

Submitted For: County Library/Administration

Approved By: Todd Bonlarron (Todd Bonlarron) 11-14-17
For Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2018	2019	2020	2021	2022
Capital Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Costs	<u>5,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	
External Revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Program Income (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
In-Kind Match (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
NET FISCAL IMPACT	<u>5,500</u>	<u>0</u>	<u>0</u>	<u> </u>	<u> </u>
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Is Item Included in Current Budget?			Yes <u>X</u>	No	
Budget Account No.:	Fund <u>1180</u>	Dept <u>320</u>	Unit <u>3200</u>	Object <u>3401 - \$3050</u>	Object <u>4007 - \$2450</u>

Does this item include the use of federal funds? Yes No X

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

Source: Ad Valorem Tax

Impact: Minimal fiscal impact. No transfer of funds required.

C. Departmental Fiscal Review: Alicia Llanos 11/02/17
(Director, Library Finance and Facilities)

III. REVIEW COMMENTS:

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

[Signature] 11/6/17 OFMB 11/6
[Signature] 11/9/17 Contract Dev. And Control 11/9/17

B. Legal Sufficiency:

Anne Delmont 11-13-17
Assistant County Attorney

C. Other Department Review:

N/A
Department Director

This summary is not to be used as a basis for payment.

**2017-2018
Literacy AmeriCorps Palm Beach County
Site Application**



volunteerflorida

Getting Things Done

Strengthening Communities

Encouraging Responsibility

Expanding Opportunity

**An AmeriCorps Project
Of the
Literacy Coalition of Palm Beach County
3651 Quantum Blvd.
Boynton Beach, Florida 33426
561-279-9103**

ORGANIZATION

Organization Name

Palm Beach County Library System – Adult Literacy Project

Mailing Address

14350 Hagen Ranch Road Delray Beach FL 33446

City State Zip

561-894-7552 561-495-5451

Telephone Fax

murphyk@pbclibrary.org www.pbclibrary.org

E-Mail Address Organization Website

Douglas Crane Kathleen Murphy

Organization/Agency Director Project Supervisor (person who will supervise member)

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)

Number of AmeriCorps Members Requested

Part-time 1

Full-time

Eligibility Requirements Information

☒ Yes ☐ No Can Your organization provide a \$6,100 program service fee for each full-time AmeriCorps member placed with your organization? (\$3,050) for part-time)

☒ Yes ☐ No Is your facility accessible to people with disabilities?

☒ Yes ☐ No Will you accept members with disabilities for placement with your site?

☐ 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 AmeriCorps Objectives?

PREVIOUS SPONSORSHIP

Was your organization previously a Literacy AmeriCorps site? √ Yes ____ No
If yes, what year? 2016-2017

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 both native and foreign-born who function below the 8th grade level. One-to-one tutoring is provided free of charge by Library-trained volunteers at seventeen sites throughout the County. Our goal is to equip students with the necessary skills to be successful in everyday life. We also help learners transition to Adult Basic Education classes to continue studying toward a GED.

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 programs. *English Exchange* programs offer patrons the opportunity to practice conversational English skills improving their ability to address everyday concerns within our community.

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

Monday through Friday from 9:00-5:00 pm

The AmeriCorps member will lead *English Exchange* sessions on Monday, Tuesday and Wednesday evenings.

4. Provide a concise description of the proposed project and what you foresee an AmeriCorps Member doing at your organization. **Include how you will utilize a Member during the summer.**

English Exchange sessions will run through June 27, 2018.

Please attach, as a separate document, a detailed Service Position Description for an AmeriCorps Member. Include roles and responsibilities, desired personal and professional qualifications of the member(s), and reporting relationships.

See Attachment A – Service Position Description

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 sufficient numbers of trained staff to facilitate *English Exchange* programs to meet the growing student demand for this important service.

6. AmeriCorps Member supervision:

- a. Who will be the onsite supervisor for the AmeriCorps Member(s)?
Please provide supervisor's email and phone contact information.

Kathleen Murphy murphyk@pbclibrary.org 561-894-7552

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

Three 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 and AmeriCorps member goals.

7. Training or Corps wide service projects may occasionally require the AmeriCorps Member to be away from their service placement.

Will this be a problem? No

8. What resources will be made available to the 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 adequate space to tutor or mentor

*Mileage reimbursement must be provided if member duties require travel in their car.

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

Training and instructional materials, new reader collection, laptop, projector, 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 Service Plan and Member Position Description
- ✓ 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, we 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 on how 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, disaster preparedness, 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.

