

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2007	2008	2009	2010	2011
Capital Expenditures	0	0	0	0	0
Operating Costs	4500	1500	0	0	0
External Revenues	0	0	0	0	0
Program Income (County)	0	0	0	0	0
In-Kind Match (County)	0	0	0	0	0
NET FISCAL IMPACT	<u>4500</u>	<u>1500</u>			
# ADDITIONAL FTE POSITIONS (Cumulative)	0	0	0	0	0

Is Item Included in Current Budget? Yes No
 Budget Account No.: Fund 1180 Dept 320 Unit 3200 Object 3401/1007
 Program

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Source: Ad Valorem Tax

Impact: Minimal fiscal impact

C. Departmental Fiscal Review:

Lavinia D. Gardner
 (Lavinia Gardner, Chief Financial Officer)

III. REVIEW COMMENTS:

A. OFMB Fiscal and/or Contract Dev. And Control Comments:

[Signature] 5/24/07
 OFMB
 5/24/07
 5/28/07

[Signature] 5/25/07
 Contract Dev. And Control
 5/25/07

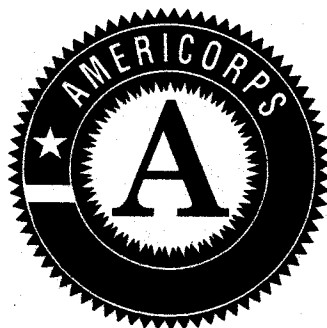
B. Legal Sufficiency:

[Signature] 5/29/07
 Assistant County Attorney

C. Other Department Review:

N/A
 Department Director

**2007-2008
Literacy*AmeriCorps
Site Application**



**Getting Things Done
Strengthening Communities
Encouraging Responsibility
Expanding Opportunity**

**A Project
Of the
Palm Beach County Literacy Coalition
551 SE 8th Street
Suite 505
Delray Beach, Florida 33483
561-279-9103**

ORGANIZATION

Organization Name

Palm Beach County Library Adult Literacy Project

Mailing Address

4639 Lake Worth Road

Lake Worth

FL

33463

City

State

Zip

(561) 649-5500

(561) 649-5402

Telephone

Fax

murphyk@pbclibrary.org

www.pbclibrary.org

E-Mail Address

Organization Website

TYPE OF APPLICANT

Check All that Apply:

Government

Educational Institution

private

state/district funded

higher education

501 (c)3 Non-Profit Identification Number _____

Other: (specify) _____

AmeriCorps Members Requested

Part-time

Full-time

X

Eligibility Requirements Information

Yes No Can Your organization provide a \$4,500 program service fee for each full-time AmeriCorps member placed with your organization? (\$2,250 for part-time)

Yes No Will your organization be able to provide liability insurance to cover the Corps Member?

Yes No Is the position that is being applied for a position previously filled with an employee?

Yes No Will the position directly support the Literacy* AmeriCorps Objectives?

PREVIOUS SPONSORSHIP

Was your organization previously a Literacy*AmeriCorps site? Yes No
If yes, what year? 2006-2007

PROPOSED PROJECT PLAN

Instructions: Please respond briefly to the following items:

1. What is the purpose and mission of your organization?

The Adult Literacy Project offers individualized, learner-centered instruction to English-speaking adults functioning below the 5th grade level. One-to-one tutoring is provided free of charge by trained Library volunteers at eighteen sites throughout the County. Our goal is to equip students with the necessary skills to transition to an Adult Basic Education class continuing their pursuit of a high school diploma.

2. Briefly describe your organization's program activities.

Primary activities are as follows: recruit and train prospective volunteers; recruit and place new students; monitor student progress; develop supplemental lesson plans to meet individual needs; conduct tutor in-service workshops; and present adult learner workshops focusing on real-life applications. *English Exchange* programs offer patrons the opportunity to practice conversational English skills.

3. What are your program days and hours of operation?

Weekdays from 9:00 a.m. to 5:00 p.m. with an average of two evening per week conducting *English Exchange* programs

4. Provide a concise description of the proposed project and what you foresee an AmeriCorps Member doing at your organization.

