

California State Library High-Speed Broadband Project

Grant Program Guidelines & Application Materials



2019

Table of Contents

SECTION I – GENERAL INFORMATION.....	4
A. Program Eligibility	4
B. Eligible Costs	4
C. Program Expectations	5
D. Funding Availability & Matching Requirements	5
E. Ineligible Costs.....	5
F. Definitions	6
SECTION II – THE APPLICATION PROCESS	7
A. Application Submission	7
B. Contents of the Application.....	7
C. Application Review & Approval Process	8
D. Required for Approval:	8
E. After an Application Is Approved	8
F. Disbursement of Funds.....	8
G. Reporting & Record-Keeping Requirements.....	8
H. Application Step Through.....	9
Element 1: Basic Information	9
Element 2: Project Plan and Gantt Chart	10
Element 3: Overall Budget.....	10
Element 4: Sustainability Narrative	11
Element 5: Additional Comments.....	11
I. Per-capita Income Spent on Libraries (LIPC Levels).....	12
APPENDIX A - GRANT APPLICATION	17
Element 1: Information	17
Element 2: Project Plan and Gantt Chart.....	19
Element 3-1: Overall Budget.....	20
Element 3-2: Site Budget.....	21
Element 4: Sustainability Narrative	22
Element 5: Comments.....	23
Element 6: Attachments	23
Element 7: Submission	23

APPENDIX B – ELIGIBLE EXPENSES DEFINED.....	24
Connectivity, One-Time Funding	24
Technology Funding	24
Architectural and Building Funding	25
Networking Consulting Funding.....	26
APPENDIX C: GRANT AWARD AMOUNTS.....	28
APPENDIX D – EXPANDED GRANT FUNDING DESCRIPTIONS (AS OF 2019)	29

SECTION I – GENERAL INFORMATION

A. Program Eligibility

Applicants requesting a grant must meet **ALL** the criteria below:

- Be a public library participating in the California Library Services Act¹ and participating in a connection to the California Research and Education Network (CalREN), operated by the Corporation for Education Network Initiatives in California (CENIC).²
- Have submitted the required Letters of Agency to the Project Aggregator.³
- Have or be in the process of entering into a contract with the Project Aggregator for connection to CalREN.
- Intend to continue in the program.

B. Eligible Costs

The grant program covers four eligible areas for funding:

- **Connectivity:** In cases of **demonstrated hardship**,⁴ this grant will provide support related to the cost of the library's first year of service for broadband connections.
- **Technology:** For purchase of network equipment and support for equipment installation and configuration. (See Appendix B of the Application for eligible expenses.)
- **Architectural and Structural:** Building modifications necessary to install and operate the network equipment, including costs for electrical service installation or upgrades, installation of conduit for network Point-of-Entry services, and purchase and installation of any required Heating, Ventilation and Air Conditioning products and services. (See Appendix B for eligible expenses.)
- **Network Consulting:** Consultant costs associated with equipment configuration outside of installation, such as maintenance and oversight of equipment operations.

If the grant request does not cover the full cost of items listed in the application, detail the amount and sources of funds to be used to pay for the balance in the "Explanation" section of the application as well as indicating if any in-kind support will be utilized. Any change to the project budget or match funding after an award has been made must be approved by the Program Manager by special request.

¹ See <http://www.library.ca.gov/services/to-libraries/ca-library-services-act/>

² See <https://cenic.org/about/about-overview>

³ Because the High-Speed Broadband program utilizes a consortium approach to use of E-rate funds to help support the efforts of libraries across CA to make connections, a Letter of Agency (LOA) for the E-rate program is required. Per the Universal Service Administrative Company website (www.usac.org/sl/applicants/step01/letter-of-agency.aspx), "A Letter of Agency (LOA) establishes that applicant entities have authorized the person identified in the letter to act on their behalf. An LOA is evidence that establishes the relationship between the authorized person executing any program forms, and the entities features on those forms."

⁴ Applicant libraries should include information in their application that describe the circumstances. Examples of hardship include but are not limited to chronic lack of funding, limited staffing resources, and lack of training.

C. Program Expectations

Applicants receiving grants through this program must meet **ALL** of the following requirements:

- Agree with the terms of the grant process.
- Provide two years of prospective/estimated budgets for jurisdiction or branch, whichever applies to the funding request.
- Explain how the grant monies will be used and the project sustained.
- Make best efforts to meet any agreed-upon project deadlines.
- Designate project managers and contacts for the project and make those individuals available for consultation and ongoing project tasks. If program managers and contacts change, the library must provide new contact information to the grant agency.
- Provide timely written progress reports. A form will be provided and a schedule determined by the State Library upon award.
- Use funds only for the purposes described in the grant request.
- Provide documentation for all matching funds.
- Contact the grant program manager if funds need to be returned.
- Participate in a post-award survey to collect information on the experience of getting connected and customer service, project status, service benefits, economic impacts, and other information as requested.

D. Funding Availability & Matching Requirements

Given finite resources, grant maximums have been established based on the most recent available per-capita spending on libraries, by jurisdiction. The match, when required, may be cash or in-kind. This methodology has been used previously by the State Library in awarding various grants.

Library groupings and award amounts are in Section H of this document for per-capita income spent on libraries (commonly referred to as LIPC percentages), maximum grant award, and required match.

E. Ineligible Costs

Grant funds cannot be used for:

- Recurring costs related to connectivity (only first year connection costs are eligible).
- Internal salary costs of the applicant.
- Replacement of existing grant funds received by the applicant or reimbursement of past grant matching funds due).
- Reimbursing travel costs for library staff.
- Indirect costs related to the administration of the grant.
- Replacement of existing customer-used computer equipment or standard work stations used for public

access.

F. Definitions

Terms used in this document are defined as follows.

Per-capita income spent on libraries: Commonly referred to as the Local Income Per Capita or (LIPC), annual operating income derived from local government sources.

Match: The minimum amount of money (cash or in-kind) a grantee is required to contribute to the project budget defined in the grant application.

Lead Agency: The agency receiving the grant funds and responsible for completing the project. For libraries that are a department or division of a city or county government, the lead agency could be the city or county. Libraries and library entities such as cooperatives or consortia that operate as special taxing districts, Joint Powers Authorities, or are otherwise independent of other administrative entities could be their own lead agency.

