

Project Narrative

Project Justification

- *Which program goal and associated objective(s) of the Native American Library Services Enhancement Grants program will your project address (see Section A2)?*

The IMLS program goal and associated objective that this project will address is Goal **1: Champion Lifelong Learning and Objective 1.1: Advance shared knowledge and learning opportunities for all.**

We will purchase 10 laptop computers, install basic software on each computer, purchase headsets and mics for each laptop, acquire a separate internet package for the library so that laptop usage can be tracked and billed separately,

- *What **need, problem, or challenge** will your project address and how was it identified? Describe how you have used demographic information, economic circumstances, condition assessments, and other relevant data from reliable sources to define the need, problem, or challenge and develop the scope for the project.*

According to Jessica Fields, research analyst and program manager at the UCSF Center for Vulnerable Populations at Zuckerberg San Francisco General Hospital, “Nationally, one third of adults ages 65 and older say they’ve never used the internet, and half don’t have internet access at home. Of those who do use the internet, nearly half say they need someone else’s help to set up or use a new digital device. Mastering digital technology has become a key component of what it means to fully participate in society. If we do not provide technology access and training to older adults, we shut them out from society, worsening an already worrisome trend of isolation and loneliness among the elderly.”¹

The challenges that the adult and elder population of Port Graham have with computers are not so far from other populations in the same age range – computer literacy, on-line etiquette, and software training. Parents and grandparents are being left behind due to lack of personal funds to purchase their own computer and thus, become enabled to familiarize themselves with the digital age. A portion of the adult community know how to access social media sites; however, they remain unable to work on spreadsheets, create forms, letters, or PDF documents that can easily be emailed to businesses.

The 2020 US Census states that the average household income in Port Graham is \$45,325 with a poverty rate of 32.20%. According to <https://www.areavibes.com/port+graham-ak/employment/>, Port Graham has an unemployment rate of 13.2%, while the national unemployment rate is 4.7%. Adults in Port Graham need the opportunity to gain work and career skills so that they can qualify for seasonal or full-time jobs in the Region. Even if some may want to leave the village and be able to work in nearby cities, they may have no resume’ to offer and few work skills to site. Many career development trainings can be accessed online if a person has access to the internet and knowledge of how to use internet searches. Up-to-date computer availability in the library will bring an important resource to our adult and elder population.

- *Who is the target group for your project and how have they been involved in the planning? “Target group” refers to those who will be most immediately and positively affected by your project. Be specific*

¹ Fields, Jessica. We Are Leaving Older Adults Out of the Digital World. (<https://techcrunch.com/2019/05/05/we-are-leaving-older-adults-out-of-the-digital-world/>) March 29, 2022

by identifying particular age groups, community members with particular needs, and/or other types of target audiences. Identify the number of individuals in the target group or in each target group, if you identify more than one.

The **target group for our project is adults and elders residing in this rural Alaska community**, to include 81.4% Alaska Native, 9.6% mixed race, and 9% White demographics. Port Graham is a coastal village located in the southwestern tip of Alaska's Kenai Peninsula, along the coast of Kachemak Bay, approximately 25 miles south of Homer, AK. According to <https://worldpopulationreview.com>, 64% of Port Graham community members have attained their high school diploma. There are 54 adults (age 18 to 54); and 22 elders (age 55 and older); thus, our target group consists of 76 persons.

• *Who are the ultimate beneficiaries for this project? "Beneficiaries" refers to those who are likely to be aided in the long-term by your project. They may or may not be the same as your "target group." Identify the number of individuals who will benefit from your project in the long term, if reliable and defensible counts are possible. Otherwise describe the characteristics of the beneficiaries you expect to be served eventually by your project.*

The **beneficiaries of this project will be elders and adults of the community, followed closely by young adults** coming out of high school and looking for employment or educational opportunities. The more population that gain access to internet and searching capabilities, the more the word will get out about discoveries of relevant trainings, classes, educational and career opportunities. The beneficiaries we expect to serve are unemployed adults, possibly some who didn't graduate high school, those who haven't worked in an office where computers are used, or retired people who don't have computers at home or access to training that they can afford.

Project Work Plan

• *What specific **activities** will you carry out and in what sequence? • What are the **risks** to the project and how will you mitigate them? • **Who will plan, implement, and manage your project?** • What **time, financial, personnel, and other resources** will you need to carry out the activities? • How and with whom will you **share your work's general findings** lessons learned?*

Activities:

1. Laptop computers will be ordered, along with headsets with microphones and portable computer workstations.
2. Library and Administrative Office staff will meet to discuss the objectives of this project.
3. Library staff will participate in computer software training and show proof that they know how to use the software at a basic level.
4. Librarian and Tribal Administrator will create a list of policies and procedures for the new library computer lab.
5. Create a list of possible computer trainings that could be used for this audience.
6. Receive shipment of laptops, computer desks, headsets and supplies.
7. Affix to each computer the acknowledgement statement: "This project was made possible in part by the Institute of Museum and Library Services [including IMLS grant number when space allows]."