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


Title

Date

Literacy AmeriCorps Palm Beach County
Audrey McDonough, Director
3651 Quantum Blvd.
Boynton Beach, FL 33426
561 767-3358
Email: amcd.lacpbc@gmail.com
amcdonough@literacypbc.org

Literacy Coalition of Palm Beach County
Kristin Calder, CEO
3651 Quantum Blvd.
Boynton Beach, FL 33426
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
Douglas Crane, Library Director

By: _____
Verdenia C. Baker, County Administrator

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY



Assistant County Attorney

AmeriCorps Provisions

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 an AmeriCorps Member participate in these activities during service hours or as a part of his/her service, nor should he/she wear 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 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.
- Providing abortion services or referrals

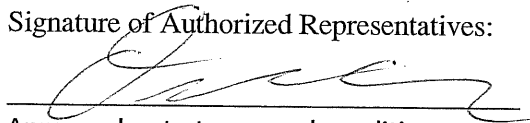
AmeriCorps Members can and should: teach, tutor and mentor, perform direct service with students, recruit learners and volunteers, prepare lessons and activities for students, engage in professional development and training activities, participate in service projects, submit timely and accurate reports, 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 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 Representatives:

Date _____


Approved as to terms and conditions
Douglas Crane, Library Director

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

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: _____
Verdenia C. Baker, County Administrator


Assistant County Attorney

Literacy AmeriCorps Palm Beach County Needs and Services Activities



AmeriCorps members will assist in capacity building efforts for the community by conducting outreach, and by recruiting, training and supporting 150 volunteers throughout their service year.

AmeriCorps members will provide tutoring and group instruction in literacy and employability skills for 500 adults during their service year.

AmeriCorps members will serve in schools, community centers, libraries, afterschool programs, and family literacy centers by tutoring and providing literacy enrichment activities for 480 preschool and elementary school children during the service year.

AmeriCorps members will become graduation coaches, mentors, and tutors at high drop-out rate high schools and youth programs for 600 at risk youth and young adults, ages 14-21 during the service year.

INSTRUCTIONS FOR COMPLETING THE AMERICORPS SERVICE PLAN

Your objectives and activities should be clearly linked to the information provided in your proposed project plan and support the AmeriCorps Performance Measures:

Literacy AmeriCorps Performance Measures:

Adult Literacy Performance Measures

AmeriCorps members will provide literacy instruction for 500 adult learners in ESOL (English for Speakers of Other Languages) and ABE/GED classes, adult literacy programs, vocational schools and programs and family literacy centers.

50% of adult learners instructed by AmeriCorps members will be pre and post tested.

70% of the post tested learners will increase scores on standardized and other assessments:

TABE 5 point gain
LCP Assessment 1 level
Service Site Employability Assessments

Children's Literacy Performance Measures

AmeriCorps members will provide tutoring and literacy enrichment activities for 480 preschool and elementary school children.

75% of children tutored will score 20 points higher on selected assessments (LEARNS Literacy Assessment Profile, or increase 1 level on School District reading assessment.

Youth Literacy/Graduation Coaches

AmeriCorps members will coach, tutor and mentor 600 "at-risk" youth, ages 14-21 years old. By the end of the service year 70% of the students who participate will remain in school or meet their graduation requirements.

Strengthening Communities

AmeriCorps members will recruit, support or train 150 new community volunteers by the end of the service year.

Member Development

AmeriCorps members will participate in preservice orientation and training. They will continue to meet every Friday throughout the service year for ongoing training, professional development and team building. Training will be provided by Literacy Coalition staff, community partners and community educators.

- **Please attach a detailed service plan outlining the expected AmeriCorps member's responsibilities, timelines for assuming those responsibilities, and measurements. The service plan should reflect the Performance Measure Duties, other Literacy-Related Duties, and Member Development.**
 - **Performance Measure Activities (at least 50 % of time)**
 - recruiting and managing volunteers
 - teaching, tutoring, mentoring adults, children or youth and providing literacy enrichment for children
 - lesson planning, managing data and reporting, measuring student progress
 - **Other Literacy-Related Activities (up to 50 % of time)**
 - teaching computer literacy or workplace literacy, mentoring students, distributing books, performing community outreach activities on behalf of the service site, etc.
 - **Member Development**
 - Any literacy or professional development training that prepares the AmeriCorps member for service or contributes to lifelong learning.

A sample plan follows the application

Please email the Site Application, Service Plan, Driving Directions and Member Position Description as attachments by May 22, 2016 to Audrey McDonough at amcd.lacpbc@gmail.com

**Mail original signed application to
Audrey McDonough
Literacy Coalition of Palm Beach County
3651 Quantum Blvd.
Boynton Beach, FL 33426**

Selection Criteria:

Proposals will be reviewed and evaluated on the basis of the following criteria:

- Position description of the members and service plan;
- Ability to adequately support member placement and activities;
- Program supports the Literacy AmeriCorps Performance Measures;
- Demonstrated need for a member;
- History and track record of supporting the Literacy AmeriCorps performance measures if a returning program

****Completeness of the Site Application**

MEMO

TO: Kathleen Murphy
Palm Beach County Library Adult Literacy Project

FROM: Audrey McDonough, Director
Literacy AmeriCorps Palm Beach County



RE: AmeriCorps Site Application FY 2017-2018

DATE: 10/26/2017

Dear Kathleen:

This is to confirm that the cost of an AmeriCorps member's health insurance, liability, and worker's compensation are covered by the AmeriCorps budget.

