**Element 1: Basic Information**

<table>
<thead>
<tr>
<th>1. Library/Organization</th>
<th>2. Library’s DUNS Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orange County Public Libraries</td>
<td>120431655</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Internet Web Site Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.ocpl.org">www.ocpl.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Project Coordinator Name &amp; Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Elliott - Teen Services Library Assistant</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:david.elliott@occr.ocgov.com">david.elliott@occr.ocgov.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Business Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>562-694-2958</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Fax Number</th>
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</thead>
<tbody>
<tr>
<td>562-691-8043</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. Mailing Address</th>
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</thead>
<tbody>
<tr>
<td>PO Box or Street Address: 221. E. La Habra Blvd.</td>
</tr>
<tr>
<td>City: La Habra</td>
</tr>
<tr>
<td>State: CA</td>
</tr>
<tr>
<td>Zip: 90631</td>
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<table>
<thead>
<tr>
<th>9. Check the Appropriate Library Type</th>
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<tbody>
<tr>
<td>Public Library</td>
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**Project Information**

<table>
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<tr>
<th>10. Project Title</th>
<th>Computerized Homework Help</th>
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<table>
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<tr>
<th>11. LSTA Funds Requested</th>
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<td>$5,000</td>
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<td>$0</td>
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<table>
<thead>
<tr>
<th>13. In-Kind</th>
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<tbody>
<tr>
<td>$39,524</td>
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<table>
<thead>
<tr>
<th>14. Total Project Cost</th>
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<tbody>
<tr>
<td>$44,524</td>
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<table>
<thead>
<tr>
<th>15. California’s LSTA Goals (Check one goal that best describes the project)</th>
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<tbody>
<tr>
<td>Literate California</td>
</tr>
<tr>
<td>21st Century Skills</td>
</tr>
<tr>
<td>22nd Century Tools</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>16. Number of persons served (The number of persons who use or will benefit directly from this project)</th>
</tr>
</thead>
<tbody>
<tr>
<td>260</td>
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<table>
<thead>
<tr>
<th>17. Primary Audience for project (Select all that apply.)</th>
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</thead>
<tbody>
<tr>
<td>Adults</td>
</tr>
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<table>
<thead>
<tr>
<th>18. This signature certifies that I have read and support this LSTA Grant Application.</th>
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<table>
<thead>
<tr>
<th>Library Director Name: Helen Fried</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: County Librarian</td>
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</table>

<table>
<thead>
<tr>
<th>Mailing Address (if different from above)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1501 E. St. Andrew Place</td>
</tr>
<tr>
<td>City: Santa Ana</td>
</tr>
<tr>
<td>Zip: 92705</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Library Director Signature:</th>
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</thead>
<tbody>
<tr>
<td>Date:</td>
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</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.

La Habra is an underserved community in technology. Many students have little access to technology in the classroom and even less outside. This divide is compounded by other factors. According to the latest census statistics, 57.2 percent of the community is Latino; over half the households speak a language other than English at home; and 14 percent live below the poverty line. As of 2013, 25% of the Latino population nationwide has neither computer nor internet access. Such language and economic barriers make it difficult for kids to easily transition from school life to home life, as parents have limited ability to partner with them in their educational goals. Many of these parents are not even literate in their native tongue, let alone English. In such an environment, student success rates can plummet. We seek an opportunity to allow the kids to flourish technologically by adding laptops to the La Habra homework help program and partnering with local schools, enabling these students to bridge the gap to the 21st century and beyond.

The strategic year plan for the OC Public libraries has agenda items that relate to this computerized homework help program. First, the county library system is interested in developing a plan to reduce language isolation and encourage civic engagement within ethnic communities. As the community of La Habra is heavily Latino, we will spend time doing outreach to parents, helping them to engage in their child’s education, through bilingual training classes, teaching them how to assist their children with the programs they are using in class. Secondarily, OC Public Libraries is actively engaging in the “Edge Initiative,” with the intention of helping promote the acquisition of technology for libraries as well as promote library services in the county. Acquiring laptops and adding them to our homework help program will meet a targeted need in the community, providing technology to low-income families that do not have access in the home.

By computerizing homework help we bring a new dimension to our successful homework help program, run by our teen volunteers, assisting with grade-school children and their homework. Currently the homework help program operates 4 days a week during the school year. It’s a drop in program requiring no fees or costs to be able to participate, unlike most of the other homework help programs that operate in our area. We will purchase laptops compatible with software needs. Concurrently, we will purchase Microsoft Office, Windows 7, and download Lexia for the laptops to give the kids the opportunity to write reports and do projects inside the program. Once we have all the software and hardware in place, through consultation with the schools in the area, we will design a training session for the teen volunteers on the use of the software and how they can assist the children while working with the programs. Many of our teen volunteers come to us from the Future Teachers Association, an academic club at the local high school dedicated to preparing students for future jobs in education. The program consists of two training sessions for teens, two bilingual training sessions for parents, and one-hundred homework help sessions where the laptops are used.

