CALIFORNIA STATE LIBRARY  
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)  
FISCAL YEAR 2016/2017 STATEWIDE GRANT APPLICATION

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

Applicant Information

1. Library/Organization
   Southern California Library Cooperative

2. Library’s DUNS Number
   020208090

3. Project Coordinator Name & Title
   Diane Satchwell Executive Director

4. Email Address
   dsatchwell@socallibraries.org

5. Business Phone Number
   626-283-5949

6. Mailing Address
   PO Box or Street Address  
   City  
   State  
   Zip
   248 E. Foothill Blvd., Suite 101  
   Monrovia  
   CA  
   91016

Project Information

7. Project Title
   Mental Health Initiative

8. LSTA Funds Requested
   $997,676

9. Cash Contributions
   $0

10. In-Kind
    $618,540

11. Total Project Cost
    $1,616,216

12. California’s LSTA Goals (Check one goal that best describes the project)
   - Literate California
   - 21st Century Skills
   - 22nd Century Tools
   - Content Creation/Preservation
   - Bridging the Digital Divide
   - Information Connections
   - Community Connections
   - Ensuring Library Access for All

13. Number of persons served (Number of persons who use or will benefit directly from this project)
    ___________________________

14. Primary Audience for project (Select all that apply.)
   - Adults
   - Families
   - Immigrants/Refugees
   - Intergenerational Groups (Excluding Families)
   - Library Staff, Volunteers and/or Trustees
   - Low Income
   - Non/Limited English Speaking Persons
   - People with Disabilities
   - People with Limited Functional Literacy
   - Pre-School Children
   - Rural Populations
   - School Age Children
   - Senior Citizens
   - Statewide Public
   - Suburban Populations
   - Unemployed
   - Urban Populations
   - Young Adults and Teens

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

   Library Director Name:  
   Diane R. Satchwell  
   Title:  
   Executive Director

   Mailing Address (if different from above)
   ___________________________  
   City  
   Zip  

   Library Director Signature:  
   ___________________________  
   Date:  
   ___________________________
ELEMENT 2: PROJECT BACKGROUND AND SUMMARY

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.

In May 2015, the National Institute of Mental Health estimated the number of adults in the U.S. with a diagnosable mental disorder within the past year at approximately 43 million (nearly 1 in 5). Although most of these conditions are not disabling, nearly 10 million U.S. adults (1 in 25) have serious functional impairment due to a mental illness, such as a psychotic or serious mood or anxiety disorder. Twenty percent (1 in 5) of youth ages 13-18 have and/or previously had a seriously debilitating mental disorder. By comparison, 8.3 percent of children under age 18 have asthma and 0.2 percent have diabetes. The U.S. Centers for Disease Control and Prevention reports that by the year 2020, depression (the most common mental health disorder) will be the world’s second leading cause of disability, trailing only ischemic heart disease.

In fiscal year 2010/11, libraries reported a total of 161,41,478 visits. Counting off every fifth person who walks into the library quickly gives an idea of just how regularly librarians interact with patrons living with mental illness. However, librarians report that they lack the skills and training to provide effective services to these members of the community. In response to a California State Library survey, public library staff identified as their first priority a need for training on how to provide effective services to patrons living with mental illness. Without such training, these patrons will continue to be under- or inadequately-served, and libraries will struggle to provide equitable and relevant services to their communities.

An Advisory Committee comprised of library staff and non-profit organizations specializing in mental health issues was created to begin identifying ways to provide California’s public libraries with both training and ongoing support.

The Mental Health (MH) Initiative will provide library staff with intensive training opportunities that will equip them with the skills and resources they need to provide professional services in accordance with ALA guidelines and work effectively and compassionately with their communities: http://goo.gl/XvlMEu. We will provide two five-day training sessions, 30 librarians per training, in partnership with the internationally-recognized Mental Health First Aid (MHFA) Program. Participants will increase their understanding of risk factors and warning signs for mental health and addiction concerns, their knowledge of how to identify, evaluate, and provide mental health information to library patrons, and their understanding of how to provide effective mental health services training to staff. We will also provide three three-hour training sessions in partnership with the National Network of Libraries of Medicine Pacific Southwest Region (NN/LM PSR) to train library staff to assess their communities’ health needs, create and sustain community partnerships, develop mental health collections, evaluate materials, and provide quality mental health reference services and programs.

Our plan to extend the impact of the trainings and build capacity in California’s libraries is based on the following:

1. We will employ a “train the trainer” model. Library staff who participate in the Mental Health First Aid trainings will be required to provide training for staff in their own and neighboring libraries, and staff who take part in NN/LM PSR workshops will be encouraged to lead similar trainings.