Job responsibilities will include: teaching conversational English sessions to intermediate and higher-level ESOL patrons at branch locations; orientation, placement, and training of students to use instructional software programs; and to provide small group instruction for new students waiting for tutor placement.

5. How would the service performed by an AmeriCorps Member be substantially different than the work being performed by any employees of the organization?

We do not have staff to offer *English Exchange* programs or oversee the Computer Learning Lab.

6. AmeriCorps Member supervision:

a. Who will be the onsite supervisor for the Literacy* AmeriCorps Member(s)?

Kathleen Murphy

b. How many hours per week will direct supervision of Corps Member(s) be provided?

Ten hours

c. Describe the orientation and training you will provide for the Member.

The site supervisor will provide hands-on training, materials, and ongoing support to meet grant goals.

7. Training or Corps wide service projects require the AmeriCorps Member to be away from their service placement 8-16 hours each month (at times for up to 4 days). Will this be a problem?

No

8. What resources will be made available to the Corps Member in order to ensure success in the project? Circle all that apply: office/desk fax
computer postage transportation mileage reimbursement phone
copier access to e-mail

9. List any other resources that will be made available to the Corps Member (training material, curriculum, vcr, etc.)

Training and instructional materials, new reader collection, TV/VCR/DVD, projector, digital camera, and camcorder

CHECKLIST: PLEASE PROVIDE THE FOLLOWING INFORMATION WITH THIS APPLICATION

- The names of any potential or returning Member that you would like to have serve at your agency.
- Completed AmeriCorps Objectives Worksheets/Service Plan
- Copies of your organization's brochures and other literature
- Directions to your site, from I-95

PLEASE READ BEFORE SIGNING

Submission of this application does not guarantee that Literacy*AmeriCorps will provide an AmeriCorps Member to your organization, nor does it compel your organization to accept any such AmeriCorps Member. Through pre-placement interviews, Literacy*AmeriCorps will make every effort to provide a compatible match between your agency and a potential AmeriCorps Member prior to their placement.

If an AmeriCorps Member is placed with your agency, your agency will be responsible for the on-site supervision of the Member, the development and implementation of your described projects, and the effective evaluation of those projects. AmeriCorps Members will need to report periodically on how Literacy*AmeriCorps objectives are being met through their service and the project at your site. Your help in facilitating this evaluation and providing the AmeriCorps Member with the information and access to evaluative data will be important. If an AmeriCorps Member placed in your organization withdraws or is released from service, Literacy*AmeriCorps does not guarantee a replacement, but will provide a prorated reimbursement if the position remains unfilled.

If your organization is accepted as a site, your organization agrees to provide orientation and training that the AmeriCorps Member may require in order to fulfill their role at your site. Literacy*AmeriCorps will provide pre-service and ongoing training for AmeriCorps Members covering a variety of topics including literacy, CPR, safety, tutoring strategies, community service, professionalism, personal development, and others.

If accepted as a site, your organization agrees to participate in a pre-service orientation for site supervisors.

See Below

Signature of Authorized Representative (original signature in blue ink required)

Title

Date

Literacy*AmeriCorps
 Audrey McDonough, Program Coordinator
 551 SE 8th Street
 Suite 505
 Delray Beach, FL 33483
 561 279-9103
 email: ammcd1@yahoo.com
Audrey@pbcliteracy.org

Palm Beach County Literacy Coalition
 Darlene Kostrub, Executive Director
 551 SE 8th Street
 Suite 505
 Delray Beach, FL 33483
 561 279-9103

**PALM BEACH COUNTY, Florida, a
Political Subdivision of the State of Florida
BOARD OF COUNTY COMMISSIONERS**

Approved as to terms and conditions
John J. Callahan III, Library Director

By: _____
Chairperson, Addie L. Greene

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

ATTEST:
Sharon R. Bock, Clerk & Controller

Assistant County Attorney

By: _____
Deputy

Literacy *AmeriCorps Provisions

Literacy*AmeriCorps Members are prohibited from a number of activities (from Federal Regulations, 45 C.F.R. 2520.30). A partial list is provided below. In no way should a Literacy*AmeriCorps Member participate in these activities during service hours or as a part of his/her service, nor should he/she wear Literacy*AmeriCorps or AmeriCorps uniforms, identification, buttons, etc. while participating in these activities, or otherwise identify or associate such activities with an AmeriCorps program.

