

AGREEMENT BETWEEN

**NN/LM MIDCONTINENTAL REGION-
UNIVERSITY OF UTAH**

AND

**GRILLO HEALTH INFORMATION CENTER
OF THE BOULDER PUBLIC LIBRARY**

Type of Contract:

Reimbursable/Fee for Service

Principal Investigator:

Johnny Daurio
Grillo Health Information Center
Boulder Public Library
1000 Canyon Blvd, 2nd Flr
Boulder, CO 80302
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Project Title:

Grillo Senior Center Outreach Project

Period of Performance: April 15, 2009 – October 15, 2010

Amount Funded: \$12,382

Exhibit A

Grillo Senior Center Outreach Project

Statement of Work:

The purpose of the Project is to increase health information literacy as a new service to the Boulder West Senior Center. This project will enhance access to health information for consumers with low health literacy.

The Grillo Health Information Center of the Boulder Public Library will partner with the City of Boulder West Senior Center to provide on-site health information resources to the targeted population of seniors who patronize the Senior Center. A Grillo Center trained volunteer will be stationed, at least one day per week, with a laptop computer, at the West Senior Center location to assist seniors with finding reliable on-line health information. In addition, Grillo Center staff will conduct educational activities, including question-and-answer sessions and one-on-one interviews at the West Senior Center Project Site to increase awareness, motivation, knowledge, and use of health information resources. Project staff will also conduct at least one training session for Senior Center staff to assure continuation of information access support when Grillo Center staff are not present.

Objectives:

- To ensure that evidence-based health information is available to senior populations.
- To increase the number of underserved seniors who are educated about health care, nutrition, medications, and traditional and complementary treatment options.

Activities:

1. Computer laptop/printer and software will be purchased and installed to serve the West Senior Center population.
2. Grillo Health Information Center volunteer will be stationed one day per week at the West Senior Center in Boulder, with an assigned laptop, to provide on-line access to the National Library of Medicine health information databases, and other reliable resources.
3. Grillo Health Information Center staff will conduct at least two educational activities at the Project site to increase awareness, motivation, knowledge, and use of health information resources.
4. Grillo Center staff will conduct training sessions as needed for Senior Center staff to assure continuation when Grillo Center staff is not present.

Publicity/Promotion

- An announcement of the Project's intent and purpose will be published in the Senior Center Newsletter.
- Brochures will be printed and disseminated throughout the Senior Center facility, and will be handed to each attendee at education and training sessions.
- Posters will be developed promoting the service and its benefits.
- A news release will be given to the local media.
- Publication or ads will be created for the local newspaper.

Time Line:

- Activity 1: Computer laptop/printer and software will be purchased and installed to serve the West Senior Center population.
 - Finalize research on software packages and purchase from vendor – April 2009
 - Finalize research on laptop computer requirements and purchase from vendor – April 2009
 - Install software and begin implementation of other objectives – April 2009
- Activity 2: Grillo Health Information Center volunteer will be stationed one day per week at the West Senior Center in Boulder, with an assigned laptop, to provide on-line access to the National Library of Medicine health information databases, and other reliable resources.
 - Determine appropriate level of volunteer support to provide highest quality of services at the Senior Center – April 2009
 - Assign volunteer to one day per week at the Senior Center to operate as best as possible until project laptop computer can be provided – April 2009
 - Project staff will assess level and quality of service each week – Ongoing throughout project
 - Provide supervision to on-site volunteer, and monitor progress – Ongoing throughout project
- Activity 3: Grillo Health Information Center staff will conduct at least two educational activities at the Project site to increase awareness, motivation, knowledge, and use of health information resources.
 - Coordinate schedule with Senior Center staff to conduct first educational session during the Friendship Circle Program Event – June 2009
 - Provide ongoing technical assistance to seniors as they inquire and seek health information – Ongoing throughout project
 - Assess motivation and knowledge levels at mid-point of Project and conduct education session targeted to need – January 2010
 - Conduct second, and possibly third, targeted educational activity - February, and then April, 2010.

5. Activity 4: Grillo Center staff will conduct training sessions as needed for Senior Center staff to assure continuation when Grillo Center staff is not present.
 - Identify staff who are motivated and available to assist seniors – July 2009
 - Provide structured training session on use of Internet health information resources with at least one staff member who is on-site at the Senior Center – Summer 2009

Evaluation:

Evaluation activities will include mid-term and post Project assessments of the trust and confidence levels of seniors who patronize the West Senior Center to seek and obtain reliable health information.

- These will be compared to current data, from the completed Needs Assessment, which indicates that 32 percent prefer someone else do the research and provide health information; and that 68 percent indicate they would only trust their own health care provider for health information.
- A variety of methods will be used to evaluate the success of this project, including mid-point and post Project surveys, structured and informal interviews, testimonials, tracking usage and types of information.

Participation levels will be monitored by logging and data entering utilization numbers on an on-going basis throughout the project.