This program will result in several different outcomes. First and foremost, the children will have more access to computers and feel greater confidence in their use of them. There will be a 25 percent increase in comfortability with the hardware and software from beginning to end. Secondly, there will be a 25 percent increase in the comfort level of the parents’ confidence and ability to assist their children in the use of the academic software. Thirdly, there will be a 25 percent increase in the teen’s confidence in their abilities to teach kids inside the classroom, as they will get practical knowledge of current educational methodology and instruction. Surveys will measure all of these outcomes. Finally, we are hoping to receive anecdotal evidence about improving attitudes and assessments from the parents and teachers of the students who come to our program.
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).

The project purpose is threefold. We will purchase laptops with internet capability and computer software in order to give greater access to technological tools to the grade-school kids in our community. We will design classes for the parents of these children in the use of this technology to equip them with knowledge, allowing them to participate better in their child’s educational goals. Finally, we will provide a richer way for teens in the community to assist kids with their education and develop more skills that will prove useful to prospective future teachers. This will result in better prepared students in the classroom, more parent involvement in their child’s education, and in teens being more versatile in assisting others in and out of the classroom.

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

- 4 Laptops with Windows 7 and Microsoft Office
- 4 copies of Deep Freeze Software designed to return laptops to original state after every use
- 1 LaserJet Printer
- 2 Teen Training sessions with manuals serving 70 teens
- 2 Parent Training session serving approximately 40 parents
- 100 Homework Helps sessions serving approximately 150 students

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)

There are three separate project outcomes we hope to produce with this project. First, the children’s comfortability with computers will increase. Surveys will be given to measure this statistic. There will be a 25 percent increase in comfort level in using the technology by the end of the program. We will also survey teachers of the students to see if there is an increased ability in the classroom on computerized assignments. The second outcome involves the parents of the students. We will have two classes training the parents on the use of the software in the classroom. There will be a 25 percent increase of parents who are comfortable showing their kids how to use the software from class. We will use surveys at the training sessions to measure this statistic. Finally the teens involved with the program will experience increased comfort in working with the kids using the computers. There will be a 25 percent increase in the amount of the teens’ confidence in their abilities to teach kids using modern technology. We will measure this outcome by surveying the teens at the beginning of the program regarding their feelings about instructing others on materials, how comfortable they are at helping others, and how comfortable they are with helping others using computers as a platform. At the end of the project we will survey the teens again assessing how good they felt about using the software and if they felt better or worse on a sliding scale when using the computers as opposed to not using the computers to help with instruction and teaching.
E. Briefly describe how this project will be financially supported in the future.

After the program is over for the year, we will sit down and review the success of the program through the surveys as well as how successful the program is from a numerical perspective (increase in students, parents, teens.). Using these statistics we will tailor future training sessions for the parents and the teens to better meet the needs of the community. We will also sit down with the local schools and teachers to discuss updates in curriculum, how we might make changes to what we provide and how to improve outreach to the students and parents. As this is already a successful program in its own right, the homework help program will continue with the added computer component.

As far as making sure physical items to maintain the program are provided for, the library will provide additional toner and paper for the printer during and after the original program duration. The library will also purchase equipment through recommendations made by the IT department and will therefore be assisted by the IT department as regards to necessary upgrades, virus protection and other computer issues. Finally, the local Friends of the Library is interested in furthering this project into the future by purchasing laptops, software and upgrades as the library sees the need.

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: We will have 100 computerized homework help sessions throughout the school year. Furthermore we will develop 4 different classes, two for teens and two for the children's parents in the use of the different software. The students and the parents will engage in the use of the software on the laptops, getting the opportunity to gain firsthand experience and better enabling them to work with the kids through their homework. Volunteer Teens will act in a consultation role for the students, informing them and assisting them with the use of the software.

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: We will produce curriculum for the instruction of teens, students and parents in the program. Much of the curriculum will be physical but some of it will be digital through a PowerPoint presentation we will create for demonstration of the software.
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.
- [x] Prospective - Research effort that projects or forecasts a future condition of a project, program, service, operation, resource, and/or user group.

Description: We will take the research we do throughout the course of this program in order to make adjustments to the training sessions for teens and parents as well as project the usefulness of any of the software that the students will be using and whether it or something else will be more effective in helping the students with their classwork. All research will be applied to how we run the program in the future.

