



CITY OF OAKLAND

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OAKLAND

2016 SEP -1 AM 10: 37

# AGENDA REPORT

**TO:** Sabrina B. Landreth  
City Administrator

**FROM:** Gerry Garzón  
Director of Library Services

**SUBJECT:** Library Literacy Grants 2016-19

**DATE:** August 29, 2016

City Administrator Approval

Date:

8/31/16

## RECOMMENDATION

**Staff Recommends That The City Council Adopt A Resolution:**

- (1) Authorizing The City Administrator To Apply For, Accept And Appropriate California Library Literacy Services (CLLS) Grant Funds From The California State Library In The Estimated Annual Amount Of \$75,600 For Fiscal Years (FY) 2017-18 And 2018-19, which will be included in the FY17-19 Biennial Budget Development; And**
- (2) Authorizing The City Administrator To Accept And Appropriate Additional CLLS Grant Funds For The Same Purposes, Within the Same Grant Term, Without Returning To Council During FY16-17, FY17-18 And FY18-19; And**
- (3) Authorizing A Contribution Annually From The General Purpose Fund In An Estimated Amount Of \$3,075 To Subsidize Central Services Overhead Costs.**

## EXECUTIVE SUMMARY

Adoption of this resolution authorizes staff to seek and accept grant funding for general support of the Oakland Public Library's Second Start Adult Literacy program in the current fiscal year (FY) as well as during the next budget cycle, FY 2017-19. A contribution of approximately \$3,075 per year from the General Purpose Fund is requested due to limits placed on indirect and overhead costs by the grantor, for a total amount of \$9,225.

## BACKGROUND / LEGISLATIVE HISTORY

The Oakland Public Library's (OPL) Second Start Adult Literacy Program serves people age 18 and older who read below a high school level. The need for these services is great: in Alameda County, 19 percent of English-speaking adults lack the most basic literacy skills. People who lack basic skills have more trouble filling out a new form at work, reading bills or letters from a child's school. Their health is put at risk when they can't read the labels on prescription medicines or understand information about managing chronic illnesses. Adults who struggle with reading can have difficulty participating in a technology-based society, as well as engaging in the social, economic, and political life of Oakland. Second Start offers a confidential setting in

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which adults with low skill levels are able to get a "second start" at learning, for free. Adult students meet with volunteer tutors. They can also participate in the computer learning lab and in family literacy programming if they are parents or have children in their lives. Small learning groups focusing on reading, spelling, math, and book discussions are also available to adult literacy students enrolled in the program. Second Start serves approximately 250 adult learners and families in Oakland each year.

The California Library Literacy and English Acquisition Service Program, commonly known as California Library Literacy Services (CLLS), offers funding for Oakland's program. The recently signed California State budget for Fiscal Year 2016-17 provides CLLS funding of \$4.82 million Statewide. OPL is eligible for a grant from the CLLS program for general support of its Second Start Adult Literacy Program.

### **ANALYSIS AND POLICY ALTERNATIVES**

The City's Central Services Overhead charge of 17.11 percent that would otherwise be applicable to these grant funds exceeds the amount allowed by the California State Library under the terms of the CLLS program. City Council approval is required to comply with the grant terms. Specifically, an authorization to appropriate funds from the General Purpose Fund must be approved in order to subsidize the Central Services Overhead and any other indirect charges that exceed 10 percent of the grant amount.

The proposed contribution of approximately \$3,075 per year from the General Purpose Fund makes it possible for the City to accept a far greater amount of money to support the Second Start Adult Literacy Program, which is a core library service.

The City was notified of eligibility for a baseline grant payment of \$18,000 for Fiscal Year 2016-17 on July 22, 2016, and the City will be notified of the full amount of the grant following the State Library's review of OPL's final report on Fiscal Year 2015-16 grant performance and spending. The grant program is ongoing and expected to be funded in Fiscal Years 2017-19 and for administrative efficiency, staff is requesting multi-year authorization at this time.

Alternatively, the Council could choose to authorize the General Fund subsidy and grant for this fiscal year, and wait until FY2017-19 budget discussions to consider future year authorization.

### **FISCAL IMPACT**

The fiscal impact of this recommendation is to make it possible for OPL to apply for, accept and appropriate a grant for the Second Start Adult Literacy Program of approximately \$75,600 per year for FY17-18 and FY18-19, which will be included in the FY17-19 biennial budget. City Council approved an appropriation of \$75,569 in the FY16-17 Midcycle budget for CLLS grant funds for Second Start Adult Literacy staff salaries for FY16-17, which was appropriated to the California Library Services Fund (2148), Literacy Organization (61213), Library Literacy CLLS 2016-17 Project (G490920).

Staff is returning to Council to request authorization to accept and appropriate additional grant funds, if they become available, within the current FY16-17 grant term and future FY17-18 and FY18-19 grant terms from the same grantor, for the same purposes, without returning to Council. Additionally, staff is seeking a contribution from the General Purpose Fund in an amount equivalent to Central Services Overhead and other indirect costs that exceed the grant allowance of ten percent in an estimated amount of \$3,075 per year in Fiscal Years 2016-17, 2017-18 and 2018-19. Grant funds will be deposited in Fund 2148, Organization 61213, in projects to be assigned.

### **PUBLIC OUTREACH / INTEREST**

No public outreach was conducted or required for the preparation of this report, other than the posting on the City's website.

### **COORDINATION**

The Office of the City Attorney and Controller's Office were consulted in the preparation of this report and resolution

### **SUSTAINABLE OPPORTUNITIES**

**Economic:** The students receiving literacy instruction at Second Start will be improving their reading, writing, and math skills and will be able to get better jobs as a result. Students will also learn financial literacy skills.

