CALIFORNIA STATE LIBRARY
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) FISCAL YEAR 2018/2019
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. Legal Business Name (must match name registered with Federal Employer Identification Number (FEIN))
   Pacific Library Partnership

4. Project Coordinator Name
   Barclay Ogden/Julie Page

5. Project Coordinator Title
   Co-Coordinators

6. Email Address
   bogden@library.berkeley.edu

7. Business Phone Number
   510-847-6349

8. Mailing Address
   1205 Josephine St.
   Berkeley

   City
   State
   Zip
   CA
   94703

Project Information

9. Project Title
   California Preservation Program

10. LSTA Funds Requested
    $203,724

11. Cash Match & In-Kind
    $90,349

12. Total Project Cost
    $294,073

13. California’s LSTA Goals [from FY 2018-2022 Five Year Plan] (Check one goal from the first five goals of the five-year plan that best describes the project)

   □ Goal 1 [equitable access, trusted community space]
   □ Goal 2 [literacy services and learning opportunities]
   □ Goal 3 [innovation, creativity, connections and collaboration]
   □ Goal 4 [technology to deliver information and services]
   □ Goal 5 [economic development and workforce innovation]
   □ Goal 6 [collecting, preserving, and sharing digital access]
   □ Goal 7 [skilled and diverse workforce, continuing education and leadership development opportunities]

   Please briefly list other FY 2018-2022 Five Year Plan goals to which your project relates, if applicable.

14. Primary Audience(s) 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
   □ 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
ELEMENT 2: PROJECT BACKGROUND AND SUMMARY

Describe how this project was identified as a need (include supporting data and statistical information), how it relates to your library’s strategic plan or other local planning documents, what will be accomplished if this project is implemented, and how you will know whether your project is successful. Your summary should relate to activities in the timeline (Element 4).

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 19th 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 survey of California public library directors in 2015 found that less than half their libraries with disaster plans included collections response/recovery and of those, only 20% had trained staff to implement their collection disaster response plan.

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 CPP was presented with the 2018 California Association of Museums CAMMY Award for “services to the field for support and extraordinary involvement in helping museums prepare and recover from natural disasters.”

The success of the CPP has attracted grant funding from NEH, IMLS, Cal OES, and the Getty Foundation, complementing state funding. A total of $3,900,000 in grant funding (in addition to LSTA funds) received since 2007 has enabled the CPP to dramatically expand its preservation education services as well as digital preservation 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, whereas federal grants support delivery of workshops to many more California libraries and archives than LSTA funding alone can support.
**ELEMENT 3: PARTNERSHIPS**

Please list all formal partners for your project here. Please attach (under Element 7) a copy of your signed agreement with each partner, which outlines the role the partner will play and the resources the partner will contribute. Attach a separate sheet if necessary.

<table>
<thead>
<tr>
<th>Partner Name</th>
<th>Organization Type (see instructions for valid entries)</th>
<th>Legal Type (see instructions for valid entries)</th>
<th>Role on Project</th>
<th>Resources That Partner Will Contribute (materials/funds/staff)</th>
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</thead>
<tbody>
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</tbody>
</table>

Please list informal partners here - organizations that support your project but with whom you have no formal project agreement in place. Describe how their contributions will help achieve the project’s outputs and outcomes. Attach letters of support under Element 7.
ELEMENT 4: PLANNING AND EVALUATION

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

A. Project Intent (Check only one that best describes the project)

Lifelong Learning: Improve users’ knowledge or abilities beyond basic access to information
- [ ] Improve users’ formal education
- [x] Improve users’ general knowledge and skills

Information Access: Improve access to information
- [x] Improve users’ ability to discover information resources
- [ ] Improve users’ ability to obtain and/or use information resources

Institutional Capacity: Add, improve or update a library function or operation to further its effectiveness
- [ ] Improve the library workforce
- [ ] Improve the library’s physical and technology infrastructure
- [ ] Improve library operations

Employment & Economic Development: Improve users’ ability to apply information that furthers the status of their jobs and/or businesses
- [ ] 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 circumstances
- [ ] 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 conversations around topics of concern

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

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 are achieved by the CPP Steering Committee using the activities and methods described below.

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

* answer 100 preservation-related queries by email or phone
* provide emergency help to 10 libraries and archives via the CPP 24/7 phone service
* 5 workshops to educate 100 library staff members on disaster preparedness
* guide 50 institutions to prepare written disaster plans through the disaster workshops
* help 30 more institutions to test their disaster plans and explore collaboration
* train 60 library and archives staff to develop and fund preservation projects
* assist 20 California libraries and archives to apply for grants
* support 10 emergency mutual aid networks serving over 250 institutions
* loan up to 4 libraries CPP monitoring equipment to build a case for environmental control
* advise two grant-funded preservation projects
* assess 13 library collections and provide reports with findings and recommendations
* reassess preservation needs of historical Californiana collections in libraries statewide
D. Outcomes. Please select one or more of the outcomes provided by the State Library (see Instructions) that relate to the primary Five Year Plan goal that you selected in Element 1

* 10 libraries and archives will avoid or mitigate collection damage due to emergency help via the CPP 24/7 phone service
* 50 institutions will gain the protection of newly written disaster plans
* 30 additional institutions will improve their disaster preparedness by testing plans and exploring collaboration
* 20 California libraries and archives will apply for grant funding to address preservation needs
* 10 emergency mutual aid networks will serve over 250 California institutions

E. Briefly describe how this project will be financially supported in the future, should it prove successful.

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.

