



City Council Staff Report

DATE: October 1, 2014

CONSENT CALENDAR

SUBJECT: ACCEPT A FY/2015 ACCESSING THE PAST GRANT FROM FEDERAL LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) FUNDS IN THE AMOUNT OF \$60,000.00 AND AUTHORIZE THE DIGITIZATION OF "THE DESERT SUN" NEWSPAPER MICROFILM.

FROM: David Ready, City Manager

BY: Palm Springs Public Library

SUMMARY

It is recommended that City Council authorize the City Manager to accept \$60,000.00 in Library Services and Technology Act (LSTA) funds from the California State Library for the Palm Springs Public Library and begin the procurement process for digitization of "The Desert Sun" newspaper microfilm.

RECOMMENDATION:

- 1) Accept the FY/2015 Accessing the Past Grant from the California State Library in the amount of \$60,000.00.
- 2) Authorize Procurement to conduct the bid process as per the requirements of the Grant.
- 3) Authorize the City Manager to execute all necessary documents, including the purchase order.

STAFF ANALYSIS:

The Library submitted a FY/2015 Accessing the Past Grant application to the California State Library to continue a regional Local History Collaborative and continue the process of digitizing "The Desert Sun" microfilm archive, 1976-1999. "The Desert Sun" archive will be made available online in a keyword searchable format, making the history of Palm Springs readily accessible to anyone around the world. The Local History Collaborative brings local organizations together with one goal in mind, making our multiple Local History archives available to the public in an online, free format. Once partnerships are created, the Collaborative will continue to digitize the Library's other local history archival materials, such as Limelight News, Palm Springs Villager

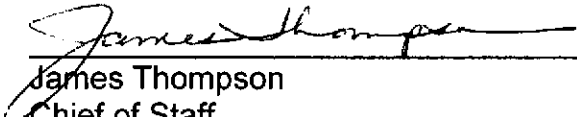
Magazine, Desert Magazine, Palm Springs Life Magazine, Palm Springs Personages Social Registry, and historic Palm Springs Phone Books as well as the archives of other organizations. Many of these items are in an extremely fragile state and digitization would both preserve the items as well as make them keyword searchable in an online format. The project will continue to be funded in future years through donations and additional grants. The grant application process was a very competitive process as numerous library jurisdictions submitted projects for consideration. The approved costs for this project total \$74,500.00. The State share is \$60,000.00 of the approved amount and the City of Palm Springs in-kind costs are \$14,500.00. In-kind costs are staff hours spent working on the project and materials purchased through the Library's existing operating budget.

FISCAL IMPACT:

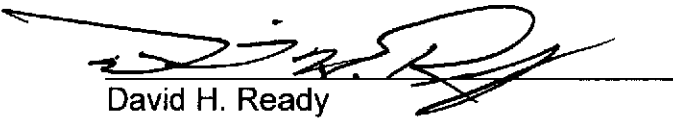
No fiscal impact. The City of Palm Springs in-kind matching costs of \$14,500 will be covered with existing staff hours and existing approved operating budget dollars.



Jeannie Kays
Director of Library Services



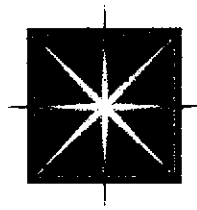
James Thompson
Chief of Staff



David H. Ready
City Manager

Attachments:

1. California State Library Grant Award Letter



California
STATE LIBRARY
FOUNDED 1850
PRESERVING OUR HERITAGE. SHAPING OUR FUTURE

July 11, 2014

Jeannie Kays, Director of Library Services
Palm Springs Public Library
300 S. Sunrise Way
Palm Springs, CA 92262-7699

Dear Ms. Kays:

Handwritten signature: Jeannie

We are pleased to approve the grant application for the Palm Springs Public Library: Accessing the Past project for a total of \$60,000 in federal Library Services and Technology Act (LSTA) funds.

Thank you for your dedication and hard work within a very tight timeline.

The Library Development Services Staff is ready to assist you in making your project a success. Please be aware state processing of grant payments can require 6-8 weeks before you receive your check.

Best wishes for a successful project.

Respectfully yours,

Handwritten signature of Greg Lucas

Greg Lucas
State Librarian of California

Enclosures

cc: Colette Moody
Lena Pham

Handwritten note: This sounds very cool. I want to see it!

THE BASICS – YOUR LSTA GRANT AWARD

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

Award #:	40-8447
File #:	C-02
IMLS #:	LS-00-14-0005-14
Work Phase:	WP13
Library:	Palm Springs Public Library
Project Title:	Palm Springs Public Library: Accessing the Past
Award Amount:	\$60,000

2014/15 LSTA APPROVED BUDGET

Salaries and Benefits	5,000
Library Materials	0
Equipment (Items over \$5,000)	0
Operating Expenses	55,000
Project Total	60,000
Indirect Cost (UP TO 10%)	0
Grant Total	\$60,000

Start Date:	July 1, 2014
End Date:	June 30, 2015

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 "Competitive Grants 2014/15." 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. The following staff person will be your contact for this project. Please work with this consultant in implementing your project.