2. We will create resources that will be made available to all California library staff: (a) the Los Angeles Public Library and County of Los Angeles Public Library will create and make available via YouTube eight to ten videos on how to professionally and compassionately work with patrons living with mental illness; (b) NN/LM PSR will present a webinar for people who are unable to attend an in-person training and will update and refresh its current toolkit, which will be available from the California State Library website; and (c) the non-profit group Each Mind Matters (EMM) will present a webinar on creating community partnerships around the subject of mental health.

3. Our trainings and resources will equip library staff with information and skills to help them develop relevant local programs and services in support of patrons living with mental illness.

4. StopStigmaSacramento will provide speakers from its network of experts to any public library desiring to hold a webinar on mental health for its staff or patrons. CSL will assist in setting up the webinars.

5. CSL will provide two Mental Health webinars for teens, working in cooperation with Teen Line/Cedar Sinai Hospital.

6. CSL will provide at least four webinars on mental health for veterans.

7. CSL will provide funding for a part-time social services expert or Registered Nurse at each library that successfully creates a partnership with a local mental health organization or their city or county health office.

This project relates to the California State Library's 2013-2017 LSTA 5-Year Plan as follows: Goal II, 21st Century Skills, Program IV, Provide training and develop opportunities for library staff to ensure they are equipped to assist the public to
ELEMENT 3: PLANNING AND EVALUATION

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)

- Lifelong Learning
  - Improve users' formal education
  - Improve users’ general knowledge and skills

- Information Access
  - Improve users’ ability to discover information
  - Improve users’ ability to obtain information resources

- Institutional Capacity
  - Improve the library workforce
  - Improve the library’s physical and technology infrastructure
  - Improve library’s operations

- Economic & Employment Development
  - Improve users’ ability to use resources and apply information for employment support
  - Improve users’ ability to use and apply business resources

- 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

- 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 Mental Health Initiative will provide public library staff with the training, skills, and information they need to: (a) provide effective professional services to persons living with mental illness; (b) train others to provide effective services to persons living with mental illness, (c) develop relevant local programs and services for persons living with mental illness. This project will increase capacity in California's public libraries and will help ensure that library staff provide relevant and equitable services to all members of their communities. The MH Initiative will also target teens and veterans, due to a high demand for information identified by the Mental Health Advisory Committee and input from another LSTA grant, Veterans Connect.

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

* A total of 60 California library staff members will participate in two in-person five-day training sessions (30 librarians per session) presented by Mental Health First Aid. Participants will receive certification at the end of the trainings.
* 900 California library staff members will participate in one of 180 local and regional eight-hour training sessions, each of which will be presented by library staff who attend the Mental Health First Aid workshops.
* 70 library staff members will participate in one of three three-hour training sessions presented by The National Network of Libraries of Medicine Pacific Southwest Region (NN/LM PSR).
* 50 people will view a webinar presented by NN/LM PSR and hosted by Infopeople.
* NN/LM PSR's The "Finding Health and Wellness@the Library: A Consumer Health Toolkit for Library Staff" http://www.library.ca.gov/lds/docs/healthtoolkit.pdf will be updated and refreshed. Frequently referred to as The Toolkit, it will be available on the CSL website.
* 200 library staff members will view a series of 8-10 training videos on professionally and compassionately working with patrons living with mental illness, which will be created by staff at the Los Angeles Public Library and County of Los Angeles Public Library.
* 50 library staff will view the Each Mind Matters webinar.
* 50 teens will participate in the webinar series designed to address teen mental health issues.
* 50 veterans and/or their families will participate in the four webinars designed to address veteran's mental health issues.
issues.
*At least 30 library staff members will participate in the webinar Speaker's Series, hosted by the Speaker's Bureau of StopStigmaSacramento.org, a mental health campaign funded by Sacramento County.
*The number of 911 calls from public libraries for patrons' mental health-related behavioral issues will be reduced by 5%; measured by surveys issued at the start and end of the project.

