**CALIFORNIA STATE LIBRARY**  
**LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)**  
**FISCAL YEAR 2016/2017 STATEWIDE GRANT APPLICATION**

## Element 1: Basic Information

**Applicant Information**

1. **Library/Organization**  
   Califa Group

2. **Library’s DUNS Number**  
   135909930

3. **Project Coordinator Name & Title**  
   Paula MacKinnon, Interim Director

4. **Email Address**  
   pmackinnon@califa.org

5. **Business Phone Number**  
   650-349-5538

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

**Project Information**

7. **Project Title**  
   California Revealed--Phase II

8. **LSTA Funds Requested**  
   $231,000

9. **Cash Contributions**  
   $0

10. **In-Kind**  
    $103,000

11. **Total Project Cost**  
    $334,000

12. **California’s LSTA Goals**  
    (Check one goal that best describes the project)
    - Literate California  
    - Content Creation/Preservation
    - 21st Century Skills
    - Bridging the Digital Divide
    - 22nd Century Tools
    - Information Connections
    - Community Connections
    - Ensuring Library Access for All

13. **Number of persons served**  
    (Number of persons who use or will benefit directly from this project)
    Statewide

14. **Primary Audience for project**  
    (Select all that apply.)
    - Adults
    - Families
    - Immigrants/Refugees
    - Intergenerational Groups (Excluding Families)
    - Library Staff, Volunteers and/or Trustees
    - Low Income
    - Non/Limited English Speaking Persons
    - People with Disabilities
    - People with Limited Functional Literacy
    - Pre-School Children
    - Rural Populations
    - School Age Children
    - Senior Citizens
    - Statewide Public
    - Suburban Populations
    - Unemployed
    - Urban Populations
    - Young Adults and Teens

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

   **Library Director Name:** Paula MacKinnon  
   **Title:** Interim Director

   **Mailing Address**  
   (if different from above)
   __________________________________________
   City
   ____________
   Zip

   **Library Director Signature:** ____________________________  
   **Date:** ____________________________
ELEMENT 2: PROJECT BACKGROUND AND SUMMARY

Describe how this project was identified as a need, how it relates to your library’s strategic plan, what will be accomplished if this project is implemented, and how you will know whether your project is successful. Summary should relate to activities in the timeline (Element 4) and include statistical info to support the project.

Around the state, remarkable local history collections can be found within public libraries, historical societies, archives, and museums. Nationally more than 4.8 billion items are held in public trust by "memory" organizations, but lack of resources places a third of these items at risk of extinction. In the digital age, preservation and access to local history collections is carried out through digitization, web access and digital archival practices. Conversations with California's public libraries have made it clear that the desire to digitize and preserve their local history collections is strong, but personnel, expertise and technological infrastructure are lacking.

Recognizing the need for a more robust digitization and preservation effort, Califa Group is seeking funds to continue a large-scale content creation, digitization and preservation project for local history collections in public libraries and partner memory organizations. This is envisioned as a multi-year, multi-phase effort; this request is for the second, or initial implementation phase, to build on what was accomplished in the planning phase (called "Finding Your California"). Activities for the initial implementation phase include:

1) Development and implementation of a multi-site repository. We will work with Discovery Garden and Komodo Cloud to develop a multi-site repository for libraries participating in the California Revealed project.

2) Digital storytelling. To capture and preserve California stories, we will contract again with StoryCenter to continue a statewide digital storytelling project to focus on the California experience. This will include: 1) a series of 10 2-day workshops to be conducted at libraries around the state, to teach 10-15 participants per workshop to create and produce digital stories; and 2) support activities (training webinars, informal consultation, short project support) for the libraries who participated in the first digital storytelling round.

3) Formation of a project advisory committee to assist with project direction, governance and planning. This committee will meet at least 4 times from January to August 2017 (two in-person meetings, two virtual).

