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

ELEMENT 1: BASIC INFORMATION (please see application instructions for additional information)

Applicant Information

1. Library/Organization
   Pacific Library Partnership

2. Library’s DUNS Number
   830926072

3. Project Coordinator Name & Title
   Carol Frost, Executive Director

4. Email Address
   frost@plpinfo.org

5. Business Phone Number
   (650) 349-5538

6. Mailing Address
   PO Box or Street Address: 2471 Flores ST.
   City: San Mateo
   State: CA
   Zip: 94403

Project Information

7. Project Title
   California Immigrant Alliance Phase II

8. LSTA Funds Requested
   $632,973

9. Cash Contributions
   $0

10. In-Kind
    $53,688

11. Total Project Cost
    $686,661

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
   - Content Creation/Preservation

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

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: Carol Frost
Title: Executive 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.

*California is home to 10 million immigrants: 47% naturalized, 26% Legal Permanent Residents (2,600,000), 27% Undocumented (CA Dept. Ed, 9/2016). A rising share of Immigrants have lived in the U.S. for at least a decade (Pew 11/2016); only 140,234 California immigrants naturalized in 2014 (Homeland Security 2016). The Migration Policy Institute (MPI) reported “Factors affecting the median number of years of residence…” before naturalization include the ability to pay for filing fees and legal assistance, and English language proficiency; many immigrants need assistance. Many undocumented immigrants are married, have children that are U.S. citizens, work and pay taxes. MPI reported 1,723,000, (61%), Undocumented California Immigrants ages 16 and older are currently employed; 220,000 are listed as unemployed. The Governor’s California Immigrant Integration Working Group (CIIWG) brought together state agencies to coordinate and maximize statewide services to immigrants; the California State Library (CSL) is a partner and will collaborate with public libraries statewide and CIIWG partners to create, enhance, and extend services to immigrants. Top concerns are providing easy access to citizenship and naturalization resources, and to legal services including rural counties with limited service providers, and assisting with English Language Proficiency.

*Many public libraries have programs/services for immigrants including but not limited to: storytimes, programs in foreign languages, adult literacy, assistance for DACAs (Deferred Action for Childhood), citizenship classes, cultural mores instruction, workforce development, and more; their commitment will help expedite the implementation of this project.

*In November 2016 CIIWG held a full day Immigrant Integration pre-conference at the California Library Association conference in Sacramento to bring CIIWG members, immigrant legal service providers, California State Departments, and public library staff together to explore California’s immigrant population, existing services, and ways that Libraries can create, enhance and extend services to immigrants. Over 160 library staff completed a follow up survey in January which concluded; over 200 library outlets want to increase library resources for immigrants; over 98% of library staff that responded to the survey were interested in staff training to better serve immigrants in their communities; there is a great need for immigrant legal assistance; and many libraries are interested in providing instruction for Naturalization and Citizenship.

*Immigrant citizenship and naturalization resources: A bibliography of high demand citizenship and naturalization library resources will be created; up to 250 participating library outlets will be able to select up to 40 resources for their library (total 10,000 new resources for California libraries).

*Training: 6 Webinars will be produced on immigrant resources and services to increase availability of training resources for staff, service providers, and immigrants. Six or more on-ground meetings/presentations will be delivered to California Cooperative Library Systems (CLSA), regional library groups or library systems on request (attendance by staff, volunteers, and/or community members = average attendance 20 x 10 = 200).

*Bilingual books, pre-K through 6th grade: up to 20,000 pre-K through 6th grade bilingual books will be purchased and distributed to libraries statewide to encourage reading for ESL families and children, and encourage immigrant families to visit and use their libraries.
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
     - [ ] 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).
   California Libraries will increase their capacity to serve and assist California immigrants. California Library staff will receive training to increase their knowledge and ability about best practices, current resources, and Bureau of Immigration Appeals (BIA) accredited immigrant legal service providers.