SECTION II – THE APPLICATION PROCESS

A. Application Submission

- **Point of Contact** – Interested applicants should download the application guide <https://www.library.ca.gov/services/to-libraries/broadband/> and work with the grant program manager if any questions arise. Electronic submissions can be emailed to cdelay@califa.org, however, online submissions through the application portal⁵ are preferred. Questions regarding the application or project eligibility can also be sent to the same email address.
- **Deadline** – Application deadlines are rolling, and funding may be dependent on the E-rate Calendar⁶ and availability of funds.
- Applications are generally reviewed within two weeks of receipt.

B. Contents of the Application

All applications must include the following:

- An Application Form signed – either electronically or a wet signature on paper – by the library director.
- A detailed project description including a completed Project Plan.
- A detailed project timeline.
- A detailed project budget demonstrating how the grant funds will help provide sustainable services.
- If the grant pays for equipment, show that funds have been allocated to service the equipment.
- If the grant request does not cover the full cost of any item listed in the application, detail the amount and sources of funds to be used to pay for the balance in Element 4, Sustainability.

There are two sections for a budget description.

- **Element 3-1** requires a total budget detail for a main library and/or branch(es) by category A, B, C and/or D.
- **Element 3-2** is a list of each site with the total (no detail) and an explanation of the site's need for funding.

Applications for funding the purchase of equipment must be accompanied by a quote.

⁵ <https://californiastatelibrary.submittable.com/submit/138585/california-high-speed-broadband-grants-2019-2021>

⁶ The E-rate funding year runs from July 1 to June 30 each year. For detailed list of deadlines, see <https://www.usac.org/sl/tools/deadlines/Default.aspx>; for a description of the E-rate process, see https://www.usac.org/_res/documents/sl/pdf/handouts/application-process-flow-chart.pdf

C. Application Review & Approval Process

- Applicants submitting incomplete applications may be allowed to resubmit on approval from the State Library. Projects may be delayed depending on the timing of application resubmission.
- In some cases, applicants may be asked to provide clarification and/or to submit additional documentation in support of its application. The extent of the information required and the timeliness of the response will determine whether the project can be considered.

D. Required for Approval:

- All eligibility criteria must be met and a fully executed contract with the Program Aggregator must be completed before any funds are disbursed.
- A budget that includes details on matching funds both cash and in-kind.

E. After an Application Is Approved

- Written notification of application status will be received within approximately 30 days of submission.
- Award notifications will include additional instructions, agreements, and details on the next steps and contractual requirements.
- Any changes in project specifications, timeline, budget and/or match will require written approval of the grant program manager. Absent of this approval, grant approvals will be withdrawn.

F. Disbursement of Funds

- The grant program manager will work with each awardee to determine the best way to disburse funds.

G. Reporting & Record-Keeping Requirements

- Awardees are responsible for complying with all state and federal rules regarding the maintenance of appropriate contractual and accounting documentation. These files must be available for review upon request of the California State Library, auditors, the lead agencies, and/or the State Library's fiscal agent.
- Awardees are responsible for keeping their lead agency updated as to the status of the project and shall report any changes at once.
- Awardees must participate in post-project impact surveys to collect quantitative and qualitative data on the results of the implemented projects, which may include – but are not limited to – new/retained data and statistics about use, cost savings, staff time savings, new/retained customers, increased community access to broadband, and other success stories.

H. Application Step Through

Element 1: Basic Information

1. Enter your Library Jurisdiction Name
2. Enter the complete name of all branches that will benefit from funding from this application. There should be no more than five (5) branches listed, including the Main library.
3. Enter the DUNS number for the Library Jurisdiction named in item 1.
4. Enter the name of the county or counties where the libraries in Item 2 are located.
5. Enter the street address for the Main library of the Library Jurisdiction applying for support.
6. Enter the city, state, and full zip code – include the four-digit extension – for the main library of the library jurisdiction applying for support.
7. If the library jurisdiction has a website, include it here. If it does not, enter 'N/A'.
8. Enter the library director's name.
9. Enter the library director's phone number.
10. Enter the library director's email address.
11. Enter the primary contact for the grant, if different from the library director.
12. Enter the title of the primary contact for the grant, if different from library director.
13. Enter the phone number of the primary contact for the grant if different than that on Line 9.
14. Enter the email address of the primary contact for the grant, if different from Line 10.
15. Enter the applicable E-rate Funding Year for the request.
16. Select the grant purpose/area for which the application is being made. More than one selection is allowed; however, applicants will need to include necessary detail for all areas selected.
17. Enter the estimated start date of the project. This is the date you expect services to begin or delivery of equipment to be made.
18. Enter the estimated completion date of the project. This is the date you expect services to contractually end.
19. Enter the total amount of funding requested. This is not the amount you will be expending for the project, just the amount you are requesting from the grant.
20. Enter the required "Match" amount. Matches are based on per-capita income spent on libraries percentages. See Appendix C for further information on match percentages and Section I below for per-capita income spent on libraries levels by library jurisdiction.
21. Add Lines 119 and 20 and enter the total grant requested plus per-capita income spent on libraries match required. Your project may cost more than this total. You will have a chance later to list the remaining funds needed.

Element 2: Project Plan and Gantt Chart

- List all tasks that will be undertaken as part of the project.⁷
- Include who is responsible for each task. Sometimes it's the library; other times it can be the vendor.
- Indicate in days or months, the general amount of time each task is estimated to take.
- Indicate the estimated completion date of each task.
- Attach a full timeline, formatted as a Gantt chart, to the application.⁸

Element 3: Overall Budget

- For each selected Grant Purpose/Area in Element 1, please detail the justification for the request.

Element 3-1: Breakdown of Budget by Eligible Grant Areas

- Column A should include all details for both main and/or branches in Element 3-1 only.
- Column B should list expected costs from the vendor from whom you intend to purchase items and services.
- If you are requesting funding for a main and/or branch connection(s), enter the total amount and details.
- Applications for hardship must demonstrate the basis for a claim using narrative information in Element 4.
- Include the overall cost for each item. Round to the nearest dollar.
- Add rows to the table or expand cells if needed using the table features in Word.
- Sub-total each section (A, B, C, D) and total the cost of each. Be careful to only add the subtotals, not their components. The total cost of the eligible project must equal and may be higher than the total of the grant funding requested and required per-capita income spent on libraries match.
- Include the percent match number that corresponds to your institution's per-capita income spent on libraries status. (Level 1, 50%; Level 2, X%; Level 3, Y%). Note that this matching requirement may be met with in-kind funding, which must be substantiated as part of the detailed budget in Element 4.
- Provide any additional funding needed to complete the project over and above the per-capita income spent on libraries.
- Be sure to total the grant funding plus per-capita income spent on libraries match requested. This number should be the same amount as entered into line 21.
- Subtract per-capita income spent on libraries match and grant funding requested from the Total Cost, as directed, to come up with a total amount of funding required after per-capita income spent

⁷ Gantt Charts outline discreet tasks and create corresponding timelines in a visual presentation. Sample tasks include: Drafting agreements, construction, start of service, verification of contracts, purchasing equipment, filing grant reports, etc.