At education and training activities conducted by trained Project staff, event evaluation forms will be used to assess participation, interest, usefulness, knowledge gained, and likelihood of future learned behavior to obtain reliable health information.

Project staff will observe behaviors throughout the Project period and complete a monthly status report evaluating progress towards the defined objectives.

A final report will be developed, incorporating lessons learned and recommendations for replicating this Project model at other senior centers throughout the region.

Deliverables

Deliverables are to be submitted to the NN/LM MidContinental Region in Salt Lake City, Utah

- Quarterly Reports are due 15 days after the close of the quarter.
- The NN/LM MidContinental Region will provide a template to use in completing the reports.
- Quarterly Reports will be due:
 - August 1, 2009
 - November 1, 2009
 - February 1, 2009
 - May 1, 2010
 - August 1, 2010
 - Last Quarter and Final Report due: November 15, 2010
- A final report including the final evaluation is due 30 days from the last day of the performance period. The NN/LM-MidContinental Region will provide you with the form to be completed. The final report must include a narrative summary of project accomplishments; sites where training was done and a description of training sites; description of target audience; list of exhibits, if applicable; approaches and interventions used; project evaluation results; observations on problems or barriers encountered; impact of the project; and recommendations for improvements, alternative methods, insights, etc. In addition, a graphical compilation of web site statistics, classes and demonstrations conducted of NLM databases, and meetings attended, must be provided.
- The final 10% of the award will be paid upon receipt of the final report of the project and an invoice for the final 10%.
- Any materials (promotional materials, training materials, articles etc) developed or produced for this project will be provided in electronic format (whether in ASCII, HTML, PDF, or other document formats). In accepting the award, the bidder gives permission for use of such materials by the NLM and NN/LM.
- The bidder may also be asked to provide information to the RML or to NLM, such as IP addresses, which will be used to track usage of MedlinePlus, PubMed or *ClinicalTrials.gov* by institutions participating in the project.
- Information on training materials developed under this contract should be submitted to the [National Training Center and Clearinghouse](http://nnc.nlm.gov/train/suggest.html) (NTCC) (<http://nnc.nlm.gov/train/suggest.html>).
- At the conclusion of the project, the bidder will submit one effective practice or lesson learned to the Effective Practices Collection.
<http://nationalserviceresources.org/effective-practice>

EXHIBIT B
Grillo Senior Center Outreach Project

Budget

EXPENDITURE CATEGORY	AMOUNT
<p>Personnel (Principal Investigators, Project Coordinator, Project Site Volunteer)</p> <p>Total project hours = 636; Paid Project hours = 420; Volunteer In-Kind hours = 216</p> <p>420 hours X \$25/hour = \$10,500</p> <p>{Raven, On-Site Volunteer, 18 months x 4 weeks x 3 hours/week = 216 hours or 35% - In-Kind}</p> <p>{Gerra, Project Coordinator - 3 months x 4 weeks x 4 hours/week = 48 hours, plus 15 months x 4 weeks x 2 hours/week = 120 hours = Total of 168 hours or 26%}</p> <p>{Chris, Principal Investigator - 18 months x 3 weeks x 3 hours/week = 162 hours or 25%}</p> <p>{Johnny, Principal Investigator - 18 months x 1 week x 5 hours = 90 hours or 14%}</p> <p>216 volunteer hours X \$25/hour = \$5,400 (In-Kind)</p>	<p>\$10,500</p> <p>\$ 5,400 (In-Kind)</p>
<p>Equipment (Laptop and Printer, Software if needed)</p> <p>DELL E5500 Laptop Catalog #BLPCDFD \$919 - \$320 discount = \$599</p> <p>DELL V305 Printer Catalog #V305AIO \$146</p> <p>Shipping & Handling est. \$45</p>	<p>\$ 745 + \$ 45 = \$ 790</p>
<p>Supplies (Paper, postage, envelopes)</p>	<p>(In-Kind)</p>
<p>Communications (Letters to prospective consumers 500 x .42 = \$210; Quarterly and Final Reports publications 350 x .75 = \$262.50)</p>	<p>\$ 473</p>

<p>Reproduction (Promotional brochures, posters, graphic design)</p> <p>Flyers (500) \$289.98 (from on-line estimate sheet)</p> <p>Brochures (500) \$329 (from on-line estimate sheet)</p>	<p>\$ 619</p>
<p>In-kind Support</p> <p>Boulder Public Library (space - \$35/mo x 18 mo = \$630; utilities - \$10/mo x 18 mo = \$180; phone - \$10/mo x 18 mo = \$180)</p> <p>Library Foundation (accounting, record-keeping – 4 hours/mo x 18 mo @ \$25/ hour = \$1800)</p> <p>Daily Camera (advertising – 4 ads @ \$150 per = \$600)</p> <p>West Senior Center (space (\$35/mo x 18 mo = \$630), utilities (\$10/mo x 18 mo = \$180), staff time (75 hours @ \$25/hour = \$1,875), copies (250 @ .10 per = \$25)</p> <p>Volunteer Hours (estimated at 216 hours x \$25/hour = \$5400)</p>	<p>\$ 11,500 (In-Kind)</p>
<p>TOTAL</p>	<p>\$12,382.00</p> <p>with additional in-kind support of \$ 11,500</p>

EXHIBIT C

Grillo Senior Center Outreach Project

Publishing

All Publications should include the following acknowledgement:

“This project has been funded in whole or in part with Federal funds from the National Library of Medicine, National Institutes of Health, Department of Health and Human Services under Contract No. N01-LM-6-3504 with the University of Utah.”