This project aligns with the California State Library's 2013-2017 5-year LSTA plan, Goal II, 21st Century Skills: California libraries provide training and access to information for library users and staff so that they have the skills needed to be successful in the 21st Century; and Goal IV, Content Creation/Preservation: California libraries have the resources to digitize existing collections and develop new content while promoting the preservation of and access to California Heritage Collections for today and future generations.
ELEMENT 3: PLANNING AND EVALUATION

Please answer each area concisely and completely. For section A-F limit to four pages.

A. **Project Intent** *(Check only one that best describes the project)*
   
   **Lifelong Learning**
   - [ ] Improve users’ formal education
   - [ ] Improve users’ general knowledge and skills

   **Information Access**
   - [x] Improve users’ ability to discover information
   - [ ] Improve users’ ability to obtain information resources

   **Institutional Capacity**
   - [ ] Improve the library workforce
   - [ ] Improve the library’s physical and technology infrastructure
   - [ ] Improve library’s operations

   **Economic & Employment Development**
   - [ ] Improve users’ ability to use resources and apply information for employment support
   - [ ] Improve users’ ability to use and apply business resources

   **Human Services**
   - [ ] Improve users’ ability to apply information that furthers their personal, family, or household finances
   - [ ] Improve users’ ability to apply information that furthers their personal or family health & wellness
   - [ ] Improve users’ ability to apply information that furthers their parenting and family skills

   **Civic Engagement**
   - [ ] Improve users’ ability to participate in their community
   - [ ] Improve users’ ability to participate in community conversation around topics of concern

B. **Project Purpose** – Short statement which answers the questions: *we will do what, for whom, for what expected benefit(s)*.

   Recognizing the need for more robust digitization and preservation efforts and support for smaller institutions, Califa Group will continue a large-scale digitization and preservation project targeting local history collections statewide. This is envisioned as a multi-year, multi-phase effort; this request is for the second, or early implementation, phase. Activities for this phase include:

   1) Development and implementation of a multi-site repository (DAMS). We will work with Discovery Garden and a team of consultants to develop a multi-site Islandora repository for libraries participating in the California Revealed project.

   2) Digital storytelling. To capture and preserve California stories, we will contract again with StoryCenter to continue a statewide digital storytelling project to focus on the California experience. This will include: 1) a series of 10 2-day workshops to be conducted at libraries around the state, to teach 10-15 participants per workshop to create and produce digital stories; and 2) support activities (training webinars, informal consultation, short project support) for the libraries who participated in the first digital storytelling round.

   3) Formation of a project advisory committee to assist with project direction, governance and planning. This committee will meet at least 4 times from January to August 2017 (two in-person meetings, two virtual).

C. **Anticipated Project Outputs** – Measures of services and/or products to be created/ provided.

   1 multisite digital asset management system (Islandora) with content from at least 15 public libraries (Phase I participants)

   10 two-day digital storytelling workshops

   At least 10 "listening stations" will be distributed to public libraries.

   At least 120 library patrons statewide trained to create digital stories.

   120 digital stories collected, edited and produced

   At least 100 informal consultations with libraries participating in the digital storytelling project

   At least 15 short digital storytelling programs will be conducted by libraries participating in the digital storytelling project
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? (for examples see attachment B of the application instructions)

At least 60% of library patrons participating in the digital storytelling workshops will have learned how to create digital stories.

At least 60% of library staff assisting with the digital storytelling project will have learned how to conduct digital storytelling workshops/programs on their own.

These outcomes will be measured through surveys.

E. Briefly describe how this project will be financially supported in the future.

This is the second phase of a multi-year project; a proposal for funding for the third phase is currently under development, and will be proposed as a statewide LSTA grant for FY 2017/18.

F. Activity Information. Activities are action(s) through which the intent or objective of a project are accomplished. Four activity types have been identified, each with select methods to help you describe how you will carry out this project. Indicate activity types that require a significant commitment of resources to the project (representing 10% or more of total project resources).