C. Anticipated Project Outputs – Measures of services and/or products to be created/provided.
   * Training: Six webinars will be created; each webinar will be viewed at least 75 times = 450. Six or more on-ground meetings/presentations will be delivered to CLSA systems, regional library groups, or library systems on request attended by an average of 20 staff, volunteers, and/or community members = 120. A current bibliography of citizenship and naturalization resources will be developed for libraries to build or enhance collections. 250 library outlets will receive up to 40 new citizenship/naturalization resources (10,000 total). 20,000 Pre-K through 6th grade bi-lingual books will be distributed to libraries statewide.

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)
   * Training: 75% of staff participating in training will increase their knowledge of California immigrant service providers; 75% of staff participating in training will increase their knowledge of the citizenship/naturalization process; 75% of Library Staff participating in the Webinars will increase their knowledge of immigrant populations and their needs in California.
   * Immigrant Resources: 75% of participating library staff will increase their knowledge of relevant resources.

E. Briefly describe how this project will be financially supported in the future.
Library resources for immigrants and bi-lingual children's books, will be supported by individual libraries, library friends' groups and future grants.

Training will be supported by grants or local funds in the future as needed; webinars will be archived and available without cost.

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: *Training will be developed on the immigration and naturalization system to educate library staff so they can understand questions from the community and provide proper referrals. Training will be delivered through webinars, and on-ground meetings and presentations.
*Training will be developed to educate library staff about California agencies and organizations that provide services to immigrants.

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:

Acquisition:

A bibliography of print and audio/visual high-demand public library citizenship and naturalization resources will be created; participating libraries will select resources from the bibliography to establish or enhance their library's citizenship and naturalization resources (10,000 new resources will purchased).

20,000 bilingual children's books will be purchased and distributed to libraries statewide.

Creation:

6 Webinars will be created on California immigrant populations, needs and services, and service providers.

☐ 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:

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

Description:
**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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Oct</td>
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<tr>
<td>Recruit/hire project manager</td>
<td></td>
</tr>
<tr>
<td>Identify at least 6 libraries with established immigrant services</td>
<td>X</td>
</tr>
<tr>
<td>Conduct interviews/focus groups to identify high-demand library resources</td>
<td>X</td>
</tr>
<tr>
<td>Identify training topics and partners for webinars</td>
<td></td>
</tr>
<tr>
<td>Create Webinars and schedule</td>
<td></td>
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<tr>
<td>Identify topics and partners for on-ground meetings/presentations</td>
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<tr>
<td>Announce, order and deliver bilingual children's books.</td>
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<tr>
<td>Create library citizenship and naturalization resources bibliography</td>
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<tr>
<td>Create citizenship/naturalization resources application</td>
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<tr>
<td>Open citizenship/naturalization resources applications/select libraries</td>
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<tr>
<td>Hold webinars</td>
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<tr>
<td>Hold on-ground meetings/workshops</td>
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<tr>
<td>Order library resources</td>
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<tr>
<td>Process library resources - make available</td>
<td></td>
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<tr>
<td>Evaluation</td>
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</table>
**ELEMENT 5: BUDGET**

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

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>LSTA</th>
<th>Cash Contribution</th>
<th>In-Kind</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries/Wages/Benefits</strong></td>
<td></td>
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</tr>
<tr>
<td>Librarian/Support Staff (12 Hours .06% FTE)</td>
<td>$0</td>
<td>$0</td>
<td>$438</td>
<td>$438</td>
</tr>
<tr>
<td>Librarian (250 hours 12.5% FTE)</td>
<td>$0</td>
<td>$0</td>
<td>$11,250</td>
<td>$11,250</td>
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<tr>
<td>Support Staff (60% FTE)</td>
<td>$0</td>
<td>$0</td>
<td>$42,000</td>
<td>$42,000</td>
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<tr>
<td>Backfill for presenters- best practices webinars (3% FTE)</td>
<td>$1,680</td>
<td>$0</td>
<td>$0</td>
<td>$1,680</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td>$1,680</td>
<td>$0</td>
<td>$53,688</td>
<td>$55,368</td>
</tr>
</tbody>
</table>

**Description:**

- Estimated salaries: Librarians $45; Librarian/Support Staff $36.50; Support Staff $28.
- Identify high-demand immigrant resources: Librarian/Support Staff input from 6 or more libraries to identify high demand items; work with project manager to create bibliography of most popular citizenship and naturalization resources (2 hour x 6 sites x $36.50).
- Identify greatest need for citizenship and naturalization resources for their community including foreign languages, select materials, create order list: Librarian (1 hour x 250 sites x $45).
- On receipt process materials; unpack and check orders (1 hour); process materials (4 hours); keep director and staff updated about resources (1 hour). Support Staff (6 hours per site x 250 = 1,500 hours x $28).
- Backfill for staff for Library best practices webinars: 20 hours per 3 webinars (60 x $28 (Library Assistant)) = $1,680.