⁸ This can be done quickly and simply in Excel or PowerPoint: <https://www.officetimeline.com/make-gantt-chart/excel>

on libraries Match and Grant funding to complete the project.

Element 3-2: Breakdown of Budget by Branch

- List site and total budget without detail in Element 3-2. Explanation is required under each section.
- Be sure to indicate which branch is the Main.
- Add rows to the table or expand cells if needed using the table features in Word.
- Sub-total and total the costs.
- Include the percent match number and amount. This requirement may be met with in-kind funding, which must be substantiated as part of the detailed budget in Element 4.
- Detail any additional funding over and above the per-capita income spent on libraries.
- Be sure to total the grant funding requested. This number should be the same amount that was entered into Line 21.
- Add and subtract as directed to come up with a total amount of funding required after per-capita income spent on libraries match and grant funding to complete the project.

Element 4: Sustainability Narrative

Use this section to explain how your organization will continue to support the connections made through the state broadband program.

You must:

- Provide a brief narrative for each of the sustainability questions. Just a few paragraphs is fine.
- Attach your organization's jurisdiction or branch estimated budgets for the next two years and indicate where the funding to support the ongoing broadband connection will be allocated.
- Explain how you will fund and support the ongoing costs associated with the project.
- Detail the costs associated in staff time to manage the project, both ongoing costs and those in addition to implementation.
- Identify and explain any forecasted ongoing costs for software and security.
- Include any other costs associated with sustaining the project in the long term.

Element 5: Additional Comments

This section of the application is intended to be a place to add additional information about hardship, outstanding needs, unusual circumstances or any other item that may prevent the applicant from moving forward with a connection to CENIC.

I. Per-capita Income Spent on Libraries (LIPC Levels)

Library	Library Name	Level
Alhambra	ALHAMBRA CIVIC CENTER LIBRARY	1
Amador Co	AMADOR COUNTY LIBRARY	1
Anaheim	ANAHEIM PUBLIC LIBRARY	1
Azusa	AZUSA CITY LIBRARY	1
Banning Dist	BANNING LIBRARY DISTRICT	1
Beaumont Dist.	BEAUMONT LIBRARY DISTRICT	1
Brawley	BRAWLEY PUBLIC LIBRARY	1
Buena Park Dist	BUENA PARK LIBRARY DISTRICT	1
Butte Co	BUTTE COUNTY LIBRARY	1
Calaveras Co	CALAVERAS COUNTY LIBRARY	1
Calexico (Camarena)	CAMARENA MEMORIAL PUBLIC LIBRARY	1
Chula Vista	CHULA VISTA PUBLIC LIBRARY	1
Colton	COLTON PUBLIC LIBRARY	1
Colusa Co	COLUSA COUNTY FREE LIBRARY	1
Contra Costa Co	CONTRA COSTA COUNTY LIBRARY	1
Corona	CORONA PUBLIC LIBRARY	1
Covina	COVINA PUBLIC LIBRARY	1
Daly City	DALY CITY PUBLIC LIBRARY	1
Del Norte Co Dist	DEL NORTE COUNTY LIBRARY DISTRICT	1
Dixon Dist	DIXON PUBLIC LIBRARY DISTRICT	1
Downey	DOWNEY CITY LIBRARY	1
El Centro	EL CENTRO PUBLIC LIBRARY	1
El Dorado Co	EL DORADO COUNTY LIBRARY	1
Escondido	ESCONDIDO PUBLIC LIBRARY	1
Folsom	FOLSOM PUBLIC LIBRARY	1
Fresno Co	FRESNO COUNTY PUBLIC LIBRARY	1
Fullerton	FULLERTON PUBLIC LIBRARY	1
Glendora	GLENDORA LIBRARY & CULTURAL CENTER	1
Hayward	HAYWARD PUBLIC LIBRARY	1
Hemet	HEMET PUBLIC LIBRARY	1
Humboldt Co	HUMBOLDT COUNTY LIBRARY	1
Huntington Beach	HUNTINGTON BEACH PUBLIC LIBRARY	1
Imperial	IMPERIAL PUBLIC LIBRARY	1
Imperial Co	IMPERIAL COUNTY LIBRARY	1
Inglewood	INGLEWOOD PUBLIC LIBRARY	1
Inyo Co	INYO COUNTY FREE LIBRARY	1
Kern Co	KERN COUNTY LIBRARY	1
Kings Co	KINGS COUNTY LIBRARY	1
Lake Co	LAKE COUNTY LIBRARY	1
Lassen Dist	LASSEN LIBRARY DISTRICT	1
Lincoln	LINCOLN PUBLIC LIBRARY	1
Lodi	LODI PUBLIC LIBRARY	1
Lompoc	LOMPOC PUBLIC LIBRARY	1
Long Beach	LONG BEACH PUBLIC LIBRARY	1
Los Angeles	LOS ANGELES PUBLIC LIBRARY	1
Los Angeles Co	COUNTY OF LOS ANGELES PUBLIC LIBRARY	1
Madera Co	MADERA COUNTY LIBRARY	1
Mariposa Co	MARIPOSA COUNTY LIBRARY	1

