CALIFORNIA STATE LIBRARY
FY 2014/15
LSTA STATEWIDE GRANT APPLICATION

ELEMENT 1: BASIC INFORMATION

Applicant Information

1. Library/Organization
   Pacific Library Partnership

2. Library's DUNS Number
   830926072

3. Internet Web Site Address
   plpinfo.org

4. Project Coordinator Name & Title
   Barclay Ogden, Co-coordinator
   Julie Page, Co-coordinator

5. Email Address
   crowe@plpinfo.org

6. Business Phone Number
   650-349-5538

7. Fax Number
   650-349-5089

8. Mailing Address
   PO Box or Street Address
   City
   2471 Flores Street
   San Mateo
   State
   CA
   Zip
   94403-2273

Project Information

9. Project Title
   California Preservation Program

10. LSTA Funds Requested
    $520,740

11. Cash Match
    $0

12. In-Kind
    $144,046

13. Total Project Cost
    $664,786

14. Federal Library Services & Technology Act (LSTA) Purpose
    (Check one purpose which best describes the project)
    □ Developing library technology, connectivity and services
    □ Providing targeted services to diverse populations or persons who have difficulty accessing services
    □ Providing services to promote life-long learning
    □ Developing public and private partnerships

15. California's LSTA Goals
    (Check all that describe the project)
    □ Literate California
    □ 21st Century Skills
    □ 22nd Century Tools
    □ Content Creation/Preservation
    □ Bridging the Digital Divide
    □ Information Connections
    □ Community Connections
    □ Ensuring Library Access for All

16. Number of persons served
    (The number of persons who use or will benefit directly from this project) 5500

17. Congressional District(s) number

18. Primary Audience for project
    (Check at least one, maximum of three)
    □ Adults
    □ Children
    □ Institutionalized persons
    □ Library Staff & Volunteers
    □ Non/limited English speaking persons
    □ People with special needs
    □ Pre-school children
    □ Public library trustees
    □ Rural Populations
    □ Senior Citizens
    □ Statewide public
    □ Urban populations
    □ Young adults and teens

19. This signature certifies that I have read and support this LSTA Grant Application.

   Director Name: Linda Crowe
   Mailing Address (if different from above)
   Director Signature: Linda Crowe
   City
   Date: 3-26-14
   Zip
ELEMENT 2: PROJECT BACKGROUND AND SUMMARY

Describe how this project was identified as a need, how it relates to your strategic plan, and what will be accomplished if this project is implemented. Should relate to activities in the timeline (Element 4) and include statistical info to support project. Limit to one page and use 12 point font.

The California Preservation Program (CPP) is California's only statewide service to assist libraries and archives protect, preserve, and ensure future access to California's document heritage. Surveys undertaken in 1993, 1998, and 2005 all confirm that within the last 25 years most of California's historically significant books and documents, moving image and sound recordings, and digital files have become seriously at risk of loss: large numbers of nineteenth and early 20th century paper books and documents are now too brittle to be handled safely, most audio/visual materials need playback equipment that no longer is made, and many digital recordings in formats and storage media as little as a decade old can no longer be "read" by modern computer equipment. Worse, library disasters (a library fire every two days nationwide) continue to destroy both heritage materials and financial investments libraries have made in information assets; the IMLS "Heritage Health Index," 2006, reported only 20% of heritage institutions nationally (echoing statewide surveys) have disaster response plans for their collections and staff trained to use them. A follow up Heritage Health Index will be completed in 2015.

The CPP emphasizes preservation management and protection because heritage collections cannot be replaced. In the current era of scarce library resources, protection is paramount; many library services will recover when funding becomes more plentiful, but our heritage collections, once lost through neglect or disaster, cannot be restored or replaced.

The CPP is unique among preservation education programs nationally in that it focuses on outcomes, specifically changes in organizational behavior as a direct consequence of CPP information, education, and training. For example, 90% of institutions that attend CPP disaster plan writing workshops complete disaster response plans, whereas the completion rate is less than 10% in other states. As a consequence, the CPP has won two national and state awards (ALA, 2011, and California Historical Records Advisory Board, 2011) for nationwide leadership, innovation, and community service.

The success of the CPP is attracting grant funding from NEH, IMLS, and the Getty Foundation, complementing state funding by underwriting preservation education services to California and other Western states. A total of $2,200,000 in grant funding (in addition to LSTA funds) received since 2007 has enabled the CPP to dramatically expand its preservation education and training services to California libraries. The relationship between LSTA funds and federal grant funds is symbiotic: for example, LSTA grants support workshop development when federal grants disallow development; and federal grants support delivery of workshops to many more California libraries and archives than LSTA funding alone can support.

The CPP has a strategic 5-year plan, 2013-2017 that consists of a Core Program and Projects with special funding. See Element 3B, Project Activities/Methods, below, for a description of the elements of the strategic plan.
ELEMENT 3: PLANNING AND EVALUATION

Please answer each area concisely and completely. Limit to two pages and use 12 point font.

