately trained and involved in the Virtual Pro Bono Clinic Program. Teaming may allow the primary volunteer attorney to offer better legal advice, particularly attorneys new to a legal advice clinic setting.