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)
* At least 85% of library staff attending the five-day Mental Health First Aid training sessions will increase their understanding of how to identify the risk factors and warning signs for mental health and addiction concerns; increase their knowledge of how to identify, evaluate and provide mental health resources to library patrons; and increase their understanding of how to provide effective training in mental health to library staff.
* At least 75% of the library staff who take part in local and regional workshops presented by the 60 people who pass the graded workshop will have an increased understanding of how to identify, evaluate and provide mental health resources to library patrons.
* At least 85% of participants in the NN/LM PSR mental health resource trainings will increase their knowledge of how to find, evaluate and provide mental health resources to library patrons.
* At least 75% of participants in the Mental Health First Aid and NN/LM PSR trainings will feel more confident about providing services and resources for patrons living with mental illness.
* At least 75% of participants in the Mental Health First Aid and NN/LM PSR trainings will feel more confident about creating community partnerships to support services to patrons living with mental illness.
* Workshop outcomes will be measured using pre and post surveys.
* At least 75% of the teens who participate in the webinars will have an increased knowledge of resources available to them.
* At least 75% of the veteran's who participate in the webinars will have an increased knowledge of resources available to them.
* At least 75% of the library staff participating in the StopStigmaSacramento.org webinars will have an increased knowledge of statewide mental health awareness efforts and resources.

E. **Briefly describe how this project will be financially supported in the future.**
This project will provide library staff with a variety of skills, information, and training to help them provide services to patrons living with mental illness beyond the project period, including: (a) the ability and certification to provide training to colleagues; (b) information and resources to develop relevant local projects and services; and (c) information and connections to develop community partnerships to enhance and sustain local projects and services.

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).**

1. ☑ **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.
   ☐ Other
Description: * Mental Health First Aid will present two five-day nationally-certified, train-the-trainer workshops for 60 library staff members. Participants will be tested during the program and and graduates will be required to teach a minimum of three eight-hour trainings in the field (local trainings can be split up into four-hour or two-hour sessions).

* Library staff who attend the Mental Health First Aid workshops will present a total of 180 local and regional trainings for colleagues (we anticipate that between two and ten people will attend each local and regional session).

* Three three-hour train-the-trainer sessions, and one webinar, will be presented by NN/LM PSR. The sessions will teach librarians how to assess the health needs in their communities, create and sustain community partnerships, develop their mental health collections, evaluate materials and provide quality mental health reference services and programs. The in-person workshops will take place at the 2016 CLA conference in Sacramento, and in northern and southern California. Participating library staff will be encouraged to provide training to colleagues following the workshops.

* Each Mind Matters (EMM) will present one webinar on how libraries can create community partnerships.

* Teen Line will present four webinars on mental health resources for teens and what their library offers.

* Veteran's Connect will present four webinars on veteran's mental health issue.

2. **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.

- ☐ Other

Description: * Los Angeles Public Library and the County of Los Angeles Public Library will create and make available via YouTube eight to ten videos training library staff on how to professionally and compassionately work with mentally ill patrons.

* All webinars will be archived and made available for viewing to public libraries statewide.

* NNLM PSR will update and refresh its Finding Health and Wellness @the Library Consumer toolkit.

* EMM will review all project materials to ensure quality control.

* Project staff will compile and disseminate to the public library community professional and academic research and writing, and information about successful services and resources.

3. **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 including whether the format will be in-house or third-party)*

5
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: * The Advisory Committee may convene once in person and will provide advice on project development by email and phone on an ongoing basis.

* Project staff will review services to patrons living with mental illness in public libraries to identify replicable program models that can be disseminated to the library community.

* Project staff will collect and review professional and academic research and writing on the topic of providing services to patrons living with mental illness and disseminate information to the library community.

4. **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**

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.

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<thead>
<tr>
<th>Activity</th>
<th>Fiscal Year 2016/2017</th>
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<tbody>
<tr>
<td></td>
<td>July</td>
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<tr>
<td>Advisory committee conference calls</td>
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<tr>
<td>Develop participant guidelines and form</td>
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<tr>
<td>Release participant request form and review for approval</td>
<td>X</td>
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<tr>
<td>Develop timeline and curriculum with MHFA team</td>
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<tr>
<td>Create pre and post surveys</td>
<td>X</td>
</tr>
<tr>
<td>MHFA Trainings</td>
<td>X</td>
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<tr>
<td>LAPL and CoLAPL develop group/team and provide topics</td>
<td>X</td>
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<tr>
<td>Develop videos and release -LAPL and CoLAPL</td>
<td>X</td>
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<tr>
<td>CLA Preconference NN/LM PSR Training</td>
<td>X</td>
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<tr>
<td>Consumer Health Toolkit</td>
<td></td>
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<tr>
<td>NN/LM PSR Trainings</td>
<td></td>
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<tr>
<td>Develop NN/LM PSR Webinar and present</td>
<td>X</td>
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<tr>
<td>Speaker's Series hosted by StopStigmaSacrameto.org</td>
<td>X</td>
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<tr>
<td>Develop Teen Advisory Team and develop webinars</td>
<td>X</td>
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<tr>
<td>Present Teen Webinars</td>
<td>X</td>
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<tr>
<td>Develop Veteran Advisory Team and develop webinar</td>
<td>X</td>
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<tr>
<td>Present Veteran Webinar</td>
<td>X</td>
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<tr>
<td>Develop mental health webinars for Immigrants</td>
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7
ELEMENT 5: BUDGET

The budget should clearly identify the amounts requested and from what sources.