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<tr>
<th>Equipment ($5,000 or more per unit)</th>
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<tbody>
<tr>
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<tr>
<td><strong>Subtotal</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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**Description:**

<table>
<thead>
<tr>
<th>Library Materials</th>
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</thead>
<tbody>
<tr>
<td>Immigrant Citizenship/Naturalization Resources</td>
<td>$250,000</td>
<td>$0</td>
<td>$0</td>
<td>$250,000</td>
</tr>
<tr>
<td>Bilingual PreK through 6th grade print resources</td>
<td>$300,000</td>
<td>$0</td>
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<td>$300,000</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td>$550,000</td>
<td>$0</td>
<td>$0</td>
<td>$550,000</td>
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</tbody>
</table>

**Description:** Naturalization/citizenship resources ($25 per item x 10,000 = $250,000).
- Bilingual Children's books ($15 x 20,000 = $300,000).
<table>
<thead>
<tr>
<th>Budget Category</th>
<th>LSTA</th>
<th>Cash Contribution</th>
<th>In-Kind</th>
<th>Total (B+C+D = E)</th>
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</thead>
<tbody>
<tr>
<td>Consultant Fees</td>
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<td>$16,250</td>
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<td>Project Manager</td>
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<tr>
<td>Support Staff</td>
<td>$0</td>
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<td>$0</td>
<td>$0</td>
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<tr>
<td>Travel</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Supplies/Other</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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</table>

**Description:** Project Manager: Overall coordination of project: work with 6 or more libraries with strong immigrant programs to identify high priority, most popular citizenship/naturalization resources; create bibliography, verify availability/costs; work with grant monitor to create library application, distribute, and select libraries; oversee orders; work with support staff to order resources. Identify webinar topics/presenters, schedule, create publicity/announce. Work with grant monitor to develop a list of immigrant non-profit legal service providers. Develop evaluation/survey tools.

Support Staff: order resources, assist with distribution.
<table>
<thead>
<tr>
<th>Budget Category</th>
<th>LSTA</th>
<th>Cash Contribution</th>
<th>In-Kind</th>
<th>Total (B+C+D = E)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contracted Services</strong></td>
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<tr>
<td>Webinars</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td>$5,700</td>
<td>$0</td>
<td>$0</td>
<td>$5,700</td>
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</table>

**Description:**
Webinars – 6 Webinars ($950 each - Infopeople).

<table>
<thead>
<tr>
<th>Project Total</th>
<th>$575,430</th>
<th>$0</th>
<th>$53,688</th>
<th>$629,118</th>
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<tr>
<td><strong>Indirect Cost Rate Applied</strong></td>
<td>10%</td>
<td><strong>Indirect Cost</strong></td>
<td>$57,543</td>
<td>$0</td>
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<tr>
<td>Check one:</td>
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<tr>
<td></td>
<td>□ No Indirect</td>
<td>□ Federally negotiated indirect cost rate *</td>
<td>□ Indirect proposed cost rate *</td>
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<td></td>
<td>* please attach supporting documentation if required</td>
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</tr>
<tr>
<td><strong>Description:</strong></td>
<td>Indirect costs include cost for administrative and fiscal staff, workspace, utilities, internet, IT support, office supplies and use of equipment.</td>
<td></td>
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</tr>
</tbody>
</table>

| Grand Total | $632,973 | $0 | $53,688 | $686,661 |

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

Pacific Library
Library/Organization

California Immigrant Alliance Phase II
Project Name

Carol Frost
Library Director Name

Executive Director
Title

Library Director Signature
Date