8. We will make a subaward to Chugachmiut to utilize staff in the Heritage Department for computer training to come on site or online to instruct an "Introduction to Computers" class. This class will be scheduled twice a year to provide residents an opportunity to learn the basics.
9. Additional computer trainings will be added to the Introduction to Computers class, as requested. These classes will be individualized and paid for by the BIA Workforce Development 477 scholarships program at Chugachmiut. Each student will need to apply individually for these scholarships. Library staff will make introductions to Chugachmiut staff who will assist with applications. Library staff will then schedule the appropriate training.
10. Interim reporting to IMLS
11. Project Closeout and Reporting

Risks:

The first risk is that adults will not reach out to use the computers as we assume they will. We will advertise the project and the trainings that will be made available. This project will be top priority in the library for this age group for the next two years, while we build a cohort of learners. The message of this need of computer training for adults and elders was brought to light by the Tribal Administrator, who has her finger on the pulse point of community members. She is very aware of the needs of her people.

Risks to this type of project include theft of laptops and/or workstations and headphones. We will mitigate theft by using sign out sheets for every laptop and every person who uses the laptop. The sign out sheet will record the time, date, and name of borrower, along with time and date returned. We will store all laptops in a locked room until they are signed out. Workstations will be inspected and cleaned at the end of each day.

Broken workstations or headphones. Workstations will not be replaced, if broken. If possible, repairs will be made by administrative staff or maintenance personnel. Tables in the community hall will be utilized if work stations are broken or if all ten laptops are in use at one time.

Another risk is that bad weather may cause delays or cancellations in scheduled face-to-face trainings. Also, if the pandemic arises again, face-to-face training will not be permitted in the village. If these circumstances arise, we will schedule a Zoom class to replace the face-to-face event.

Internet can be sketchy in the community of Port Graham. Until Broadband is made available to the community, internet often fails. If the internet goes down when an in-person training is scheduled, we will have to reschedule the travel of our trainer. Also, if the internet is down when we have scheduled training online, we will need to reschedule the training. *TechDispatch* in Anchorage offers online classes for various software several times per month, so we will be able to reschedule.

Project Management:

The Port Graham Village Council Tribal Administrator will manage this project and the Librarian will oversee the day-to-day procedures. The Tribal Administrator, the Librarian, and the Council Book Keeper will be responsible for all reporting to IMLS, Chugachmiut and the Port Graham Village Council.

At the beginning of the project period, the Librarian and Tribal Administrator will set aside approximately 10 hours to present the project, create forms, and write policies. They will work together

to: 1. introduce the project to the community by publishing a project kick off announcement; 2. create inventory sheets for laptops to include check-out information (to be used in the library and/or adjoining community hall); and 3. develop policies and procedures for this specific grant project. Please see the attached resumes of these staff members.

Chugachmiut will provide I.T. experts to manage the laptops with regard to any software or hardware issues. This is an in-kind service from Chugachmiut. Please see the attached resume of Jason Williams.

Reporting Findings:

The findings of this project will be reported to the First Chief, the PGVC Board of Directors and to Chugachmiut. We will contribute annual articles in the Chugachmiut newsletter to be shared with all of the Chugach tribes. In these findings, we will report both quantitative and qualitative data about 1. the success of the project, as taken from responses to questionnaires; 2. how many hours were logged on the laptops; 3. how many library visitors utilized the resource; 4. what types of activities they participated in while using the laptops; and 5. any personal successes that library patrons reported. Findings will also be shared with Port Graham community members during the Annual Meeting each year.

Project Results

*What are your project's intended **results** and how will they address the need, problem, or challenge you have identified? • How will the knowledge, skills, behaviors, capabilities, and/or attitudes of the target group change as a result of your project? • **What tangible products** will result from your project? • How will you **sustain** the benefit(s) of your project beyond the conclusion of the period of performance?*

We expect that two-thirds of our adult population will take advantage of the use of up-to-date laptops to improve their own computer skills, take part in on-line trainings and access job opportunity announcements. We also expect that most of the elder population will utilize the computer library to access reading material, take online computer literacy and social media training events. The ultimate beneficiaries of this project will not only be the adults and elders who participate in trainings and workshops, but also their children and grandchildren as they realize new camaraderie with their parents and grandparents in capability and understanding of social media, computer software, and new skills. We expect that this project will help develop family and community relationships and help fill the gap between generations as each of them appreciate this life-long learning experience.

Tangible products that could result from this project are BIA 477 scholarship awards for training sessions; certificates of completion for various trainings each person completes; offers of employment to those who use the computers for job applications; or newly created or updated personal resumes.

We will sustain the benefits of our project by encouraging community members to continue their participation at the library computer "lab." We will maintain the Chromebooks and keep them in good working condition with updates being made on a regular basis by the I.T. team at Chugachmiut, so that they continue to serve us for several more years after the project is completed. Once the computers are outdated, we will seek funding to replace or upgrade the Chromebooks.

Project Schedule of Completion

Activity Year 1	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Computers and headsets ordered												
Project orientation for Office staff												
Librarian and Administrator receive computer training												
Librarian and Administrator create policies and procedures for this project												
Create a list of appropriate online trainings for this audience												
Receive equipment and supplies ordered												
Make Subaward to Chugachmiut for computer basics training instructor												
Offer training												
Distribute and Collect participant satisfaction questionnaires												
Project Reporting												

Activity Year 2	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Offer training													
Distribute and Collect participant satisfaction questionnaires													
Project Reporting													
Project Closeout and Reporting													