Recipients of NN/LM funding are strongly encouraged to consider publishing results from NN/LM funded projects in journals that make their contents freely available on the Web.

Publications Resulting from NN/LM funded Projects:

As of April 7, 2008, final peer-reviewed manuscripts arising from NIH funds must be submitted to PubMed Central upon acceptance for publication.

The NIH Public Access Policy at <http://publicaccess.nih.gov/policy.htm> ensures that the public has access to the published results of NIH funded research. It requires scientists to submit final peer-reviewed journal manuscripts that arise from NIH funds to the digital archive PubMed Central (<http://www.pubmedcentral.nih.gov/>) upon acceptance for publication. To help advance science and improve human health, the Policy requires that these papers (<http://publicaccess.nih.gov/FAQ.htm#b1>) are accessible to the public on PubMed Central no later than 12 months after publication.

The NIH Public Access site should be consulted for additional information:

<http://publicaccess.nih.gov/policy.htm>.

Section 508 Compliance:

According to the Department of Health and Human Services synopsis of Section 508 accessibility requirements, Federal agencies are obligated to make all electronic and information technology (EIT) that they develop, maintain or use compliant with Section 508. EIT purchases made on or after June 25, 2001, are subject to Section 508.

It should be noted that other Federal regulations and guidelines (e.g., Section 501 and Section 504 of the Rehabilitation Act) require equal access for individuals with disabilities. Therefore, Federal agencies are required, upon request, to provide information and data to individuals with disabilities through an alternative means of access that can be used by the individuals.

Section 508 Compliance information is at <http://www.section508.gov>



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Latitude E5500

Date & Time: January 03 2009 2:24 PM CST

SYSTEM COMPONENTS

Latitude E5500

Qty	1
Unit Price	\$919.00
Save \$320 on select Latitude E5500 notebooks through Dell Small Business Special Offer	- \$320.00

Catalog Number:	4 BLPCDFD	
Module	Description	Show Details
Latitude E5500	Intel® Core™ 2 Duo T7250 (2.00GHz, 2M L2 Cache, 800Mhz FSB)	
Operating Systems	Genuine Windows Vista® Home Basic SP1 With media	
Memory	2.0GB, DDR2-800 SDRAM, 2 DIMMS	
Internal Keyboard	Internal English Single Pointing Keyboard	
Graphics	Mobile Intel® Graphics Media Accelerator 4500MHD	
Primary Storage	160GB Hard Drive, 5400RPM	
Touchpad and Fingerprint Reader Options	Dell Touchpad	
LCDs	15.4 inch Wide Screen WXGA LCD Panel	
AC Adapter	90W Slim A/C Adapter (3-pin)	
Primary Optical Device	24X CD-RW/DVD w/ Cyberlink PowerDVD™	
Wireless LAN (802.11)	Dell Wireless™ 1397 802.11b/g Mini Card	
System Documentation	Resource DVD - Contains Diagnostics and Drivers	
Primary Battery	6 Cell Battery	
Hardware Support Services	1 Year Basic Limited Warranty and 1 Year NBD On-Site Service	
Installation Services	No Onsite System Setup	
Processor Branding	Intel Core 2 Duo Processor	
OS Labels	Vista Basic Label	
		TOTAL: \$599.00

Dell V305 All-in-One Printer



Dell recommends Windows Vista® Business.

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Description



Dell V305 All-in-One Printer

Date & Time: January 03, 2009 2:15 PM CST

SYSTEM COMPONENTS

Dell V305 All-In-One Printer

Dell V305 All-In-One Printer

Qty: 1
Unit Price: \$146.00

Catalog Number: 4 V305AIO

Module	Description	Product Code (hide)	SKU (hide)	Price (hide)
Dell V305 All-In-One Printer	Dell V305 All-In-One Printer	V305	[223-9840]	\$146.00
SPECIAL VALUE BUNDLES	Dell V305 High Capacity Black and Color Cartridges	BKC305T	[330-0964][330-0965][467-4448]	\$22.00
Service	1Yr Ltd. Warranty-Advanced Exchange	AE1YR	[960-2840][986-4817][989-3910][991-2397]	\$78.00

TOTAL: \$146.00

Additional Discounts and Coupons

FREE 3-5 Day Shipping! Electronics, Software & Accessories over \$129
Limited time offer!

	Total Price
Sub-total	\$146.00
Shipping & Handling¹	\$0.00
Total Price²	\$146.00

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