The only cost to our partner sites is the reimbursement of AmeriCorps member mileage, the program service fee of \$3,050, and the provision of resources needed by the AmeriCorps member in order to fulfill the service plan of the proposed project.

If you have any further questions please call me at the Literacy Coalition of Palm Beach County at 561-767-3358.

Attachment A – Service Position Description

Adult Literacy Project Literacy AmeriCorps Member

Summary: The primary components of this position include facilitating *English Exchange* classes at various library locations, training staff to teach *English Exchange* classes and publishing a student-focused newsletter.

Duties:

1. Identifies curriculum, develops lessons plans, and presents *English Exchange* classes.
2. Trains library staff to facilitate *English Exchange* classes.
3. Create one student-focused newsletter.
4. Prepares monthly reports which includes number of students, instructional hours, and classes offered.

Skills and Abilities:

- Communicates clearly and enthusiastically.
- Displays the ability to empathize and encourage adult new readers.
- Displays the ability to prioritize and organize workflow.
- Displays the ability to work independently and as part of a team.
- Represents the program in a positive and professional manner.

Reporting Relationships: Reports directly to the Adult Literacy Coordinator. Maintains a good working relationship with staff at branch locations and members of Library Literacy Friends, Inc.

Requirements: Must use own vehicle; possess a valid driver's license; and provide proof of insurance.

Attachment B - Service Site Plan

OBJECTIVE	ACTIVITY	TIMELINE	MEASURE	TRAINING PROVIDED	% OF TIME
Performance Measure Activities	Facilitate six <i>English Exchange</i> classes weekly.	11/22 - 6/18	200 patrons will be served. 70% of patrons will report improved skills based on AmeriCorps ESL Learner Survey.	.ESL training and curriculum .Ongoing support	70%
	Trains staff to teach English Exchange classes.	1/18 – 6/18	Member will offer two “Train the Trainer” classes to select staff.	.Facilitating English Exchange Modules	20%
Other Activities	Create student newsletter.	1/18 - 6/18	One newsletter will be published.	Instruction as needed.	5%
Member Development	Receive ongoing training/mentoring from site staff and external trainers.	Ongoing	Member will become better equipped to teach classes, staff training modules and create a newsletter as noted by supervisor evaluations.	N/A TOTAL	5% 100%

Will you help an adult
learn to read?

Tutor and become part
of the solution.



If you think you're not
qualified to teach someone
to read, think again.

You just passed the test!

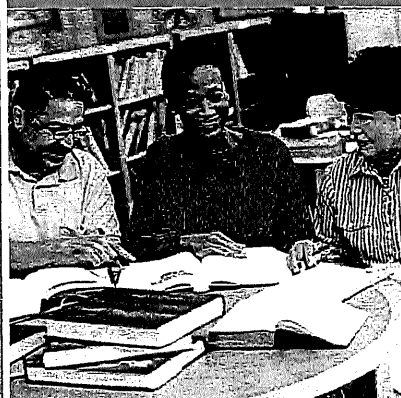
JOIN US!

561-894-7510



Palm Beach County
Board of County Commissioners

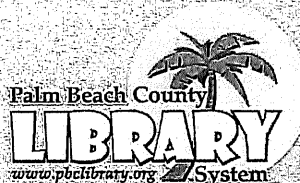
FREE HELP for Adults



Learn to read, work toward a
GED or join a group to
improve your English.

CALL NOW!

561-894-7510



Connect. Inspire. Enrich.

f t i y d #pbclibrary

Adult Literacy Project

For More
Information on
the Adult Literacy
Project...

ENRICH YOUR LIFE
BE A VOLUNTEER TUTOR



Call the Volunteer Desk

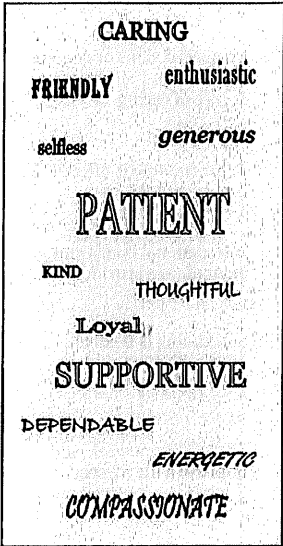
561-894-7510

Monday - Friday
9:00 am - 5:00 pm

or

email:
literacy@pbclibrary.org

Library Literacy Friends, Inc.
Hagen Ranch Road Library
14350 Hagen Ranch Road
Delray Beach, FL 33446
561-894-7510
email: literacy@pbclibrary.org



- Hopes •
- Dreams •
- Goals •

Teach an adult to
read and change a
life forever.