A. Project Purpose – Short statement which answers the questions: we do what, for whom, for what expected benefit.

The purpose of the California Preservation Program (CPP) is to help ensure that Californians have access to California’s documentary heritage now and into the future. The CPP provides preservation information, education, and training services to California libraries with the goal of changing organizational behavior to improve protection and management of collections. The goals of the CPP’s 5-year plan, listed above, are achieved by the CPP Steering Committee using the activities and methods described below.

B. Project Activities/Methods – How will the project be carried out? Include major activities from the timeline.

CPP Core Program

* Provide 24/7 emergency phone service and on-site assistance to avoid disaster losses
* Develop and support regional disaster mutual aid networks to enhance institutional effectiveness
* Provide preservation reference service via telephone and email
* Maintain web-based information at Calpreservation.org
* Develop and manage preservation workshops
* Consult with institutions on request, often on preservation problems and project development
* Manage specially funded preservation projects currently in progress: NEH-funded WESTPAS, Getty-funded "C3", and IMLS-funded CAVPP projects
* Develop and evaluate the CPP (the key function of the CPP Steering Committee)

California Audiovisual Preservation Project

* Assist CAVPP partners to select recordings to be preserved
* Manage digitization process (via vendors) and quality control
* Upload digitized recordings to Internet Archive
* Document standards and procedures for the preservation community
* Educate and assist partners, a welcome "fringe benefit" of participation in the project

California Preservation Assessment Project

* Provide in depth assessment of the preservation needs of Californiana collections
* Produce management reports to assist changes in organizational behavior to improve care of collections
* Develop assessment tools, with an emphasis on completing PRISM

C. Anticipated Project Outputs – Measures of service or products provided.

* answer 60 preservation-related queries by email or phone
* provide emergency help to 6 libraries and archives via the CPP 24/7 phone service
* educate 120 library staff members on disaster preparedness through the disaster workshops
* guide 60 institutions to prepare written disaster plans through the disaster workshops
* guide 60 more institutions to test their disaster plans and explore collaboration
* train 80 library and archives staff to develop and fund preservation projects
* assist 5 California libraries and archives to apply for NEH grants
* support 9 emergency mutual aid networks serving over 200 institutions
* preserve 425 additional AV recordings and make them available via the internet
* loan 4 libraries CPP monitoring equipment to build a case for environmental control
* manage two major grant-funded preservation education projects (NEH and Getty)
* assess 15 library collections and provide reports with findings, recommendations, and justification.
* distribute 300+ CPP service flyers and promote preservation to attendees at the CLA and SCA
* 75 California libraries will receive guidance with preservation of their audio/moving image collections

D. Anticipated Project Outcome(s) – What change is expected in the target audience’s skills, knowledge, behavior, attitude, and/or status/life condition? How will you measure these outcomes?
* 5 libraries and archives will avoid or mitigate collection damage because they will get emergency help via the CPP 24/7 phone service
* 75 institutions will gain the protection of newly written disaster plans
* 75 additional institutions will improve their disaster preparedness by testing their existing disaster plans and exploring collaboration to improve disaster preparedness
* 30 California libraries and archives will be inspired by CPP workshops to apply for grant funding to address preservation needs
* 10 emergency mutual aid networks will serve over California 200 institutions
* All Californians will have access to more than 2000 historic California AV recordings preserved and made available via the internet
* 4 libraries will build a case for environmental control using borrowed CPP monitoring equipment

CPP consultants will query the libraries and archives served
* 75 California libraries and archives will improve their care of audio/moving image collections, including identifying and prioritizing at risk materials of importance to California history for digitization

E. Complete the following sentence. This project will be successful if:
Libraries protect and preserve their heritage collections from disaster and deterioration so these irreplaceable resources documenting the story of California survive to be studied and enjoyed by current Californians as well as by future generations.
## ELEMENT 4: GRANT TIMELINE/ACTIVITIES

Show each major project activity and when it will be started and/or completed throughout the project. The timeline should correspond to the activities described in Planning and Evaluation. Please put an X in each pertaining month.

<table>
<thead>
<tr>
<th>Activity</th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide 24/7 emergency phone service and on-site assistance</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Develop and support regional disaster mutual aid networks</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Provide preservation reference service via telephone and email</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Maintain web-based information at Calpreservation.org</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Develop and manage in-person preservation workshops</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Manage specially funded preservation projects: NEH, Getty</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Consult with institutions on request on preservation problems and projects</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Develop and evaluate the CPP</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
</tbody>
</table>
ELEMENT 5: BUDGET

The budget should clearly identify the amounts requested and from what sources.