Grant Monitor:	Lena Pham
Phone Number:	(916) 651-0376
Email Address:	lena.pham@library.ca.gov

California State Library
Fiscal Office
P.O. 942837
Sacramento, CA 94237-0001

LSTA GA PAGE 1
LSTA GRANT AWARD # 40-8447

Project Title: Palm Springs Public Library: Accessing the Past
System/Agency: Palm Springs Public Library

**CONSOLIDATED APPLICATION
NOTIFICATION OF GRANT AWARD**

I. The recipient designated above hereby certifies to the California State Library, for a grant of funds in the amount \$60,000 . This block grant will provide library services as set forth in the LSTA Service Project Application as approved and/or as amended by the California State Librarian.

TERMS AND CONDITIONS

The recipient agency and its named or designated fiscal agent hereby assures the California State Library that:

1. It is mutually understood between the parties that this grant award may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties in order to avoid program and fiscal delays which would occur if the grant award were executed after that determination was made.

2. This grant award is valid and enforceable only if sufficient funds are made available to the State by the United States government for the Fiscal Year **2014/15** for the purposes of this program. In addition, this grant award is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms or funding of this grant award in any manner.

3. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this grant award shall be amended to reflect any reduction in funds.

4. The California State Library has the option to amend the grant award to reflect any reduction of funds.

5. Upon the grant award approval by the State Librarian, one (1) completed set of this CONSOLIDATED APPLICATION NOTIFICATION OF GRANT AWARD will be sent to the subgrantee. Such copy shall be the officially approved agreement for the conduct of the approved project.

6. "Subgrantee" means the government or other legal entity to which a subgrant is awarded and which is accountable to the grantee for the use of the funds provided.

7. The subgrantee will make reports to the State Librarian in such form and containing such information as may be required to enable the California State Library to perform its duties. The subgrantee will keep such records and afford such access as the California State Librarian, California State Library may find necessary to assure the correctness and verification of such reports.

Project Title: Palm Springs Public Library: Accessing the Past
System/Agency: Palm Springs Public Library

**CONSOLIDATED APPLICATION
NOTIFICATION OF GRANT AWARD, LSTA (continued)**

8. The control of funds and title to property derived there from shall be in a subgrantee agency for the uses and purposes provided; a subgrantee agency will administer such property and funds and shall apply funds only for the purposes for which they were granted.

9. The expenditure under this program will not be used to supplant subgrantee effort.

10. This agreement is entered into under provisions of the Library Services and Technology Act, Public Law 104-208 on September 30, 1996; and Congressional Record – House, H11644-H11728 on September 28, 1996, H12266-H12267 on October 3, 1996; and 45 CFR 1183, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, October 1, 1994. Most recently, Congress enacted the Museum and Library Services Act of 2010 (Pub. L. 111-340, codified at 20 U.S.C. § 9101 *et seq.*), which also incorporates Library Services and Technology Act (LSTA).

11. Performance of the provisions of this agreement is subject to the conditions and availability of funds as awarded by the State Librarian under said Act.

12. The terms of this agreement shall be from upon execution until the end of the grant period, but shall be subject to termination by either party by giving written notice to the other party at least thirty (30) days prior to the effective date of termination.

In the event this agreement is so terminated, the subgrantee shall deliver to the State Librarian copies of all reports and/or materials prepared up to the date of termination, and the State Librarian shall determine, and pay the subgrantee for the necessary and appropriate expenditures and obligations to the date of termination which have not been covered by prior installments heretofore paid to the subgrantee. If funding has been advanced to the subgrantee, any unobligated balances, as determined by the State Librarian, shall be returned to the State Library within 60 days of the notice of termination.

13. The State Librarian is empowered to review, audit, and inspect the project for compliance with this agreement.

LIMITATION OF EXPENDITURE

Expenditure for all projects must conform to the approved budget, as amended, and with applicable Federal and State laws and regulations.

Project Title: Palm Springs Public Library: Accessing the Past
System/Agency: Palm Springs Public Library

**CONSOLIDATED APPLICATION
NOTIFICATION OF GRANT AWARD, LSTA (continued)**

During the grant period, the subgrantee may find that the awarded budget may need to be modified. Budget changes, requests for additional funds, or requests for reductions in the grant funding award must be discussed with the assigned State Library Grant Monitor and a Grant Award Modification (LSTA Form 4) must be submitted according to the instructions. Approval is by the State Librarian. Adjustments should be reported on the next financial report. Any adjustments in approved budgets must be documented and documentation retained in project accounts. The total amount paid by the California State Library to the subgrantee under this agreement shall not exceed \$60,000 and shall be expended/encumbered in the designated grant period.