Library	Library Name	Level
Mendocino Co	MENDOCINO COUNTY LIBRARY	1
Merced Co	MERCED COUNTY LIBRARY	1
Mission Viejo	MISSION VIEJO LIBRARY	1
Modoc Co	MODOC COUNTY LIBRARY	1
Monterey Co	MONTEREY COUNTY FREE LIBRARIES	1
Monterey Park	MONTEREY PARK BRUGGEMEYER LIBRARY	1
Moorpark	MOORPARK CITY LIBRARY	1
Moreno Valley	MORENO VALLEY PUBLIC LIBRARY	1
Murrieta	MURRIETA PUBLIC LIBRARY	1
National City	NATIONAL CITY PUBLIC LIBRARY	1
Oceanside	OCEANSIDE PUBLIC LIBRARY	1
Ontario	ONTARIO CITY LIBRARY	1
Orange	ORANGE PUBLIC LIBRARY	1
Orange Co	ORANGE COUNTY PUBLIC LIBRARIES	1
Orland	ORLAND FREE LIBRARY	1
Oxnard	OXNARD PUBLIC LIBRARY	1
Palmdale	PALMDALE CITY LIBRARY	1
Palo Verde Valley Dist (Blythe)	PALO VERDE VALLEY LIBRARY DISTRICT	1
Placer Co	PLACER COUNTY LIBRARY	1
Plumas Co (Plumas/Sierra)	PLUMAS COUNTY LIBRARY	1
Pomona	POMONA PUBLIC LIBRARY	1
Porterville	PORTERVILLE PUBLIC LIBRARY	1
Rancho Cucamonga	RANCHO CUCAMONGA PUBLIC LIBRARY	1
Richmond	RICHMOND PUBLIC LIBRARY	1
Riverside	RIVERSIDE PUBLIC LIBRARY	1
Riverside Co	RIVERSIDE COUNTY LIBRARY SYSTEM	1
Roseville	ROSEVILLE PUBLIC LIBRARY	1
Sacramento	SACRAMENTO PUBLIC LIBRARY	1
Salinas	SALINAS PUBLIC LIBRARY	1
San Benito Co	SAN BENITO COUNTY FREE LIBRARY	1
San Bernardino	SAN BERNARDINO PUBLIC LIBRARY	1
San Bernardino Co	SAN BERNARDINO COUNTY LIBRARY	1
San Diego	SAN DIEGO PUBLIC LIBRARY	1
San Diego Co	SAN DIEGO COUNTY LIBRARY	1
San Jose	SAN JOSE PUBLIC LIBRARY	1
San Juan Bautista	SAN JUAN BAUTISTA CITY LIBRARY	1
San Luis Obispo City-Co	SAN LUIS OBISPO CITY-COUNTY LIBRARY	1
Santa Barbara	SANTA BARBARA PUBLIC LIBRARY	1
Santa Clarita	SANTA CLARITA PUBLIC LIBRARY	1
Santa Maria	SANTA MARIA PUBLIC LIBRARY	1
Santa Paula Dist (Blanchard)	BLANCHARD/SANTA PAULA PUBLIC LIBRARY DISTRICT	1
Shasta Public Libraries	SHASTA PUBLIC LIBRARIES	1
Signal Hill	SIGNAL HILL PUBLIC LIBRARY	1
Siskiyou Co	SISKIYOU COUNTY FREE LIBRARY	1
Stanislaus Co	STANISLAUS COUNTY FREE LIBRARY	1
Stockton-San Joaquin	STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY	1
Sutter Co	SUTTER COUNTY LIBRARY	1
Tehama Co	TEHAMA COUNTY LIBRARY	1

Library	Library Name	Level
Trinity Co	TRINITY COUNTY FREE LIBRARY	1
Tulare	TULARE PUBLIC LIBRARY	1
Tulare Co	TULARE COUNTY FREE LIBRARY	1
Tuolumne Co	TUOLUMNE COUNTY LIBRARY	1
Upland	UPLAND PUBLIC LIBRARY	1
Ventura	VENTURA COUNTY LIBRARY	1
Victorville	VICTORVILLE CITY LIBRARY	1
Whittier	WHITTIER PUBLIC LIBRARY	1
Willows	WILLOWS PUBLIC LIBRARY	1
Woodland	WOODLAND PUBLIC LIBRARY	1
Yolo Co	YOLO COUNTY LIBRARY	1
Yuba Co	YUBA COUNTY LIBRARY	1
Alameda	ALAMEDA FREE LIBRARY	2
Alameda Co	ALAMEDA COUNTY LIBRARY	2
Altadena Dist	ALTADENA LIBRARY DISTRICT	2
Arcadia	ARCADIA PUBLIC LIBRARY	2
Benicia	BENICIA PUBLIC LIBRARY	2
Burbank	BURBANK PUBLIC LIBRARY	2
Calabasas	CALABASAS CITY LIBRARY	2
Camarillo	CAMARILLO PUBLIC LIBRARY	2
Coalinga Dist	COALINGA-HURON UNIFIED SCHOOL DISTRICT LIBR	2
Glendale	GLENDALE PUBLIC LIBRARY	2
Larkspur	LARKSPUR PUBLIC LIBRARY	2
Livermore	LIVERMORE PUBLIC LIBRARY	2
Los Gatos	LOS GATOS LIBRARY	2
Menlo Park	MENLO PARK PUBLIC LIBRARY	2
Mono Co	MONO COUNTY FREE LIBRARY	2
Monrovia	MONROVIA PUBLIC LIBRARY	2
Mountain View	MOUNTAIN VIEW PUBLIC LIBRARY	2
Napa Co	NAPA COUNTY LIBRARY	2
Nevada Co	NEVADA COUNTY LIBRARY	2
Oakland	OAKLAND PUBLIC LIBRARY	2
Pacific Grove	PACIFIC GROVE PUBLIC LIBRARY	2
Palm Springs	PALM SPRINGS PUBLIC LIBRARY	2
Paso Robles	PASO ROBLES CITY LIBRARY	2
Placentia Dist	PLACENTIA LIBRARY DISTRICT	2
Pleasanton	PLEASANTON PUBLIC LIBRARY	2
Redondo Beach	REDONDO BEACH PUBLIC LIBRARY	2
San Anselmo	SAN ANSELMO PUBLIC LIBRARY	2
San Bruno	SAN BRUNO PUBLIC LIBRARY	2
San Mateo	SAN MATEO PUBLIC LIBRARY	2
San Rafael	SAN RAFAEL PUBLIC LIBRARY	2
Santa Clara	SANTA CLARA CITY LIBRARY	2
Santa Cruz City-Co	SANTA CRUZ PUBLIC LIBRARIES	2
Santa Fe Springs	SANTA FE SPRINGS CITY LIBRARY	2
Sierra Madre	SIERRA MADRE PUBLIC LIBRARY	2
Solano Co	SOLANO COUNTY LIBRARY	2
Sonoma Co	SONOMA COUNTY LIBRARY	2
South Pasadena	SOUTH PASADENA PUBLIC LIBRARY	2