<table>
<thead>
<tr>
<th>Column A Budget Category</th>
<th>Column B LSTA</th>
<th>Column C Cash Match</th>
<th>Column D In-Kind</th>
<th>Column E Total (B+C+D = E)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries &amp; Benefits</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Linda Crowe</td>
<td>$0</td>
<td>$0</td>
<td>$3,261</td>
<td>$3,261</td>
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<tr>
<td>Benefits</td>
<td>$0</td>
<td>$0</td>
<td>$815</td>
<td>$815</td>
</tr>
<tr>
<td></td>
<td>$0</td>
<td>$0</td>
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<td>$0</td>
</tr>
<tr>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$0</td>
<td>$0</td>
<td>$4,076</td>
<td>$4,076</td>
</tr>
</tbody>
</table>

Explanation:

| **Library Materials**    |               |                     |                  |                           |
|                         | $0            | $0                  | $0               | $0                        |
|                         | $0            | $0                  | $0               | $0                        |
|                         | $0            | $0                  | $0               | $0                        |
|                         | $0            | $0                  | $0               | $0                        |
| **Subtotal**             | $0            | $0                  | $0               | $0                        |

Explanation:

| **Equipment (Items over $5,000 per unit)** |               |                     |                  |                           |
|                                            | $0            | $0                  | $0               | $0                        |
|                                            | $0            | $0                  | $0               | $0                        |
|                                            | $0            | $0                  | $0               | $0                        |
|                                            | $0            | $0                  | $0               | $0                        |
| **Subtotal**                         | $0            | $0                  | $0               | $0                        |

Explanation:
# Operating Expenses

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Column A</th>
<th>Column B</th>
<th>Column C</th>
<th>Column D</th>
<th>Column E</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LSTA</td>
<td>Cash Match</td>
<td>In-Kind</td>
<td>Total (B+C+D = E)</td>
<td></td>
</tr>
<tr>
<td><strong>Contracted Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project coordination and management</td>
<td>$258,400</td>
<td>$0</td>
<td>$0</td>
<td>$258,400</td>
<td></td>
</tr>
<tr>
<td>Digitization Services</td>
<td>$106,000</td>
<td>$0</td>
<td>$0</td>
<td>$106,000</td>
<td></td>
</tr>
<tr>
<td>Consultants (website and CPAP)</td>
<td>$72,000</td>
<td>$0</td>
<td>$0</td>
<td>$72,000</td>
<td></td>
</tr>
<tr>
<td>CAVPP, CPAP, and Workshop participants</td>
<td>$0</td>
<td>$0</td>
<td>$78,875</td>
<td>$78,875</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$436,400</td>
<td>$0</td>
<td>$78,875</td>
<td>$515,275</td>
<td></td>
</tr>
</tbody>
</table>

**Explanation:**
See attachment for breakdown of costs among the CPP core program, the California Audiovisual Preservation Project, and the California Preservation Assessment Project.

The in-kind cost sharing is based on:
- 8 workshops x 20 participants x $200 = $32,000
- 425 CAVPP recordings x $75 (selection/metadata/QC) = $31,875
- 15 CPAP assessments x $1,000 (participants' time) = $15,000

<table>
<thead>
<tr>
<th>Supplies</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Office supplies</td>
<td>$7000</td>
<td>$0</td>
<td>$0</td>
<td>$7000</td>
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<td></td>
<td>$0</td>
<td>$0</td>
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<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$7000</td>
<td>$0</td>
<td>$0</td>
<td>$7000</td>
</tr>
</tbody>
</table>

**Explanation:**

<table>
<thead>
<tr>
<th>Other Charges</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td>$17,500</td>
<td>$0</td>
<td>$0</td>
<td>$17,500</td>
</tr>
<tr>
<td>CPP Steering Ctte meetings</td>
<td>$8,000</td>
<td>$0</td>
<td>$48,000</td>
<td>$56,000</td>
</tr>
<tr>
<td>Postage/printing/telecom</td>
<td>$4,500</td>
<td>$0</td>
<td>$0</td>
<td>$4,500</td>
</tr>
<tr>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$30,000</td>
<td>$0</td>
<td>$48,000</td>
<td>$78,000</td>
</tr>
</tbody>
</table>

**Explanation:**
Cost sharing is based on 2 steering ctte mtgs x 12 members x 2 days x $1,000/day

| Operating Expenses Subtotal           | $473,400 | $0       | $126,875 | $600,275 |

| Project Total                         | $473,400  | $0       | $130,951 | $604,351 |
| (Salaries & Benefits, Materials, Equipment, and Operating Expenses) |          |          |          |          |
| Indirect Cost (up to 10%)             | $47,340   | $0       | $13,095  | $60,435  |
| Grant Totals                          | $520,740  | $0       | $144,046 | $664,786 |
FUTURE FUNDING
Briefly describe how this project will be financially supported in the future.

