

LEGISLATIVE FACT SHEET

DATE: 11/28/16 BT or RC No: BT17-040
RC17-062
(Administration & City Council Bills)

SPONSOR: Jacksonville Public Library
(Department/Division/Agency/Council Member)

Contact for all inquiries and presentations Mark F. Merritt

Provide Name: Mark F. Merritt

Contact Number: 630-1171

Email Address: mmerritt@coj.net

PURPOSE: White Paper (Explain Why this legislation is necessary? Provide; Who, What, When, Where, How and the Impact.) Council Research will complete this form for Council introduced legislation and the Administration is responsible for all other legislation.

(Minimum of 350 words - Maximum of 1 page.)

Who: Jacksonville Public Library (JPL) Center for Adult Learning is requesting legislation to accept and appropriate funds for State of Florida Division of Library and Information Services FY 2016-17 Library Services and Technology Act Grant (CFDA 45.310) #16-LSTA-B-02 awarded November 3, 2016.

What: Opportunity Works @ JPL is an adult literacy GED® and ESOL educational program designed to provide support and access to Duval County residents in the areas of Adult Education and Digital Literacy with the goal of obtaining employment/ advancing in employment and/or achieving basic quality of life improvement personal goals (e.g. taking the GED® test; learning English, establishing an email account, etc.).

When: The grant is scheduled to commence upon city approval; funding expires on September 30, 2017.

Where: Opportunity Works @ JPL GED® workshops will be piloted in the following libraries: Main Library – 303 Laura Street North 32208, Highlands Regional Library – 1826 Dunn Avenue 32218, Dallas Graham Branch Library – 2304 Myrtle Avenue North 32209, Olga L. Bradham and Etta L. Brooks Branch Library – 1755 Edgewood Avenue West 32208 and Charles Webb Wesconnett Regional Library – 6887 103rd Street 32210

How: Opportunity Works @ JPL incorporates workforce skills into pre-GED®/GED® classes and ESOL small group instruction, as well as creates workshops centered around digital and soft skills applicable to being successful in the workforce. A Literacy Program Specialist (1 FTE) and E-Specialist (1 FTE) funded under the LSTA grant will create curriculum tying the workshops and classroom instruction together such as: Conversation Essentials: Grammar for the Workplace; Steps to an Effective Job Search; Job Applications Made Easy; Microsoft Office Suite; etc. will tie-in with an Adult Basic Education (ABE) lesson or career workshop being offered.

Impact: JPL serves 680,334 resident and non-resident card holders yearly. Many of these customers are unemployed or underemployed adults who lack a high school diploma and/or have limited literacy skills. The five library service areas targeted for the program have an average population of 20.4% without a high school diploma. Opportunity Works @ JPL addresses this concern to ensure participant access and improvement in educational, digital skills, and workforce opportunities. A nine-week pilot program which adds a childcare component is expected to improve student retention and completion success rates. Childcare can be a barrier to completion for even the most diligent student. JPL will purchase vouchers for childcare services for children 1 year of age and up. LSTA funds will cover the cost of an hourly "drop-off" rate for the length of a pre-GED®/GED® class. The childcare pilot will cover three nine-week class sessions offered at the Main and Highlands Regional libraries. An estimated 42 children (14 children x 3 nine-week sessions) can be accommodated by the pilot.

One thousand four hundred twenty-five (1,425) adults will learn workforce skills through small group classroom instruction and/or attending a workforce development workshop.

APPROPRIATION: Total Amount Appropriated: \$116,800.00 as follows:
 List the source **name** and provide Object and Subobject Numbers for each category listed below:

(Name of Fund as it will appear in title of legislation)

Name of Federal Funding Source(s):	From: _____	Amount: _____
	To: _____	Amount: _____
Name of State Funding Source(s):	From: State of Florida, Institute of Museum and Library Services	Amount: \$87,000.00
	To: _____	Amount: _____
Name of City of Jacksonville Funding Source(s):	From: <i>Fund balance</i> JXRS011CCFP Reserves (9901)	Amount: \$29,800.00
	To: Jacksonville Public Library, PLJX1F2LSTA (various subobjects - see attached BT)	Amount: \$116,800.00
Name of In-Kind Contribution(s):	From: _____	Amount: _____
	To: _____	Amount: _____
Name & Number of Bond Account(s):	From: _____	Amount: _____
	To: _____	Amount: _____

22,564
7,236⁰²

PLAIN LANGUAGE OF APPROPRIATION / FINANCIAL IMPACT / OTHER:

Explain: Where are the funds coming from, going to, how will the funds be used? Does the funding require a match? Is the funding for a specific time frame? Will there be an ongoing maintenance? ... and staffing obligation? Per Chapters 122 & 106 regarding funding of anticipated post-construction operation costs.

(Minimum of 350 words - Maximum of 1 page.)

Source of Funds: Opportunity Works @ JPL is funded through a Library Services and Technology Act Grant (LSTA) with a city match requirement of thirty-three percent of the grant. The entire grant budget is \$116,800; \$87,000 is funded through LSTA grant and \$29,800 is city match.