F. Activities. What activities will be used to accomplish your project and achieve your outcomes? Per IMLS, Activities are actions through which the Intent (Element 4A) of a project is accomplished and which account for at least 10% of the total amount of resources committed to the project. IMLS has identified 4 types of Activities and associated Modes (methods by which the Activity is carried out) Select all that apply to your project and provide descriptions for each.

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:
   * Develop and deliver 5 preservation workshops
   * Consult with institutions on request, often on preservation problems and project development
   * 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
   * 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

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:
* Institutions extend the service lives of collections through disaster preparedness, attention to security, managing the environment, and identifying materials for digitization.

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:
* Develop assessment tools, with an emphasis on completing PRISM. Continue to explore online resources for earthquake probability information needed for PRISM risk assessment calculations; the U. S. Geological Survey removed their information from their website and it is unclear if/when it will be reposted
* Reassess preservation needs of libraries statewide
* Develop and evaluate the CPP (the key function of the CPP Steering Committee)

4. **Procurement** – May only be used for projects with an Institutional Capacity Intent (see Element 4A). Includes acquiring or leasing facilities; purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure. (Provide a description)

Description:
<table>
<thead>
<tr>
<th>Activity</th>
<th>July</th>
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<th>Sept</th>
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<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>June</th>
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<tbody>
<tr>
<td>* Develop and deliver preservation workshops</td>
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<tr>
<td>* Consult with institutions on request, on preservation problems and projects</td>
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<td>* Provide 24/7 emergency phone service and on-site assistance</td>
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<td>* Develop and support regional disaster mutual aid networks</td>
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<td>* Provide preservation reference service via telephone and email</td>
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<tr>
<td>* Provide in depth assessment of the preservation needs</td>
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<td>* Produce management reports to assist changes in organizational behavior</td>
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<tr>
<td>* Maintain web-based information at Calpreservation.org</td>
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<td>* Develop assessment tools, with an emphasis on completing PRISM</td>
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<tr>
<td>* Manage specially funded preservation projects</td>
<td>x</td>
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<td>* Develop and evaluate the CPP (the key function of the CPP Steering Committee)</td>
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<td>* Reassess the preservation needs of historically significant materials statewide</td>
<td>x</td>
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</table>
## ELEMENT6: 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 Match &amp; In-Kind</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td><strong>Salaries/Wages/Benefits</strong></td>
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<tr>
<td>Director, Pacific Library Partnership (.05FTE + benefits)</td>
<td>$0</td>
<td>$10,349</td>
<td>$10,349</td>
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<tr>
<td>CPAP Library Staff (26% FTE)</td>
<td>$0</td>
<td>$33,800</td>
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<td>$0</td>
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<tr>
<td>Subtotal</td>
<td>$0</td>
<td>$44,149</td>
<td>$44,149</td>
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**Description:**
Salary and benefits for time to provide project oversight.

CPAP Library Staff participants: 13 assessment partners x 5 days = 312 hours x $65 = $33,800; Library Directors, Special Collections' Librarians, and Archives Directors to complete preliminary assessment, complete an onsite building and collection evaluation with a professional conservator, review the final written assessment, and implement an action plan to mitigate risks to their collections.