Library	Library Name	Level
South San Francisco	SOUTH SAN FRANCISCO PUBLIC LIBRARY	2
Sunnyvale	SUNNYVALE PUBLIC LIBRARY	2
Thousand Oaks	THOUSAND OAKS LIBRARY	2
Torrance	TORRANCE PUBLIC LIBRARY	2
Watsonville	WATSONVILLE PUBLIC LIBRARY	2
Yorba Linda	YORBA LINDA PUBLIC LIBRARY	2
Alpine Co	ALPINE COUNTY LIBRARY/ARCHIVES	3
Belvedere-Tiburon	BELVEDERE-TIBURON LIBRARY	3
Berkeley	BERKELEY PUBLIC LIBRARY	3
Beverly Hills	BEVERLY HILLS PUBLIC LIBRARY	3
Burlingame	BURLINGAME PUBLIC LIBRARY	3
Carlsbad	CARLSBAD CITY LIBRARY	3
Carmel (Harrison)	HARRISON MEMORIAL LIBRARY	3
Commerce	CITY OF COMMERCE PUBLIC LIBRARY	3
Coronado	CORONADO PUBLIC LIBRARY	3
El Segundo	EL SEGUNDO PUBLIC LIBRARY	3
Irwindale	IRWINDALE PUBLIC LIBRARY	3
Marin Co	MARIN COUNTY FREE LIBRARY	3
Mill Valley	MILL VALLEY PUBLIC LIBRARY	3
Monterey	MONTEREY PUBLIC LIBRARY	3
Newport Beach	NEWPORT BEACH PUBLIC LIBRARY	3
Palo Alto	PALO ALTO CITY LIBRARY	3
Palos Verdes Dist	PALOS VERDES LIBRARY DISTRICT	3
Pasadena	PASADENA PUBLIC LIBRARY	3
Rancho Mirage	RANCHO MIRAGE PUBLIC LIBRARY	3
Redwood City	REDWOOD CITY PUBLIC LIBRARY	3
San Francisco	SAN FRANCISCO PUBLIC LIBRARY	3
San Marino	CROWELL PUBLIC LIBRARY	3
San Mateo Co	SAN MATEO COUNTY LIBRARIES	3
Santa Clara Co	SANTA CLARA COUNTY LIBRARY	3
Santa Monica	SANTA MONICA PUBLIC LIBRARY	3
Sausalito	SAUSALITO PUBLIC LIBRARY	3
St. Helena	ST. HELENA PUBLIC LIBRARY	3

California Public Library Broadband Project

Grant Assistance Application

Deadline: Rolling



The State Library encourages all applications be made via the online application portal: <https://californiastatelibrary.submittable.com/login>

Updated: April 2019

APPENDIX A - GRANT APPLICATION

Element 1: Information

Applicant Information	
1. Library Jurisdiction Name	Click here to enter text
2. Library Full Name(s) Including Main and Branch Locations if Applicable	Click here to enter text
3. Jurisdiction Lead DUNS Number	Click here to enter text
4. County	Click here to enter text
5. Street Address	Click here to enter text
6. City, State, Zip+4	Click here to enter text
7. Website URL	Click here to enter text
8. Library Director Name	Click here to enter text
9. Library Director Phone Number	Click here to enter text
10. Library Director Email	Click here to enter text
11. Contact Name, if different from Line 8	Click here to enter text
12. Contact Title, if not the library director	Click here to enter text
13. Contact Phone Number, if different from Line 9)	Click here to enter text
14. Contact Email, if different from Line 10	Click here to enter text
15. Funding Year	Click here to enter text

Library Director Signature: _____

Written Name: _____

Date: _____

16.	Project Purpose/Grant Area (Please check all that apply)
<input type="checkbox"/>	A Connectivity Funding for first-year connection costs
<input type="checkbox"/>	B Technology Hardware Funding for network equipment, and equipment installation and configuration
<input type="checkbox"/>	C Architectural and Building Funding for building modifications necessary to install and operate the network equipment
<input type="checkbox"/>	D Network Consulting Funding for consultant costs associated with equipment configuration
<input type="checkbox"/>	E Upgrades to Inside Wiring for building modifications necessary to make network connections
<input type="checkbox"/>	F Construction Support for infrastructure upgrades
<input type="checkbox"/>	G Technical Network Training for librarians

Project Timeline	
17. Estimated Start Date	Click here to enter text
18. Estimated Completion Date	Click here to enter text

Summary of Project Budget	
19. Amount of grant request	Click here to enter text
20. Amount of matching funds. Refer to Appendix C for Local Income Per Capita level.	Click here to enter text
21. Total grant request plus Local Income Per Capita matching requirement	Click here to enter text

Element 2: Project Plan and Gantt Chart

Please detail the tasks required to be undertaken in your proposed project for which you’re seeking funding. Attach a Gantt Chart (a visual representation of your project timeline) – see the application Guidelines – that matches your timeline as defined below. Refer to the Guidelines for more detail.

Task	Responsible Party	Timeline	Complete Date

Element 3-1: Overall Budget

Provide specific budget information for the total project you are proposing, including portions paid by the grant and those paid by the library.

- Equipment to be purchased with grant funds must be new. Refurbished or used equipment is not eligible for grant support.
- Round all costs to the nearest dollar.
- If the grant request does not cover the full cost of any item listed in the application, detail the amount and sources of funds to be used to pay for the balance in Element 4.

Proposed Budget for Grant-Eligible Projects	
Column A	Column B
Project Budget Detail	Project Costs
A Connectivity, One-Time Funding (Hardship)	
	\$0
Subtotal	\$0
Explanation:	
B Technology Hardware Funding	
	\$0
Subtotal	\$0
Explanation:	
C Architectural and Building Funding	
	\$0
Subtotal	\$0
Explanation:	
D Network Consulting Funding	
	\$0
Subtotal	\$0
Explanation:	
Total Cost of Eligible Projects (Consulting Fees, Materials, Hardware, Software)	\$
Subtract the Local Income Per Capita level ____ % Cash Match Committed by Library (May be cash or in-kind)	-\$
Subtract Grant Funding Requested	-\$
Total Remaining Funds Needed to Complete Projects	\$

Element 3-2: Site Budget

- Provide specific budget information for each project you are proposing by site.
- Provide name of main and branch(es), need for funding and total expected costs. One main site and up to four branch sites may be funded.