Use of Funds: The funds will be used for the following:

- Staff - two full-time employees; literacy program specialist and e-service specialist \$52,800 through the grant and \$18,480 matching funds from the city
- Contractual - childcare service \$18,480 funded through the grant
- Library materials - for library's collection \$3,700 funded through the grant
- Class supplies - \$1,049 from the grant and \$2,656 from matching funds
- Equipment - interactive Whiteboard \$10,971 and curriculum license \$1,609 from city match
- Other – incentives for students: bus passes, ear buds, flash drive, and curriculum discs to use in class \$7,055 city match

Funding Timeframe: Grant #16-LSTA-B-02 has a one year grant period that will begin immediately upon the city's acceptance and approval of the grantee agreement and expire on September 30, 2017. This grant is a pay for performance grant. The monies will be distributed as goals are met as stated in the grantee agreement Section 1 b) Subgrantee Deliverables. The first payment will be a 25% advance of the grant award (\$21,750). The second (\$21,750) and third (\$21,750) payments will be 25% of the grant award and be made in accordance with the completion of the Deliverables. The fourth payment (\$17,400) will be 20% of the grant and be made in accordance with the completion of the Deliverables. The fifth payment (\$4,350) will be 5% of the grant award and be made in accordance with the completion of the Deliverables.

Ongoing Maintenance: While Opportunity Works @ JPL is an on-going adult literacy program, the grant expires September 30, 2017. There is expected to be minimal ongoing maintenance expense associated with library materials purchased with grant funds and equipment purchased with city match.

Staffing Obligations: Opportunity Works @ JPL is staffed by salaried library administrative staff paid by General Fund revenue, grant personnel paid by LSTA funds as indicated in Use of Funds (see above) and community volunteers. Center for Adult Learning volunteers continue to be a large component of the instructor base with an average of 25 volunteers per semester. The paid grant-funded staff positions are the sole staff obligations impacted by this appropriation request.

Other: Significant delay in the approval and/or appropriation process may adversely impact the attainment of program deliverables. Proposed deliverable completion dates in the grant application scope of work (submitted August 1, 2016) were based on an October 1, 2016 start date for staffing and curriculum development activities. Grantor's award decision was delayed until November 3, 2016 which has impacted the timeframe for the Council Review and Legislative Award process.

ACTION ITEMS: Purpose / Check List. If "Yes" please provide detail by attaching justification, and code provisions for each.

ACTION ITEMS:

	Yes	No
Emergency?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Justification of Emergency: If yes, explanation must include detailed nature of emergency.

As stated above, the submission of the Grant on 1 August 2016 anticipated a 1 October 2016 approval from the State of Florida. JPL did not receive this notification until 3 November 2016 and therefore request a one cycle emergency in order to have a reasonable time to execute the Grant requirements.

Federal or State
Mandate?

Explanation: If yes, explanation must include detailed nature of mandate including Statute or Provision.

Fiscal Year
Carryover?

Note: If yes, note must include explanation of all-year subfund carryover language.

CIP Amendment?

Attachment: If yes, attach appropriate CIP form(s). Include justification for mid-year amendment.

Contract / Agreement
Approval?

Attachment & Explanation: If yes, attach the Contract / Agreement and name of Department (and contact name) that will provide oversight. Indicate if negotiations are on-going and with whom. Has OGC reviewed / drafted?

The attached Agreement from the State of Florida is required to be reviewed and signed before the State will issue its 1st check. OGC, specifically Jim McCain, has reviewed this document and recommends that Jacksonville Public Library proceed with the MBRC/City Council approval path in order to both get the agreement signed and to approve and appropriate funding. Mark Merritt in the Jacksonville Public Library is the departmental representative to provide oversight of this process.

Related RC/BT?

Attachment: If yes, attach appropriate RC/BT form(s).

Waiver of Code?

Code Reference: If yes, identify code section(s) in box below and provide detailed explanation (including impacts) within white paper.

Code Exception?

Code Reference: If yes, identify code in box below and provide detailed explanation (including impacts) within white paper.

Related Enacted
Ordinances?

Code Reference: If yes, identify related code section(s) and ordinance reference number in the box below and provide detailed explanation and any changes necessary within white paper.

ADMINISTRATIVE TRANSMITTAL

To: MBRC, c/o Roselyn Chall, Budget Office, St. James Suite 325

Thru:

(Name, Job Title, Department)

Phone: _____

E-mail: _____

From: Barbara A. B. Gubbin, Director, Jacksonville Public Library

Initiating Department Representative (Name, Job Title, Department)

Phone: 630-1996

E-mail: Bgubbin@coj.net

Primary Contact: Mark F. Merritt, Deputy Director, Jacksonville Public Library

(Name, Job Title, Department)

Phone: 630-1171

E-mail: mmerritt@coj.net

CC: Allison Korman Shelton, Director of Intergovernmental Affairs, Office of the Mayor
904-630-1825 E-mail: akshelton@coj.net

COUNCIL MEMBER / INDEPENDENT AGENCY / CONSTITUTIONAL OFFICER TRANSMITTAL

To: Peggy Sidman, Office of General Counsel, St. James Suite 480

Phone: 904-630-4647

E-mail: psidman@coj.net

From:

Initiating Council Member / Independent Agency / Constitutional Officer

Phone: _____

E-mail: _____

Primary

Contact: _____
(Name, Job Title, Department)

Phone: _____

E-mail: _____

CC: Allison Korman Shelton, Director of Intergovernmental Affairs, Office of the Mayor
904-630-1825 E-mail: akshelton@coj.net

Legislation from Independent Agencies requires a resolution from the Independent Agency Board approving the legislation.

Independent Agency Action Item:

Yes

No

Boards Action / Resolution?

Attachment: If yes, attach appropriate documentation. If no, when is board action scheduled?

FACT SHEET IS REQUIRED BEFORE LEGISLATION IS INTRODUCED