



California  
STATE LIBRARY  
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PRESERVING OUR HERITAGE. SHAPING OUR FUTURE

August 14, 2017

Paula Mackinnon, Interim Director  
Califa Group  
2471 Flores Street  
San Mateo, CA 94403-2273

Dear Ms. Mackinnon:

The grant application for the Infopeople project, for a total of \$398,948 in federal Library Services and Technology Act (LSTA) funds, has been approved.

As you know, the program through which this funding is provided was eliminated in the president's proposed budget. While Congress may well reinstate some or all of the Library Services Act funds, it is incumbent on California generally, and programs supported through LSTA specifically, to reduce dependency on this precarious source.

To that end, should future Library Services Act funds be available, investment in the Infopeople project will be contingent on the development of training and resources that enhance the State Library's statewide activities and service aspirations. Please work with your grant monitor and the Library Development Services staff to develop and present options for this collaborative effort before the end of the calendar year.

Your grant monitor will be assisting you throughout the year to assure a successful project.

Best wishes for a successful project.

Respectfully yours,

Greg Lucas  
California State Librarian

Enclosures

cc: Colette Moody  
Tom Andersen  
Eileen O'Shea

## THE BASICS – YOUR LSTA GRANT AWARD

The following provides all of the basic information about your grant and managing your grant.

|                |                  |
|----------------|------------------|
| Award #:       | 40-8809          |
| File #:        | S-14             |
| IMLS #:        | LS-00-17-0005-17 |
| Library:       | Califa Group     |
| Project Title: | Infopeople       |
| Award Amount:  | \$398,948        |

## 2017/2018 LSTA APPROVED BUDGET

|                                      |           |
|--------------------------------------|-----------|
| Salaries/Wages/Benefits              | \$0       |
| Consultant Fees                      | \$345,750 |
| Travel                               | \$0       |
| Supplies/Materials                   | \$0       |
| Equipment (\$5,000 or more per unit) | \$0       |
| Services                             | \$16,930  |
| Project Total                        | \$362,680 |
| Indirect Cost                        | \$36,268  |
| Grant Total                          | \$398,948 |

|  |                 |
|--|-----------------|
| Start Date:  | July 1, 2017    |
| End Date:  | August 31, 2018 |
| This project will be officially closed as of the end date listed above and no new expenditures may be generated, nor may any additional funded project activities occur. Unexpended or unencumbered funds must be returned within 30 days of the end date. However, if funds were encumbered prior to the end date, this project is allowed 45 days to liquidate those encumbrances. Any funds not liquidated are to be returned with the liquidation report within 60 days of the end date. |                 |

## REPORTING

Financial and program narrative reports are required. All required reporting materials will be located on the California State Library's website at <http://www.library.ca.gov/grants/lsta/manage.html>. The forms, along with instructions, will be on the website under the heading "Statewide Grants 2017/2018." The Grant Guide for this project will list specific reporting due dates. This letter and the enclosed list of LSTA procedural requirements amend the Consolidated Application/Grant Award Certification document and must remain a part of all your existing copies. Failure to provide timely reports is a serious breach of a grant recipient's administrative duty under the grant program, which may result in federal audit exceptions against the state and the loss of LSTA funds.

## PAYMENTS

Please note this clarification regarding payments. If your full grant amount is \$20,000 or more, ten percent (10%) of the grant award is withheld until the end of the project period. It is payable only if the grant recipient fulfills all project reporting requirements and expends all funds, or returns all unspent grant funds, by the time specified in the grant program.

## CONTACT

We want your project to be successful. Please work with this grant monitor in implementing your project.

|                |                      |
|----------------|----------------------|
| Grant Monitor: | Tom Andersen         |
| Phone Number:  | (916) 922-8431       |
| Email Address: | andersen@plpinfo.org |