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: We will purchase laptops and storage to use in the program and software that will ensure the safety of our hardware. We will purchase Microsoft Office, Windows 7 and Deep Freeze for software purchases, as well as downloading Lexia and Reading+, and making sure they have adequate internet access. We will purchase a printer with wireless networking capability as well as toner for use with the printer.
### 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>2015/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Aug</td>
</tr>
<tr>
<td>Meet with teacher and administrators about software</td>
<td>x</td>
</tr>
<tr>
<td>Plan training materials for teens and parents on software</td>
<td>x</td>
</tr>
<tr>
<td>Purchase laptops, software, printers and toner</td>
<td>x</td>
</tr>
<tr>
<td>Training session for teens on software</td>
<td>x</td>
</tr>
<tr>
<td>Initial survey for students in homework help program</td>
<td>x</td>
</tr>
<tr>
<td>Initial survey for teens</td>
<td>x</td>
</tr>
<tr>
<td>Parent (bilingual) class on use of software</td>
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</tr>
<tr>
<td>Students use laptops and software during homework help program</td>
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</tr>
<tr>
<td>Final survey students</td>
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<tr>
<td>Final survey teens</td>
<td></td>
</tr>
<tr>
<td>Final survey Parents</td>
<td></td>
</tr>
<tr>
<td>Analyze survey data to determine where to adapt and make changes for future</td>
<td></td>
</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>Salaries/Wages/Benefits</td>
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<tr>
<td>70 Teen Volunteers</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td>$0</td>
<td>$0</td>
<td>$39,469</td>
<td>$39,469</td>
</tr>
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</table>

**Description:** We will be providing "In-Kind" funds for salaries of three different staff positions. We will also be having teen volunteer staff provide hours for "In-Kind" contribution as well.

1 Library Assistant - Project Planning, Purchasing, Creating materials, Training, Developing Classes, meeting with schools and Evaluation - 34 weeks at 10 hours a week - 340 hours @ $36.85 per hour.

1 Library Assistant - Training and assisting running the program - 40 hours @ $31.46 per hour

1 Branch Manager - Training, assisting running program and evaluation of progress - 34 weeks at 2 hours a week - 68 hours @ $69.85 per hour.

70 Teen Volunteers - Instructing students on computers, developing and running training sessions for parents, creating materials - 13 hours per volunteer - 910 hours @ $23.07 per hour.

<table>
<thead>
<tr>
<th>Equipment ($5,000 or more per unit)</th>
<th>LSTA</th>
<th>Cash Contributions</th>
<th>In-Kind</th>
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<tr>
<td><strong>Subtotal</strong></td>
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**Description:**

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<tr>
<td><strong>Subtotal</strong></td>
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<td>$0</td>
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**Description:**

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<tr>
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<tr>
<td><strong>Subtotal</strong></td>
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**Description:**
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<th>In-Kind</th>
<th>Total (B+C+D = E)</th>
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<tr>
<td>Subtotal</td>
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<td>$0</td>
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<td>$0</td>
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</tbody>
</table>

**Description:**

**Operating Expenses: Supplies/Other**
- Copy Paper: $22, Cash: $0, In-Kind: $55, Total: $77
- Toner: $394, Cash: $0, In-Kind: $0, Total: $394
- 1 LaserJet Printer: $350, Cash: $0, In-Kind: $0, Total: $350
- Laptops: $3,600, Cash: $0, In-Kind: $0, Total: $3,600
- Software: $396, Cash: $0, In-Kind: $0, Total: $396
- Cases with Locks: $238, Cash: $0, In-Kind: $0, Total: $238
- Subtotal: $5,000, Cash: $0, In-Kind: $55, Total: $5,055

**Description:**

- Four Laptop computers with software and a wireless printer to be used in the homework help program. Children to use these computers for the duration of the program to complete homework assignments and projects. “All library computers, e-book readers, tablets or any other devices capable of connecting to the Internet via wired, wifi or cellular networks, including those used solely by staff, will comply with CIPA (Children's Internet Protection Act) requirements.”
- "In-Kind" 2 Cases of Paper - $27.50 per case 1 Case of Paper for making Training and Instruction Manuals - $22
- 1 LaserJet Printer - $350
- Toner for LaserJet Printer - $394
- 4 Laptops $900 each - $3600 4 Cases with Locks for Laptops - $238
- 4 Copies of Microsoft Office and Windows 7 - $216
- 4 Copies of Deep Freeze (software meant to return laptop to original state after each use) - $180

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**Description:**

**Project Total**
- Project Total: $5,000, Cash: $0, In-Kind: $39,524, Total: $44,524

**Indirect Cost Rate Applied**
- 0% Indirect Cost

**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**
- Grand Total: $5,000, Cash: $0, In-Kind: $39,524, Total: $44,524
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.

Orange County Public Libraries - La Habra Branch
Library/Organization

Computerized Homework Help
Project Name

Helen Fried
Library Director Name

County Librarian
Title

Library Director Signature

Date