**Environmental:** No specific environmental opportunities have been identified

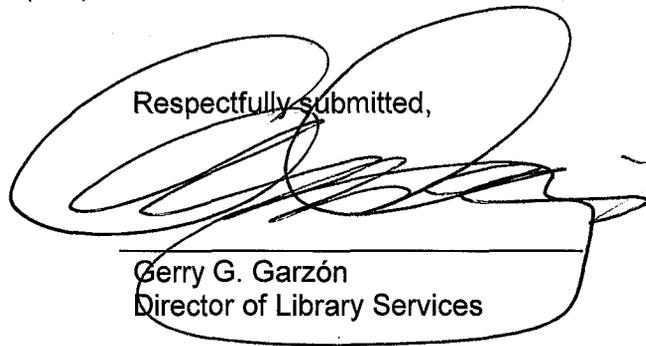
**Social Equity:** Obtaining better skills and knowledge will improve literacy students' opportunities to achieve equity in employment, housing and further education for themselves and their children.

**ACTION REQUESTED OF THE CITY COUNCIL**

Staff recommends that the City Council adopt a resolution authorizing staff to seek and accept grant funding for general support of the Oakland Public Library's Second Start Adult Literacy in FY17-18 and FY18-19 in the estimated amount of \$75,600 per year; authorizing appropriation of additional grant funds for the same purposes, within the same grant terms, without returning to Council; and authorizing a contribution of approximately \$3,075 per year from the General Purpose Fund to subsidize Central Services Overhead costs due to the 10% cap placed on indirect and overhead costs by the grantor.

For questions regarding this report, please contact Winifred Walters, Manager, Community Relations, Grants and Development, at (510) 238-6932.

Respectfully submitted,

A large, stylized handwritten signature in black ink, appearing to read "Gerry G. Garzón". The signature is written over a horizontal line that serves as a separator between the signature and the printed name below it.

Gerry G. Garzón  
Director of Library Services

Prepared by:  
Winifred Walters, Manager  
Community Relations, Grants and Development

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## OAKLAND CITY COUNCIL

RESOLUTION No. \_\_\_\_\_ C.M.S.

Introduced by Councilmember \_\_\_\_\_

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**RESOLUTION (1) AUTHORIZING THE CITY ADMINISTRATOR TO APPLY FOR, ACCEPT AND APPROPRIATE CALIFORNIA LIBRARY LITERACY SERVICES (CLLS) GRANT FUNDS FROM THE CALIFORNIA STATE LIBRARY IN THE ESTIMATED ANNUAL AMOUNT OF \$75,600 FOR FISCAL YEAR (FY) 2017-18 AND FY 2018-19 WHICH WILL BE INCLUDED IN THE FY17-19 BIENNIAL BUDGET DEVELOPMENT; AND (2) AUTHORIZING THE CITY ADMINISTRATOR TO ACCEPT AND APPROPRIATE ADDITIONAL CLLS GRANT FUNDS FOR THE SAME PURPOSES, WITHIN THE SAME GRANT TERM, WITHOUT RETURNING TO COUNCIL DURING FY16-17, FY17-18 AND FY18-19; AND (3) AUTHORIZING A CONTRIBUTION ANNUALLY FROM THE GENERAL PURPOSE FUND IN AN ESTIMATED AMOUNT OF \$3,075 TO SUBSIDIZE CENTRAL SERVICES OVERHEAD COSTS**

**WHEREAS**, for over thirty years the Oakland Public Library has offered a free service known as the Second Start Adult Literacy program to help adults with low literacy skills improve their reading, spelling and math skills; and

**WHEREAS**, the Oakland Public Library is eligible to receive a grant from the California State Library under the California Library Literacy Services (CLLS) program for general support of Second Start annually; and

**WHEREAS**, CLLS grant funding for the current fiscal year in the amount of \$75,569 was included in the FY16-17 Midcycle Adopted Budget and appropriated to the California Library Services Fund (2148), Literacy Organization (61213), Library Literacy CLLS 2016-17 Project (G490920); and

**WHEREAS**, the CLLS grant is available annually and City wishes to apply for, accept, and appropriate grant funds in the estimated amount of \$75,600 each year for FY 2017-18 and FY 2018-19, which will be included in the FY17-19 biennial budget; and

**WHEREAS**, due to grant conditions limiting overhead and administrative charges levied against grant funds, staff is seeking a contribution from the General Purpose Fund in the estimated amount of \$3,075 each year to subsidize Central Service Overhead charges; now, therefore be it

**RESOLVED:** That the City Administrator or her designee is hereby authorized to apply for, accept, and appropriate CLLS grant funds from the California State Library in the estimated amount of seventy-five thousand six hundred dollars (\$75,600) each year for FY 2017-18 and FY 2018-19, which will be included in the FY17-19 biennial budget development; and be it

**FURTHER RESOLVED:** That the City Administrator or her designee is hereby authorized to accept and appropriate additional CLLS grant funds, within the same grant term, that become available for FY 2016-17, FY 2017-18, or FY 2018-19 for the same purposes without returning to Council; and be it

**FURTHER RESOLVED:** That City Council authorizes an annual contribution in an estimated amount of \$3,075 from the General Purpose Fund to subsidize Central Services Overhead costs associated with this grant.

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_

**PASSED BY THE FOLLOWING VOTE:**

AYES - BROOKS, CAMPBELL WASHINGTON, GALLO, GUILLEN, KALB, KAPLAN, REID, AND PRESIDENT GIBSON MCELHANEY

NOES -

ABSENT -

ABSTENTION -

ATTEST: \_\_\_\_\_  
LaTonda Simmons  
City Clerk and Clerk of the Council  
of the City of Oakland, California