- Efforts to influence legislation
- Organizing protests, petitions, boycotts, or strikes
- Union organizing
- Impairing existing contracts or collective bargaining
- Engaging in partisan or election politics (including campaigns for public office and ballot issue elections)
- Religious activities
- Activities that pose a significant safety risk
- Assignments that displace paid employees
- Voter registration drives
- Fund raising
- Perform service in direct benefit to a for-profit organization
- An AmeriCorps Member is not permitted to fill in for an absent employee or perform services, duties, or activities assigned to a paid employee at the host agency
- An AmeriCorps Member may not do anything at a host agency to displace a paid employee or position or to infringe upon a paid employee's promotional opportunities.
- A Literacy*AmeriCorps Member may not be required to perform duties outside the realm of direct literacy services and activities which directly support such services. A Member cannot perform administrative duties as the primary focus of their service.

Literacy*AmeriCorps Members can and should: teach and tutor, perform direct service with students, recruit learners and volunteers, prepare lessons and activities for students, engage in activities that will deepen their understanding of literacy development, participate in service projects, submit timely and accurate reports, engage in projects that are relevant to the AmeriCorps program.

I have read and understand the above statements on AmeriCorps Member Provisions. If chosen as a Literacy*AmeriCorps Palm Beach County Site, we will support our AmeriCorps Member(s) in abiding by these Provisions.

Name of Organization Palm Beach County Board of County Commissioners
for Palm Beach County Library Adult Literacy Project

Signature of Authorized Representative _____ Date _____

**PALM BEACH COUNTY, Florida, a
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Assistant County Attorney

By: _____
Deputy



Literacy*AmeriCorps

Needs and Services Objectives

1. **Members will provide ABE, ESL, and GED instruction to 75 adult learners resulting in 75% of learners demonstrating improvement in reading, writing and other basic skills as measured by pre and post instruction assessment and standardized testing.**
2. **Members will provide literacy instruction to 100 children resulting in 80% of the children tutored demonstrating improved literacy skills as measured by children's literacy assessment, and youth reading surveys.**
3. **Members will provide literacy instruction for a minimum of 50 low achieving youth resulting in 80% of students demonstrating improvement in reading and other basic skills, and self-confidence and interest in reading, as measured by student IEP objectives checklist, the SRI, student work samples, and youth reading surveys.**
4. **Members will recruit up to 40 volunteers from the community to participate in service activities and to become literacy tutors.**

INSTRUCTIONS FOR COMPLETING THE AMERICORPS OBJECTIVE WORKSHEETS

Your objectives and activities should be clearly linked to the information provided in your proposed project plan, and should focus on the areas in which you expect to make the greatest impact.

Review the enclosed Literacy*AmeriCorps Objectives. Sites should focus on the Literacy*AmeriCorps Objectives in developing their activities/objectives for the AmeriCorps Member's service.

To compose the objective statements, use the worksheets provided at the back of the application.

As shown on the worksheets, every objective statement should contain the following five components:

- *the work to be done or the activities to be engaged in by the AmeriCorps Member;
- *The intended result of that work;
- *a method of measuring quality or impact;
- *a standard of success; and
- * the number of individuals who will benefit.

In addition, be sure to:

- *Make extra copies of the AmeriCorps Objective Worksheet.
- *Fill in the Objective number for each Worksheet
- *Use as many Worksheets as needed.
- *Submit the completed Worksheets with your signed site application.

**AmeriCorps Objective Worksheet
Objective # 1**

Applicant: Palm Beach County Library Adult Literacy Project

Component 1: Activity (Describe briefly the service activity you will be evaluating.)