The CPP’s long-range goal is to develop a culture of preservation management among California’s organizations with heritage collections. As the culture grows, demand for preservation services will ensure that California continues to have preservation expertise and services to help ensure the collections’ survival. Meanwhile, statewide and national preservation needs surveys repeatedly report that education and training are essential to help encourage heritage institutions to make commitments to preservation of their collections. Consequently, the business plan of the CPP is to continue to seek a combination of grants, along with commitments from the institutions supporting the members of the Steering Committee. Further, some California libraries are providing support by sharing expenses for assistance and consulting, and cost recovery will be sought from libraries able to afford CPP services they receive.

ELEMENT 6: ATTACHMENTS
If you have additional resources that support your grant, please attach after this page

ELEMENT 7: INTERNET CERTIFICATION FOR APPLICANT
PUBLIC LIBRARIES FY 2014/15

Check the Appropriate Library Type

☐ Public Library ☐ Academic ☐ K-12 ☑ Multi-type ☐ Special/Other

As duly authorized representative of the applicant library, I hereby certify that: (check only one of the following boxes)

A. ☐ The applicant library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.

B. ☑ The requirements of Section 9134 (f)(1) of the Library Services and Technology Act do not apply to the applicant library because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct cost associated with accessing the Internet for a public library or public elementary school or secondary school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.

__________________________________________  ________________
Signature of Authorizing Official                Date

3-26-14
ELEMENT 8: ASSURANCES

The applicant assures and certifies that it will comply with the regulations, policies, guidelines and requirements, as they relate to the application, acceptance and use of Federal funds for this federally assisted project. Also the Applicant assumes and certifies:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant’s governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

2. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.

3. It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-sided activity.


5. It will comply with Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.

6. It will comply with the Age Discrimination Act of 1975, as amended, 42 U.S.C 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.

7. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.

8. It will comply with the provisions of the Hatch Act which limit the political activity of employees.

9. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.

10. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

11. It will give the sponsoring agency or the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant.

12. It will comply with all requirements by the Federal-sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.

13. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency’s (EPA) list of violating facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

14. It will comply with the flood insurance purchase requirements of Section 102(a) requires, on or after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

15. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
ELEMENT 9: CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTER; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82 “New Restrictions on Lobbying,” and 34 CFR Part 85, “Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants).” The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Institute of Museum and Library Services determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code and implemented at 34 CFR Part 82 for persons entering into a grant or cooperative agreement over $100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer of employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into or any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL “Disclosure Form to Report Lobbying,” in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110–

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph 2(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610–

A. The applicant certifies that it will or will continue to provide a drug-free workplace by;
(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee’s policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, OLS/State Programs Division, Institute of Museum and Library Services, 1100 Pennsylvania Avenue, N.W., Room 802, Washington, DC 20506. Notice shall include the identification number(s) of each affected grant.

(f) Taking one of the following action, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency.

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance or work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check □ if there are workplaces on file that are not identified here.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610--

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction to: Director, OLS/State Programs Division, Institute of Museum and Library Services, 1100 Pennsylvania Avenue, N.W., Room 802, Washington, DC 20506. Notice shall include the identification number(s) of each affected grant.

4. FEDERAL DEBT STATUS

The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any Federal debt.
ELEMENT 9: CERTIFICATION

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification.

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<th>Pacific Library Partnership</th>
<th>California Preservation Program</th>
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<tr>
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<tr>
<td>Linda Crowe</td>
<td>Chief Executive Officer</td>
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<td>Printed Name of Authorized Representative</td>
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Signature of Authorized Representative

Date
### CPP 2014/15 LSTA budget as of 2014feb21

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<tr>
<th>CPP Component</th>
<th>Core</th>
<th>CAVPP</th>
<th>CPAP</th>
<th>A/V workshop</th>
<th>Webinar</th>
<th>Total</th>
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<tr>
<td>Contracted Services</td>
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**Proposed changes from the FY13/14 budget**

**Core**
- Daily rate for consultants proposed to increase from $1,000 to 1,100/day (first change since FY05/06)
- Same amount of time spent on Core activities as FY13/14

**CAVPP**
- Add $40,000 to project coordination for project assistant after IMLS project
- Add 1/2 day/month for project management
- Add $53,000 for digitization after IMLS project

**CPAP**
- Daily rate of consultants increased to $1100
- Five assessments added, for a total of 15

**A/V workshop**
- Save for FY15/16

**Webinar**
- None planned
If cuts are needed, should we scale back the CAVPP and CPAP to FY13/14 levels?
We continue to look for CAVPP funds elsewhere.

**CPP 2013/14 LSTA budget**

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<thead>
<tr>
<th>CPP Component</th>
<th>Core</th>
<th>CAVPP</th>
<th>CPAP</th>
<th>Total</th>
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</thead>
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<tr>
<td>Contracted Services</td>
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