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>LSTA</th>
<th>Cash Contribution</th>
<th>In-Kind</th>
<th>Total</th>
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<td>Salaries/Wages/Benefits</td>
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<td>Staff Backfill for MHFA Trainings</td>
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<td>LAPL and CoLAPL</td>
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<td>MHFA Follow-up Training</td>
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<td>$0</td>
<td>$602,940</td>
<td>$796,940</td>
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</table>

**Description:** Training- backfill: 60 staff x (8hrs x 5 days) x $35 = $84,000, in-kind 60 sites x 40 hours x $50 = $120,000 ; Project Coordinator $60,000; Advisory Committee in-kind 7 staff x 7 hours x $60 = $2,940; LAPL/CoLAPL: 6 staff x $50/hour x 136 hours x 10 videos = $408,000; 3 trainings x 60 sites x 8 hours x $50/hour = $72,000; backfill: 3 trainings x 60 sites x 8 hours x $35 = $50,000.

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**Description:**

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<td>Collections for participating sites</td>
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**Description:** Collection: 60 sites x $35/book x 35 books = $73,500
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<th>Budget Category</th>
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**Description:**

| Description: | |
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<th>Travel</th>
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<td>$0</td>
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<tr>
<td>60 MHFA Participants</td>
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<td>Subtotal</td>
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**Description:** Project Coordinator: 3 trainings + 4 nights hotel + airfare + meals = $2,100; Participants: 60 sites x $2,000 travel expenses = $120,000.

<table>
<thead>
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<th>Supplies/Other</th>
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<tbody>
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<td>Manuals for participants</td>
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<td>Video Production</td>
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<tr>
<td>Supplies for training workshops</td>
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</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Description:** Manuals: 60 sites x $150 = $9,000; 10 videos x $20,000 production (equipment, editing, props) = $200,000; Supplies include copying, flipcharts, misc needs.
<table>
<thead>
<tr>
<th>Budget Category</th>
<th>LSTA</th>
<th>Cash Contribution</th>
<th>In-Kind</th>
<th>Total (B+C+D = E)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contracted Services</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Mental Health First Aid Trainers - two sessions</td>
<td>$70,000</td>
<td>$0</td>
<td>$0</td>
<td>$70,000</td>
</tr>
<tr>
<td>Webinars</td>
<td>$23,500</td>
<td>$0</td>
<td>$0</td>
<td>$23,500</td>
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<tr>
<td>Health Care Workers for libraries</td>
<td>$195,900</td>
<td>$0</td>
<td>$0</td>
<td>$195,900</td>
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<tr>
<td>Lunch and Breaks for trainings</td>
<td>$12,600</td>
<td>$0</td>
<td>$0</td>
<td>$12,600</td>
</tr>
<tr>
<td>NN/LM PSR Training</td>
<td>$0</td>
<td>$0</td>
<td>$7,500</td>
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<tr>
<td>CLA Preconference</td>
<td>$0</td>
<td>$0</td>
<td>$1,350</td>
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</tr>
<tr>
<td>Meeting Rooms for Training</td>
<td>$0</td>
<td>$0</td>
<td>$6,750</td>
<td>$6,750</td>
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<tr>
<td>Teen Toolkit</td>
<td>$5,000</td>
<td>$0</td>
<td>$0</td>
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</tr>
</tbody>
</table>

**Subtotal** | $307,000 | $0 | $15,600 | $322,600 |

**Project Total** | $907,600 | $0 | $618,540 | $1,526,140 |

**Indirect Cost Rate Applied** | 10 % | Indirect Cost | $90,076 | $0 | $0 | $90,076 |

**Check one:**

- [ ] No Indirect
- [X] Federally negotiated indirect cost rate *
- [X] Indirect proposed cost rate *

* please attach supporting documentation if required

**Description:** Indirect cost rate contributes to overhead that enables SCLC to manage the project, including clerical and administrative staff not dedicated specifically to the program, office supplies used by staff working on the project, rent and utilities, and equipment and services used by project staff (e.g. photocopiers, phone systems, janitorial services, IT support).

**Grand Total** | $997,676 | $0 | $618,540 | $1,616,216 |

**ELEMENT 6: ATTACHMENTS**

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

Southern California Library Cooperative
Library/Organization

Mental Health Initiative
Project Name

Diane Satchwell
Library Director Name

Executive Director
Title

Library Director Signature
Date