REPORTS AND CLAIMS

It is the responsibility of the recipient of these instructions to see that the proper individual to supply the required reports and claims receives the instructions and makes the required reports and claims to the California State Library.

- I. The subgrantee shall be responsible for the submission of two Narrative Reports, unless otherwise noted in the Grant Guide for the project located on the CSL's website, on the progress and activities of the project to the State Library within 30 days following the end of the designated quarter.
- II. The subgrantee shall submit quarterly Financial Reports to the State Library, unless otherwise noted in the Grant Guide for the project located on the CSL's website. These reports are to reflect the expenditures made by the subgrantee under the agreement. The financial reports are to be submitted within 30 days following the end of the designated quarter.
- II. To obtain payment hereunder the subgrantee shall submit authorized claims provided by the State Library for that purpose, on each of the following mentioned dates for payment, and the California State Library agrees to reimburse the Library as soon thereafter as State fiscal procedures will permit.
- III. The final 10% of the grant award (if applicable) is payable only if the grant recipient fulfills all project reporting requirements and returns all unspent funds by the time specified in the Grant Guide. Failure to provide timely reports is a serious breach of a grant recipient's administrative duty under the award, which may result in federal audit exceptions against the State and the loss of LSTA funds. The State Librarian may extend the final deadline for good cause. Request for extension beyond the final deadline of the grant period must be received at least 30 days prior to that deadline.

Payment will be provided to cover the expenditures incurred by the subgrantee for the project in the following manner:

\$27,000	upon execution of the agreement and submission of claim by fiscal agent
\$27,000	on or about October 30, 2014
\$6,000	on the submission of all reporting and return of funds

If the amount of payment made by the California State Library shall exceed the actual expenses during the term of this agreement, as reflected in the financial reports to be filed by the subgrantee, the subgrantee shall refund to the California State Library the amount of such excess payment.

California State Library
Fiscal Office
P.O. 942837
Sacramento, CA 94237-0001

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LSTA GRANT AWARD # 40-8447

Project Title: Palm Springs Public Library: Accessing the Past
System/Agency: Palm Springs Public Library

NONDISCRIMINATION CLAUSE ADDENDUM

1. During the performance of this grant award, the recipient, subgrantee and its contractors shall not deny the grant award's benefits to any person on the basis of religion, color, ethnic group identification, sex, age, physical or mental disability, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age (over 40) or sex. Subgrantee shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.

2. Subgrantee shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, Section 12900 et. seq.), the regulations promulgated thereunder (Cal. Admin. Code, Title 2, Sections 7285.0 et. seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code, Sections 11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article.

3. Subgrantee or recipient shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours notice, to such of its books, records, accounts, other sources of information and its facilities as said Department of Agency shall require to ascertain compliance with this clause.

4. Recipient, subgrantee and its contractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

5. Subgrantee shall include the nondiscrimination and compliance provisions of this clause in all contracts to perform work under the grant award.

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LSTA GRANT AWARD # 40-8447

Project Title: Palm Springs Public Library: Accessing the Past
System/Agency: Palm Springs Public Library

CERTIFICATION REGARDING LOBBYING FOR GRANTS AND COOPERATIVE AGREEMENTS

This certification is a prerequisite for making or entering into a grant or cooperative agreement over \$100,000. Upon the acceptance of the grant award, the subgrantee as required by Section 1352, Title 31 of the U.S. Code certifies to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the subgrantee, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the subgrantee shall complete and submit Standard Form – LLL, 'Disclosure Form to Report Lobbying,' in accordance with its instructions.

3. The subgrantee shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

LSTA GRANT AWARD DOCUMENTATION
Budget Citation Chapter 25, Item 6120-211-0890

LSTA Award #: 40-8447

Approval Date: 7/1/2014

Project Title: Palm Springs Public Library: Accessing the Past

Subgrantee: Palm Springs Public Library

Funding Start Date: **upon execution**

Term: upon execution – end of grant period

Approved Funds: \$60,000

Payments:	\$27,000	upon execution of agreement	Schedule No.
	\$27,000	on or about October 30, 2014	Schedule No.
	\$6,000	on completion and return of abatements	Schedule No.

Appropriation Encumbered (designate where applicable)

For: FY 14/15
 WP 13

Federal Fund Trust PCA: 92980

Code: 702

Vendor Code: M686

Catalog Number From Catalog of Federal Domestic Assistance (CFDA) #: 45.310

IMLS #: LS-00-14-0005-14

DUNS #: 170609317

BUDGET CATEGORY	APPROVED BUDGET	REVISED	REVISED
SALARIES	\$5,000		
MATERIALS			
EQUIPMENT			
OPERATING EXPENSES	\$55,000		
INDIRECT COSTS			
TOTAL	\$60,000		