Facilitate *English Exchange* programs at branch locations.

Component 2: Result (Explain what change the described activity will produce.)

- **Continued service attracting new patrons to the Library.**
- **Improved communication skills allowing individuals to interact more effectively when addressing everyday concerns within our community.**

Component 3: Measure (Describe the method you will use to determine if the described change occurs.)

An Adult Learner Survey will be included with quarterly progress reports.

Component 4: Standard (Define a level of success you hope to achieve.)

Since this is an informal conversation session, standard testing mechanisms will not be used. The objective is to address everyday concerns by improving pronunciation, vocabulary, and comprehension skills.

Component 5: Beneficiaries (Estimate the number of people this activity will serve.)

The attendance goal number is 250 during the AmeriCorps member's tenure.

**AmeriCorps Objective Worksheet
Objective #2**

Applicant: Palm Beach County Library Adult Literacy Project

Component 1: Activity (Describe briefly the service activity you will be evaluating.)

Tutor adult basic literacy students offering individual, small group, and computer lab instruction.

Component 2: Result (Explain what change the described activity will produce.)

Students will improve their reading and writing abilities; achieve short-term, individualized goals; and increase their level of self-esteem.

Component 3: Measure (Describe the method you will use to determine if the change occurs.)

Based on student needs, various curricula will be used:

- 1. Laubach Way to Reading Series**
- 2. Voyager Adult Reading Series**
- 3. New Reader Collection**
- 4. Learning 100 instructional software**
- 5. ELLIS language acquisition software**
- 6. Lifetime Library software**

The Slosson Oral Reading Test and Basic English Skills Test (BEST) will be used to measure progression.

Component 4: Standard (Define a level of success you hope to achieve.)

Since the level of success differs according to student placement, outcome indicators will include skill book/computer-level progression, grade level achievement, and attainment of individual goals.

Component 5: Beneficiaries (Estimate the number of people this activity will serve.)

Twenty-five students will be served by the Literacy* AmeriCorps member.

Literacy*AmeriCorps ~ West Palm Beach

Literacy*AmeriCorps, a project of the Palm Beach County Literacy Coalition, announces our 11th program year, with 15 full time, stipended AmeriCorps positions. The program year will begin on **September 19, 2007**, with 6 days of pre-service orientation, training, and teambuilding. Upon completion of orientation AmeriCorps members will begin service at their designated service sites. Following is the application to become a service site. **Literacy*AmeriCorps members must provide direct literacy instruction(teaching/tutoring) to adult, youth, children, or families, and participate in literacy support services such as community outreach, volunteer coordination and support.**

AmeriCorps is a national service initiative promoting community service and collaboration. Modeled after the Peace Corps, participants ("members") in AmeriCorps complete 1700 hours of service in one year and earn an education award of \$4,725. Federal and local match grants provide funding for the program and a modest stipend for the Literacy*AmeriCorps members of \$11,100. Health insurance and a childcare benefit (if member is eligible) are also provided during the member's service year. AmeriCorps values and provides opportunities for leadership, professional development, and literacy training. AmeriCorps members spend 20% of their service on AmeriCorps team training and community service projects.

In exchange for member placement, successful site applicants will provide a \$4,500 program service fee for each full time member, provide access to the internet, supplies and resources at the site for member use, provide site orientation and training, space and supervision, attend a pre-service meeting, and complete 2 performance evaluations per year. Literacy*AmeriCorps conducts extensive recruitment, interviewing and screening, and sites are encouraged to assist in recruitment by identifying possible candidates. Through an extensive national recruitment system as well as local recruitment efforts, new AmeriCorps members are already making commitments to join our project in September.

Our previous partners as well as new programs and agencies are invited to apply for AmeriCorps member site placement if service would benefit your mission to literacy, or perhaps assist you in further developing a special literacy project. **Applications are due by June 7, 2007.**

Please call Audrey McDonough at 561-279-9103 concerning any questions you have about this exciting program, or to schedule a visit to your site.