Today a reader,
tomorrow a leader.

W. Fusselman

VOLUNTEER

Be A Library Literacy Tutor



Student

- Tutoring is free
- Tutoring is one-on-one
- Students are adult English speakers who read below 5th grade
- Instruction is designed to meet the student's needs
- Students and tutors meet twice a week at a library

Tutor

- No special skills or degrees are needed . . . just a degree of caring
- Tutor training is offered throughout the year
- Instructional books and manuals are provided
- Scheduling is flexible — meet with your student during library hours
- Three hours a week can improve a life forever

"When you teach
someone to read,
you do not
change their life. . .
You save their life."

Byron Pitts - National
News Correspondent

Mission Statement

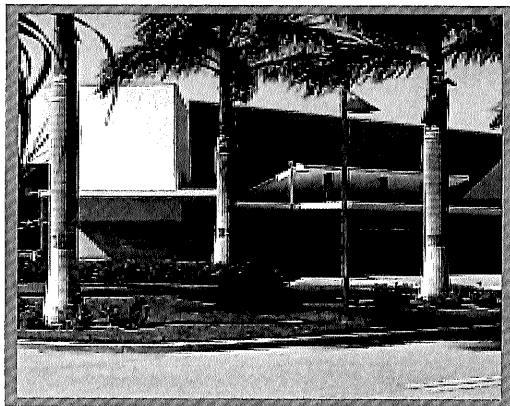
The mission of Library Literacy Friends, Inc. is to support, promote, and expand the presence of Palm Beach County Library's Adult Literacy Project.

Hagen Ranch Road Branch Library

14350 Hagen Ranch Road

Delray Beach, FL 33446

561-894-7500



By Bus/Palm Tran: **Route 81 on Atlantic Avenue stops at the branch six days a week. There is no bus service on Sundays.**

From I-95: **Take I-95 to the Atlantic Avenue West Exit (Exit 52.) Drive west approximately 5 miles. Turn right onto Hagen Ranch Road. Library is approximately 3/10 mile on the east (right side.)**

From Florida's Turnpike: **Take the Florida's Turnpike to the Delray Beach exit (Exit 81). At the end of the exit ramp turn left (eastbound). Drive approximately 1 mile east to Hagen Ranch Road. Turn left on to Hagen Ranch Road. Library is approximately 3/10 mile on the east (right side.)**



volunteerflorida

Literacy AmeriCorps Palm Beach County ~ AmeriCorps Program

Literacy AmeriCorps, a project of the Literacy Coalition of Palm Beach County, and in partnership with Volunteer Florida, The Governor's Commission on Volunteerism and Community Service, anticipates our 8th year as a state AmeriCorps program, with 40 full time, stipended AmeriCorps positions. The program year will begin on August 7, 2017, with site interviews on August 8 and 9, followed by pre-service orientation, training, and teambuilding. Upon completion of site interviews, site assignments and orientation AmeriCorps members will begin service at their designated service sites on August 21, 2017. The member term of service will end on July 6, 2018. Following is the application to become a service site. AmeriCorps members must provide direct service/literacy instruction (tutoring/mentoring/graduation coaching) to adult, youth, children, and participate in literacy support services such as community outreach, volunteer recruitment, 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 \$5,815. Federal and local match grants provide funding for the program and a modest stipend for the AmeriCorps members of \$12,630. 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. Members spend up to 20 % of their service hours on AmeriCorps team training and community service projects. Members serve Monday – Thursday at their placement site, attend team training meetings every Friday, and participate in community service projects a minimum of 2 Saturdays per month.

In exchange for member placement, successful site applicants will provide a \$6,100 program service fee for each full time member and \$3,050 for each part 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 training, and complete 2 performance evaluations per year. The Literacy AmeriCorps program conducts extensive recruitment, interviewing and screening of candidates. Literacy AmeriCorps members are required to be college graduates. Through an extensive national recruitment system, college career and volunteer centers, social media and local recruitment efforts, new AmeriCorps members are already making commitments to join our project in August.

Nonprofit agencies, literacy programs, schools and libraries are invited to apply or renew their application for AmeriCorps member site placement. Applications are due by May 22, 2017.

Please call Audrey McDonough at 561-767-3358 concerning any questions you have about this exciting program, or to schedule a visit to your site. To learn more about AmeriCorps please visit www.americorps.gov, www.volunteerflorida.org and www.literacypbc.org