Proposed Budget for Grant-Eligible Project Costs by Branch	
Column A	Column B
Project Budget Detail	Project Costs
A Site Name:	
	\$0
Subtotal	\$0
Explanation:	
Project Budget Detail	Project Costs
B Site Name:	
	\$0
Subtotal	\$0
Explanation:	
Project Budget Detail	Project Costs
C Site Name:	
	\$0
Subtotal	\$0
Explanation:	
Project Budget Detail	Project Costs
D. Site Name:	
	\$0
Subtotal	\$0
Explanation:	
Project Budget Detail	Project Costs
E. Site Name:	
	\$0
Subtotal	\$0
Explanation:	
Total Cost of Eligible Projects (Consulting Fees, Materials, Hardware, Software)	\$
Subtract the Local Income Per Capita level _____ % Cash Match Committed by Library (May be cash or in-kind)	-\$
Subtract Grant Funding Requested	-\$
Total Remaining Funds Needed to Complete Projects	\$

Element 4: Sustainability Narrative

Please describe any additional tasks and funds needed in addition to the grant amount to make the project successful *and* sustainable. Please explain how those funds will be provided and if they are cash or in-kind. Please attach additional pages as needed. Attach your jurisdiction or site budget in spreadsheet form for the upcoming two fiscal years (2019–2020 and 2020–2021). Estimated budgets are allowed.

Sustainability		
Will there be ongoing maintenance and servicing costs for equipment purchased by the grant?	Click here to enter text	Enter expected amounts here.
Will there be ongoing costs for software and security?	Click here to enter text	Enter expected amounts here.
Will there be costs associated with staff time to manage the project?	Click here to enter text	Enter expected amounts here.
Will there be any other costs associated with sustaining the project?	Click here to enter text	Enter expected amounts here.
Explain how you will fund and support any ongoing costs to support this project after the 2019-2020 fiscal year.	Click here to enter text	Enter expected amounts here.
Have you attached your Jurisdiction or site budget for the next two years, as required?	Y/N	If needed, provide explanation here.

If requesting support for **Inside Wiring Upgrades** (Item 16, Option E), please attach information related to:

- A description of current wiring, including technical specifications (for example, twisted pair telephone wiring, CAT 3 or CAT 5 Ethernet cabling, etc.) substantiating the need for updated wiring;
- An estimated budget with line items that clearly show how the funds will be used with estimated cost for each line item;
- Detail of any previous funds requested and/or granted for connectivity through the grant program since inception (Year 1);

If requesting **Construction Support** for infrastructure upgrades (Item 15, Option F), please attach information related to:

- Detail of any previous funds requested and/or granted for connectivity through the grant program since inception (Year 1);
- Any narrative discussion that outlines discussions and planning related to construction needs;
- A detailed budget and documentation of estimates received from CENIC that directly support the budget (only filling in the forms as part of Element 3 is not sufficient);
- Narrative outlining strategic communications with CENIC and the State Library Aggregator;
- A cost estimate from CENIC for the ongoing cost of the connection, once made.

If requesting support for **Technical Network Training** for librarians (Item 15, Option G), please attach information related to:

- A detailed training plan which specifies the number of outlets and front-line library staff to be served by the training;
- A detailed cost estimate;
- A brief narrative describing the positive impacts for libraries.

Element 5: Comments

Please describe outstanding need and/or unusual circumstances that are not covered by this application that might prevent you from moving forward.

Element 6: Attachments

If you have additional resources and documentation that support your request for support, please attach them.

Element 7: Submission

Please submit applications via the online grants portal available via <https://californiastatelibrary.submittable.com/submit/138585/california-high-speed-broadband-grants-2019-2021>.

You may also reach out to the Program Manager by email (cdelay@califa.org). The Program Manager may request you email or mail a hard copy as well and will provide you with the address.

There are no firm deadlines for submission. However, funding allocations may be dependent on the E-rate calendar (July 1 to June 30, annually).

APPENDIX B – ELIGIBLE EXPENSES DEFINED

Connectivity, One-Time Funding

Hardship Funding

- This is one-time funding to help pay for the first-year connection to your provider. You must demonstrate a “hardship” as defined by the application Guidelines to receive this money.

Technology Funding

Access Points for Data Distribution

- An Access Point is a base station in a wireless Local Area Network. Access points are typically stand-alone devices that may plug into an Ethernet switch or server or may provide a repeater function for wireless networks.

Antenna

- An antenna is a device for transmitting and/or receiving radio frequency signals.

Cabling/Connectors

Cabling refers to the wires or groups of wires capable of carrying voice, video or data transmissions. Cabling provides electrical or, in the case of fiber optics, lightwave connectivity between points. Connectors are devices that connect wires or fibers.

- The following are eligible for support: Cabling, connectors and related components used for voice, video and data transmission.

Circuit Cards/ Components

- Circuit cards and related components refers to memory modules/Random Access Memory (RAM). They are eligible if they are necessary for adequate performance of an eligible component. For example, an eligible router.
 - Network interface cards that are separately priced or used in eligible equipment are eligible for support.

Data Distribution

- Refers to required equipment/components of a network system used to transport information from telecommunication or internet access facilities to the public areas of a library. Such components may include:
 - Access Points
 - Firewalls
 - Network servers
 - Network Switches
 - Routers
 - Switches
 - Wireless LAN (Local Area Network) Controllers

Fiber or Dark Fiber

- Fiber refers to a method of transmitting information from one place to another by sending pulses of light through an optical fiber. The equipment at either end of the fiber modulates the information transmitted. Dark fiber refers to fiber optic infrastructure that is in place, but not being used and is therefore not ‘lit.’ Support can be applied for:
 - Trenching or aerial insertion for on-premises fiber installation.
 - Lit or dark fiber, provided by any entity, including a non-telecommunications carrier.

- Dark fiber is eligible as long as applicants light the fiber immediately.
- Lit fiber—For leased lit fiber, special construction charges are eligible.
- Dark fiber—From the eligible entity up to the property line, construction costs to connect the fiber are eligible.

Network Management Software

- Network Management is a system of equipment or software used in monitoring, controlling, and managing a communications network.

Wireless Internet

- A wireless internet access service is eligible under the same provisions as wired access to the Internet.

Architectural and Building Funding

Conduit

- Conduit is a tube generally installed in the ground, aerially, or in buildings to protect utility infrastructure, such as fiber optics.
 - Conduit and raceway including installation of conduit for network Point-of-Entry services.
 - Conduit installation into the Point-of-Entry or server room, including vaults, surface-mount conduit, wall penetration, and related services and products.