1. Instruction - Involves an interaction for knowledge or skill transfer and how learning is delivered or experienced. (Check all that apply and provide a description including whether the format will be in-person, virtual, or both)

   - Program - Formal interaction and active user engagement (e.g., a class on computer skills).
   - Presentation - Formal interaction and passive user engagement (e.g., an author’s talk),
   - Consultation - Informal interaction with an individual or group of individuals (library staff or other professional) who provide expert advice or reference services to individuals, units, or organizations.
   - Other

Description: 10 two-day digital storytelling workshops will be conducted at libraries around the state by StoryCenter. StoryCenter will provide ongoing support for participating libraries (including libraries from Phase 1), in the form of informal consultation; we expect at least 5 transactions with each library (20 libraries), for a total of 100 transactions. StoryCenter will also provide direct consulting and capacity support for participating libraries to develop and implement post-workshop short programs involving digital storytelling at their libraries. We anticipate there will be at least 15 of these short programs.

2. Content - Involves the acquisition, development, or transfer of information and how information is made accessible. (Check all that apply and provide a description including whether the format will be physical, digital, or both)

   - Acquisition - Selecting, ordering, and receiving materials for library or archival collections by purchase, exchange, or gift, which may include budgeting and negotiating with outside agencies (i.e. publishers, vendors) to obtain resources. May also include procuring software or hardware for the purposes of storing and/or retrieving information or enabling the act of experiencing, manipulating, or otherwise interacting with an information resource.
   - Creation - Design or production of an information tool or resource (e.g., digital objects, curricula, manuals). Includes digitization or the process of converting data to digital format for processing by a computer.
   - Description - Apply standardized descriptive information and/or apply such information in a standardized format to items or groups of items in a collection for purposes of intellectual control, organization, and retrieval.
☐ Lending - Provision of a library’s resources and collections through the circulation of materials (general circulation, reserves). May also refer to the physical or electronic delivery of documents from a library collection to the residence or place of business of a library user, upon request.

☒ Preservation - Effort that extends the life or use life of a living or non-living collection, the individual items or entities included in a collection, or a structure, building or site by reducing the likelihood or speed of deterioration.

☐ Other

Description: We will work with service providers Discovery Garden and Kumodo Cloud to develop a multi-site Islandora repository, including a digital preservation component, for libraries participating in the California Revealed project. Content from the 24 libraries who participated in Phase 1 will be digitized under another grant project and then loaded into the multi-site repository in phases.

Through the digital storytelling project, we will create, edit, and collect at least 120 digital stories about the California experience, and make them available online through.

3. ☒ Planning & Evaluation - Involves design, development, or assessment of operations, services, or resources and when information is collected, analyzed, and/or disseminated. (Check all that apply and provide a description including whether the format will be in-house or third-party)

☐ Retrospective - Research effort that involves historical assessments of the condition of a project, program, service, operation, resource and/or user group.

☒ Prospective - Research effort that projects or forecasts a future condition of a project, program, service, operation, resource, and/or user group.

Description: We will convene an advisory committee composed of a small group of practitioners statewide, to assist with planning for future phases of the project, possibly including development of a DPLA service hub.

4. ☒ Procurement - Acquiring or leasing facilities; purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure. (Provide a description)

Description: We will work with service providers Discovery Garden and Kumodo Cloud, plus a team of consultants, to develop a multi-site digital repository based on the open source Islandora platform, to include a digital preservation component, for libraries participating in the California Revealed project. Content from the 24 libraries who participated in Phase 1 will be digitized under another grant project and then loaded into the multi-site repository in phases.
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>Fiscal Year 2016/2017</th>
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<tr>
<td>DAMS development and implementation (first phase)</td>
<td>X</td>
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<tr>
<td>Digital storytelling workshops, programs and consultations</td>
<td>X</td>
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<tr>
<td>Advisory committee meetings</td>
<td>X</td>
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<td>DAMS development and implementation (second phase)</td>
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**ELEMENT 5: BUDGET**