<table>
<thead>
<tr>
<th>Consultant Fees</th>
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<tbody>
<tr>
<td>Project Management</td>
<td>$45,100</td>
<td>$0</td>
<td>$45,100</td>
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<tr>
<td>Project Coordination</td>
<td>$33,000</td>
<td>$0</td>
<td>$33,000</td>
</tr>
<tr>
<td>Consultants (website, Calipr, CPAP and workshops)</td>
<td>$79,700</td>
<td>$0</td>
<td>$79,700</td>
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<tr>
<td>Project Management/Coordination Travel</td>
<td>$2,000</td>
<td>$0</td>
<td>$2,000</td>
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<tr>
<td>CPP Steering Committee</td>
<td>$0</td>
<td>$46,200</td>
<td>$46,200</td>
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<tr>
<td>CPAP Consultant travel</td>
<td>$10,400</td>
<td>$0</td>
<td>$10,400</td>
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<tr>
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<td>$0</td>
<td>$0</td>
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<tr>
<td>Subtotal</td>
<td>$170,200</td>
<td>$46,200</td>
<td>$216,400</td>
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**Description:**
Project coordination: 30 days @$1100/day (Page); Project management: 41 days @ $1100/day (Ogden)
Consultants: Website tech support - $7000 (Tech Liminal, Oakland) and $10,000 for Calipr upgrade (contract)
Workshop trainers: 5 workshops @$1100
CPAP consultants: 13 @$4400 each. All CPAP consultants have many years of experience with preservation, optimal archival environments, risks to collections, and steps to mitigate threats. CPAP consultants are selected for their expertise and experience conducting assessments for collections.
CPAP travel, 13 assessments @ $800/RT. Consultant travel expenditures include mileage, airfare, hotel, meals, and land transportation. Assignments of consultants takes into consideration proximity to the assessment site, and the needs of the CPAP institution, selected on a competitive application process.
Project Management-Page/Coordinator-Ogden CPP Steering Committee meeting travel: 4@ $500 a meeting, covers airfare, ground transportation, meals, hotel
CPP Steering Committee: 6 members x 7 days x $1100/day = $46,200: attend steering committee meetings; investigate preservation/conservation issues and prepare statements/reports related to meeting action items; monitor preservation/conservation events and trends; monitor threats to California collections in real time; provide outreach to California libraries/archives; assist CPP project management/coordinator as needed
<table>
<thead>
<tr>
<th>Budget Category</th>
<th>LSTA</th>
<th>Cash Match &amp; In-Kind</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Travel</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Workshop trainer travel</td>
<td>$4,000</td>
<td>$0</td>
<td>$4,000</td>
</tr>
<tr>
<td>CPP Steering Committee meetings</td>
<td>$6,000</td>
<td>$0</td>
<td>$6,000</td>
</tr>
<tr>
<td>Rural library workshop participants</td>
<td>$1,000</td>
<td>$0</td>
<td>$1,000</td>
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<tr>
<td>Subtotal</td>
<td>$11,000</td>
<td>$0</td>
<td>$11,000</td>
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**Description:** Workshop trainer travel: 5 workshops @$800/RT.

Rural library participant support, 10 libraries @ $100. Reimbursement is given to attendees driving in excess of 100 miles/rd. trip to attend workshops based on state mileage rate.

Steering Committee meetings, 2 mtgs x 6 travelers @ $500/meeting. Six library and archival professionals travelers serve on the CPP Steering Committee and meet in Sacramento twice a year for 1 1/2 days. Travel expenditures include mileage, airfare, hotel, meals, and land transportation.

<table>
<thead>
<tr>
<th>Supplies/Materials</th>
<th>LSTA</th>
<th>Cash Match &amp; In-Kind</th>
<th>Total</th>
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<tbody>
<tr>
<td>Office supplies</td>
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<td>$1,560</td>
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<tr>
<td>AT&amp;T</td>
<td>$400</td>
<td>$0</td>
<td>$400</td>
</tr>
<tr>
<td>Superior Message Center/Southwest Message Center</td>
<td>$900</td>
<td>$0</td>
<td>$900</td>
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<tr>
<td>Julie Page cell phone (43% of monthly cost)</td>
<td>$480</td>
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<td>$480</td>
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<tr>
<td>Barclay Ogden cell phone (42% of monthly cost)</td>
<td>$300</td>
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<td>$300</td>
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<tr>
<td>Subtotal</td>
<td>$3,640</td>
<td>$0</td>
<td>$3,640</td>
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</table>

**Description:**

All supplies are for the implementation of project initiatives including photocopying, meeting/workshop supplies, shipping, 888# emergency phone number, and answering service.
<table>
<thead>
<tr>
<th>Budget Category</th>
<th>LSTA</th>
<th>Cash Match &amp; In-Kind</th>
<th>Total</th>
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<tbody>
<tr>
<td>Equipment ($5,000 or more per unit)</td>
<td>$0</td>
<td>$0</td>
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<td>Subtotal</td>
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Description:

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<th>Services</th>
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<tr>
<td>Subtotal</td>
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Description:

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<th>$184,840</th>
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<th>$275,189</th>
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<td>Indirect Cost Rate Applied</td>
<td>10.0% Indirect Cost</td>
<td>$18,884</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 project administrative and fiscal staff including workspace, utilities, internet, IT support, office supplies and use of equipment.

| Grand Total | $203,724 | $90,349 | $294,073 |
ELEMENT 7: ATTACHMENTS

If you have additional resources that support your grant, please attach after this page

ELEMENT 8: INTERNET CERTIFICATION

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.

LIBRARY DIRECTOR SIGNATURE

I have read and support this LSTA Grant Application.

Pacific Library Partnership
Library/Organization
Carol Frost
Library Director Name

California Preservation Program
Project Name
Executive Director
Title

Library Director Signature

Date

GRANT MONITOR SIGNATURE

I have read and approve this LSTA Grant Application.

Susan Hanks
Grant Monitor Name

Grant Monitor Signature

Date