Electrical System Upgrades

- Electrical system upgrades refer to products and services that provide, upgrade, or enhance the provision of electrical power. Eligible services include:
 - Electrical service installation or upgrades.
 - Purchase and installation of electrical panels, electrical services and backboards.

Environmental Monitoring Components

- Environmental monitoring components provide information about heat, humidity or other factors to warn about any conditions that may affect the correct operation of equipment. For example, an environmental monitoring card is sometimes available as an optional feature of an uninterruptible power supply and is used to monitor the environmental conditions of a rack, computer room or data center.

Equipment Racks and Cabinets

- A rack is a metal supporting framework for mounting cables, equipment, and/or wires. A cabinet is an enclosure for equipment, terminating cables, connection devices, and/or wires.
 - Racks are eligible only to the extent that the components they contain are eligible. A surge protector provided as an integral component of a rack or cabinet, without a separately identifiable cost, can be included in the cost of the rack or cabinet but a separately priced surge protector is not eligible.

Heating, Ventilation, and Air Conditioning (HVAC)

- Purchase and installation of HVAC products and services.

Uninterruptible Power Supply (UPS)/Battery Backup

- An Uninterruptible Power Supply (UPS)/Battery Backup that protects eligible equipment is eligible as a data protection component. Note that no funding will be provided for UPS systems that can provide continued backup power for substantial periods in excess of that necessary for basic power protection.
 - The following components used for the reliable operation of a UPS are eligible:

- UPS Interface Expander (monitors and reports power conditions to all connected devices).
- Relay I/O Module (allows for monitoring and control of on/off signals).

Networking Consulting Funding

Consultant costs associated with configuring equipment.

Upgrades to Inside Wiring

Conduit

- Conduit is a tube generally installed in the ground, aerially, or in buildings to protect utility infrastructure, such as fiber optics.
 - Conduit and raceway including installation of conduit for network Point-of-Entry services.
 - Conduit installation into the Point-of-Entry or server room, including vaults, surface-mount conduit, wall penetration, and related services and products.

Electrical System Upgrades

- Electrical system upgrades refer to products and services that provide, upgrade, or enhance the provision of electrical power. Eligible services include:
 - Electrical service installation or upgrades.
 - Purchase and installation of electrical panels, electrical services and backboards.

Equipment Racks and Cabinets

- A rack is a metal supporting framework for mounting cables, equipment, and/or wires. A cabinet is an enclosure for equipment, terminating cables, connection devices, and/or wires.
 - Racks are eligible only to the extent that the components they contain are eligible. A surge protector provided as an integral component of a rack or cabinet, without a separately identifiable cost, can be included in the cost of the rack or cabinet but a separately priced surge protector is not eligible.

Uninterruptible Power Supply (UPS)/Battery Backup

- An Uninterruptible Power Supply (UPS)/Battery Backup that protects eligible equipment is eligible as a data protection component. Note that no funding will be provided for UPS systems that can provide continued backup power for substantial periods in excess of that necessary for basic power protection.
 - The following components used for the reliable operation of a UPS are eligible:
 - UPS Interface Expander (monitors and reports power conditions to all connected devices).
 - Relay I/O Module (allows for monitoring and control of on/off signals).

Construction Support for Infrastructure Upgrades

Hardship Funding

- This is one-time funding to help pay for the first-year connection to your provider. You must demonstrate a "hardship" as defined by the application Guidelines to receive this money.

Fiber or Dark Fiber

- Fiber refers to a method of transmitting information from one place to another by sending pulses of light through an optical fiber. The equipment at either end of the fiber modulates the information transmitted. Dark fiber refers to fiber optic infrastructure that is in place, but not being used and is

therefore not 'lit.' Support can be applied for:

- Trenching or aerial insertion for on-premises fiber installation.
- Lit or dark fiber, provided by any entity, including a non-telecommunications carrier.
Dark fiber is eligible as long as applicants light the fiber immediately.
- Lit fiber—For leased lit fiber, special construction charges are eligible.
- Dark fiber—From the eligible entity up to the property line, construction costs to connect the fiber are eligible.

Conduit

- Conduit is a tube generally installed in the ground, aerially, or in buildings to protect utility infrastructure, such as fiber optics.
 - Conduit and raceway including installation of conduit for network Point-of-Entry services.
 - Conduit installation into the Point-of-Entry or server room, including vaults, surface-mount conduit, wall penetration, and related services and products.

APPENDIX C: GRANT AWARD AMOUNTS

Grant amounts are based on figures reported by your library for the most recent period available:

- Local Operating Income **and** Population of the Legal Service Area.

The Local Income Per Capita level is derived from the two figures listed above. Your library's Local Income Per Capita figure is the result of dividing Local Operating Income by the Population of the Legal Service Area.

A local match is required for the two higher Local Income Per Capita levels.

The grant amounts are divided into three tiers, defined as follows.

Main Libraries

	LIPC from:	Up to:	Grant Amount	Local Match %	Local Match Amount	Grant + Match
Level 1	\$0	\$50.00	\$30,000	0%	\$0	\$30,000
Level 2	\$50.01	\$99.99	\$24,000	25%	\$6,000	\$30,000
Level 3	\$100.00	\$	\$20,000	50%	\$10,000	\$30,000

Branch Connections

	LIPC from:	Up to:	Grant Amount	Local Match %	Local Match Amount	Grant + Match
Level 1	\$0	\$50.00	\$15,000	0%	\$0	\$15,000
Level 2	\$50.01	\$99.99	\$12,000	25%	\$3,000	\$15,000
Level 3	\$100.00	\$	\$10,000	50%	\$5,000	\$15,000

See Guidelines for list of libraries.

APPENDIX D – EXPANDED GRANT FUNDING DESCRIPTIONS (AS OF 2019)

Proposed Broadband Grant Funding, 2018-2019 Fiscal Year

Current Grants Program (to continue in 2019-2020)

Over the course of the broadband project, the current grants program has helped support 87 jurisdictions make connections to CENIC. As in previous years, only public libraries that are California Library Services Act (CLSA) eligible and have joined or are in the process of joining the High-Speed Broadband for California Libraries consortium via Califa are eligible to apply. Money under the established grant programs can be used to help pay for first year connection costs as well as network equipment, equipment installation and equipment configuration. These funds may include upgrading to increased capacity, up to 10 Gbps. First year connection costs can include (and is not limited to) needed building modifications that may be required to install and operate the network equipment or funding related to services.