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

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<th>Budget Category</th>
<th>LSTA</th>
<th>Cash Contribution</th>
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<td><strong>Salaries/Wages/Benefits</strong></td>
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**Description:** 25 hours of librarian time per digital storytelling workshop (10 workshops); 40 hours of librarian time per digital storytelling program (15 programs); 40 hours of librarian time per site development for the digital asset management system (24 sites); 2060 hours in all x $50/hour average salary + benefits = $103,000

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**Description:**

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Description: Two on-ground advisory committee meetings for 6 participants, $500 per meeting for each participant=$6000

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<th>Supplies/Other</th>
<th>LSTA</th>
<th>Cash Contribution</th>
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<th>In-Kind</th>
<th>Total (B+C+D = E)</th>
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<tr>
<td>Contracted Services</td>
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<tr>
<td>Contracts for digital asset management system development</td>
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<tr>
<td>Subtotal</td>
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<td>$0</td>
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<td>$204,000</td>
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</table>

**Description:** A "jump start" Islandora bundle was purchased from Discovery Garden in Phase I, as well as hosting and preservation storage from Kumodo Cloud. This bundle includes 6 sites (an overall site plus 5 individual sites) and consulting time/services to implement an Islandora "out of the box" multi-site repository with enhanced splash page features. This work, the DAMS "first phase", will be completed by March 2017. We anticipate contracts for additional work with Discovery Garden for the second phase, Apr.-Sept. 2017 (to add up to 19 more sites at $1000 each, $19,000; support/maintenance for 6 months, $5000; custom development including development of an exhibit module, scripting to add additional content, other possible enhancements = $40,000; additional work to migrate the CAVPP Islandora database to the new DAMS as well as other digital collections, $40,000). Digital storytelling workshops: 10 workshops at $8000 per workshop (includes "listening stations"); technical assistance/short program support for 20 libraries, $2000 per library.

<table>
<thead>
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<th>Project Total</th>
<th>$210,000</th>
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<th>$103,000</th>
<th>$313,000</th>
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<tr>
<td>Indirect Cost Rate Applied</td>
<td>10 %</td>
<td>Indirect Cost</td>
<td>$21,000</td>
<td>$0</td>
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</tbody>
</table>

Check one:

- [ ] No Indirect
- [ ] Federally negotiated indirect cost rate *
- [x] Indirect proposed cost rate *

* please attach supporting documentation if required

**Description:** Indirect costs include cost for adminstrative and fiscal staff, workspace, utilities, internet, IT support, office supplies and use of equipment.

| Grand Total | $231,000 | $0 | $103,000 | $334,000 |
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 2016/17

Check the Appropriate Library Type

☐ Public Library  ☐ Academic  ☐ K-12  ☐ Multi-Type  ☒ Special/Other

As the duly authorized representative of the applicant public library, public elementary school library or public secondary school library applying for LSTA funding, I hereby certify that the library is (check only one of the following boxes)

A. ☐ An individual applicant that is CIPA compliant.
   The applicant library, as a public library, a public elementary school library or public secondary school library, has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.

B. ☐ Representing a group of applicants. Those applicants that are subject to CIPA requirements have certified they are CIPA compliant.
   All public libraries, public elementary school libraries, and public secondary school libraries, participating in the application have complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. The library submitting this application has collected Internet Safety Certifications from all other applicants who are subject to CIPA requirements. The library will keep these certifications on file with other application materials, and if awarded funds, with other project records.

C. ☒ Not Subject to CIPA Requirements.
   The CIPA requirements do not apply because no funds made available under this LSTA grant program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.

Califa Group
Library/Organization

California Revealed --Phase II
Project Name

Paula MacKinnon
Library Director Name

Interim Director
Title

Library Director Signature
Date

file:mcp/lsta/announceapps&instr/1617