- First year connection costs
- Equipment to support connections
- Consulting costs related to configuration and installation of equipment
- Construction costs related to expansion of necessary infrastructure to make connections

For those not yet connected or with branches still in need of broadband, the State Library plans to expand the current grant program to address a broader range of connectivity challenges – particularly those holding back the remaining libraries blocked, for various reasons, from participating in the program. Libraries that were limited due to the four-branch cap as well as those who have yet to participate in the program are eligible to benefit from the grant program.

In addition to the uses identified in current grants, the State Library has established new grant programs for the following additional purposes:

1. Matching Grants for Inside Wiring (Up to \$500,000 available)

Funding Limit: up to \$50,000 per library location (exclusive of required match)

Description: One of the roadblocks to successful procurement and connection for a library can be old internal wiring unsuitable for high-speed networking. These matching grants will allow library locations to upgrade their internal network wiring to take full advantage of the new CENIC connection. By removing a common obstacle, this funding is also meant to provide additional incentive for libraries to join the High-Speed Broadband Program. The applicant must provide a match for the cost of labor and materials based on local income per capita (LIPC⁹) library spending. The least-resourced libraries (Tier 1) must provide a 25 percent match; Tier 2 must provide 35 percent and Tier 3, 50 percent.

Eligibility: Applicants must be library jurisdictions or branch locations connected or in the process of connecting to CENIC. Applicants must provide documentation that existing inside wiring is inadequate and must consult with the State Library Aggregator/grant administrator to ensure the proposed upgrade is necessary and reasonable. Past recipients of the current grant program won't be excluded from eligibility, but need to provide information about previous amounts of support received for connectivity. Before an award is made, CENIC will confirm with the State Library that the applicant's library is connected or in the process of connecting to CENIC and that other administrative or construction-related roadblocks, if any, have been resolved. To apply, applicants should:

⁹ This is the annual operating income derived from local government sources. For detail, see <http://www.library.ca.gov/services/to-libraries/libraries-illuminated/> and select the 'Library LIPC Levels' link.

- Provide a detailed proposal, including:
 - a description of current wiring, including technical specifications (for example, twisted pair telephone wiring, CAT 3 or CAT 5 Ethernet cabling, etc.) substantiating the need for updated wiring;
 - an estimated budget with line items that clearly show how the funds will be used with estimated cost for each line item;
 - documentation of matching funds;
 - an estimated project plan with timeline for completion.

Application requirements: Applicants must provide a detailed proposal (as noted above under *Eligibility*) as well as details of estimated costs, documentation of matching funds availability, an estimated project plan, and a detailed timeline. Applicants must provide supporting documentation of required cash match by local governing or managing agency or cash on hand through grant. Applicants may also include a municipal or other governing body resolution stating support or demonstration of funds being set aside.

Reporting requirements: Grant recipients must submit budget updates and end-of-grant narratives on outcomes and effects.

2. Construction Support for State Public Library Sites (Up to \$2M Available)

Funding Limit: Up to \$100,000 per library outlet (exclusive of required match); in limited cases this cap may be exceeded at the discretion of the State Library.

Description: The State Library has identified specific library locations in geographically underserved areas with little to no broadband infrastructure that face additional challenges in obtaining broadband connections. This grant is intended to provide eligible library locations support for the one-time cost of special construction related to the cost of fiber in areas underserved by commercial providers. Unless explicitly waived by the State Library, the applicant must provide a match based on their local income per capita (LIPC¹⁰) library spending. The least-resourced libraries (Tier 1) must provide a 25 percent match; Tier 2 must provide 35 percent and Tier 3, 50 percent.

Eligibility: Applicants must have joined, or be in the process of joining, the Broadband program and be able to document that the one-time costs of connecting represents a significant barrier to obtaining broadband connectivity (definition of ‘significant’ will be at the State Librarian’s discretion and may depend on whatever contributing factors the applicant defines as part of their justification).

Application Requirements: The applicant must provide a narrative of any previous attempts to secure funding for the one-time construction costs through other sources, including supporting documentation of required cash match by local governing or managing agency or cash on hand through grant (or formal request for waiver of matching funds), an estimated project plan, and an estimated timeline for completion. Applicants must work with the State Library’s Aggregator and CENIC to determine total infrastructure costs for final grant approval. Applicants must include a cost estimate from CENIC for the cost of the broadband connection.

Reporting Requirements: Grant recipients must provide quarterly budget updates and end-of-grant narratives on outcomes and effects.

In addition to the strategic investment of these grant dollars, the State Library will also undertake collaborative discussions to develop specific cost estimates for connecting the hardest-to-reach libraries whose needs are greater than these funds may allow.

3. Technical Network Training for Librarians (Up to \$500,000 available)

¹⁰ This is the annual operating income derived from local government sources. For detail, see <http://www.library.ca.gov/services/to-libraries/libraries-illuminated/> and select the ‘Library LIPC Levels’ link.

Funding Limit: Up to \$10,000 per library outlet

Description: New technologies can place a management burden on library staff and resources. This grant provides training support for library front-line staff, so they can troubleshoot basic problems that may arise with technologies employed at the library, decreasing the need to call technical support resources and more quickly resolving technical problems that arise, including helping patrons connect to Wi-Fi from various devices or handling simple troubleshooting tasks to address common technical problems.

Eligibility: Applicants may be: 1) a library outlet seeking training resources; or the State Library may consider awarding a grant to 2) a training provider with solid understanding of the California State Library's high-speed broadband project, including an understanding of the most common technical issues faced by libraries connected to CENIC, seeking to develop training resources for distribution to libraries. Requests will be considered from multiple outlets in a single jurisdiction; however, the State Library will balance grant awards across multiple jurisdictions.

Application Requirements: Applicants must provide a training plan, detailed costs¹¹, and a brief narrative describing positive impacts for libraries. Training may be online or in person and must include ongoing access to technical documentation to assist library staff in handling technological challenges. The plan must specify the number of library outlets and library front-line staff to be served by this training.

Reporting Requirements: Grant recipients must provide budgets, report spending, and provide narratives on outcomes at the end of the training program or grant period as determined by the State Librarian.

¹¹ This can include costs to backfill frontline staff who will have to fill in for those who are away for training.