

California Public Utilities Commission, CASF Adoption Account Application

General Information

1. Applicant/Organization Information

Applicant/ Organization Name:	City of Salinas, Salinas Public Library		
Website Address:	www.salinaspublishlibrary.org	Phone Number:	(831) 758-7311

2. Type of Organization (select from list)

<input type="checkbox"/> 501 (c)(3)	Tax ID #	94-6000412
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3. Contact Information

First Name:	Kristan	Lundquist		Title	Library & Community Services
Address:	350 Lincoln Ave.	City:	Salinas	Zip Code	93901
Email:	kristanl@ci.salinac.ca.us		Phone Number:	(831) 758-7222	

4. Application Summary

Type of Project (select one)	Broadband Access Project	Project Name	El Gabilan Library Connects!
Applicant is requesting, or intends to request funds from other CASF sources within the next 12 months			No
Budget Request	Total Project Cost	CASF Grant Request (≤85%)	Other Funding Sources
Total	\$ 60,615.00	\$51,459.00	\$9,156
			Source of Other Funding (Leveraged, Self-Funding, Both) if Applicable
			Self- Funding

5. Application Checklist - Please check boxes if you have reviewed and provided the following documentation:

<input checked="" type="checkbox"/>	Adoption Account Application Form	FORM- Tab 1- Tab 5
<input checked="" type="checkbox"/>	Cover Letter (to include company profile, and experience in providing digital literacy training or broadband access)	No Template, submit as Attachment A
<input checked="" type="checkbox"/>	Curriculum, Brochures, Outreach materials, etc.	No Template, combine into PDF and submit as one Attachment B
<input checked="" type="checkbox"/>	Optional: Endorsements from Communities and Letters of Support	No Template, combine into PDF and submit as one Attachment C
<input checked="" type="checkbox"/>	If Applicable: Copy of IRS Non-Profit Tax-Exempt Ruling	No Template, submit as Attachment D
<input checked="" type="checkbox"/>	Notarized Affidavit	See Template, submit as Attachment E

6. Certification & Affidavit

<input checked="" type="checkbox"/>	I, the undersigned, am a legal representative of the Applicant, and declare under penalty of perjury under the laws of the State of California that, to the best of my knowledge, all of the statements and representations made in this Application are true and correct.
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7. Signature

Electronic Signature	Kristan Lundquist	Date	3/1/2019
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Project Description

1. Project Name

El Gabilan Library Connects!

2. Type of Project

Broadband Access Project

3. Project Location, or Area/ Community to be Served

Address:	1400 North Main St.	State:	CA
City:	Salinas	Zip Code:	93906
Community/County/Census Block/ Other delineation	North Salinas, Monterey County		

4. Project Costs and Grant Request

Grant Request	\$	51,459.00
Leveraged Funding	\$	9,156.00
Total Project Costs	\$	60,615.00

5. Expedited Review Eligibility

Does the project meet all the criteria for expedited review? (See tab 3)	Yes
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6. Needs Assessment

Is the Median Income Level of Community is at or below the CARE income limits for a household of 4?	No	What is the Median Income Level of Community?	\$52,338
Is the Broadband Adoption Level is at or below the Statewide Average?	Yes	What is the current Broadband Adoption level of Community?	72.9% Monterey County
Describe the following Demographic Makeup of the Community:	Primary Language (if not English)	70% speak a non English Language	Avg Age 30-39
	Level of Education	< High School	Avg Income \$52,338
Identify Existing Community Problems, Needs, or other Socioeconomic Barriers	Educational attainment is general low; only 12.2% have a college education, and 59.5 are high school graduates. Salinas has a per capital income of \$18,347 for 2012-2016. 37.9% are foreign born. Salinas		

7. Partnerships & Community Support

Yes/ No	Details
Is the proposed project being supported by members or organizations in the community? If yes, please specify.	Yes Monterey County Supervisor, Luis Alejo
Are there existing partnership with any Community Based Organizations, Internet Service Providers, media groups, for-profit companies, and other applicable organizations? If yes, please specify.	Yes Loaves, Fishes & Computers, Comcast Internet Essentials Program

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Are there existing partnerships with carriers and any existing affordable plans that will be offered in the community? If yes, please specify.	Yes	The library will make materials available from carriers recommended by the CPUC, as well as materials provided by Comcast for Internet Essentials.
Are other funding sources being leveraged for this project? If yes, please specify if it is self funding for funding from other sources, as well as the specific source.	Yes	Self-funding
8. Marketing and Outreach		
Describe any planned outreach efforts. (Must support the marketing and outreach budget being requested)	Salinas Public Library will partner with Comcast's Internet Essentials, and Loaves, Fishes & Computers to provide information about low-cost broadband subscription services. All of our computer literacy programs also promote broadband access, and we will promote to the general public thru social media and in our library. We also will promote in our weekly newsletter which goes out to over 23,000 individuals.	
Project the number of participants expected to be reached through these activities.	16,100	
Project the number of participants who will receive information regarding broadband plans in the community.	16,100	
Project the number of new residential broadband subscriptions to result from the project (include assumptions and data sources used to compile estimates).	Approximately 16,100 unique individuals in Salinas visited and checked out items from the Library in 2018. According to the US Census Bureau, the average household size in Salinas is 4.23, meaning that there are approximately 3806 households with active library users. If we are to assume (based on CPUC statistics) that 69% of these households have broadband access, then 2778 of these households have broadband and 1027 do not. It is reasonable to assume that 25% of the households without broadband who are also active library users may sign up for a new broadband subscription as a result of the	
Describe any planned improvements to an existing space for training or broadband access, including the purchase of computing devices and any installation or set-up activities.	n/a	

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Project Description

Describe any set up of a new space for training or broadband access, including the purchase of computing devices and any installation or set-up activities.

The new library building will be wired for fiber network and expanded wireless network capacity. There will be a new digital studio learning room which functions as computer training lab for library programs. The computers requested will be made available for public use at this lab as well as for the public in general when not being used in training program.

9. Training (For Digital Literacy Projects only)

Describe the type of training to be provided.

n/a

Describe the training structure: 1) How many students are expected per class,

n/a

Describe the training structure: 1) How many students per class, 2) how many classes are to be offered to meet the minimum 8 hours, (example: 4- 2 hour classes, 8-1 hour classes, 1- 8 hour class, other, etc.), 3) how many sessions of the training courses are being offered over the course of the 2 years, 4) other information

n/a

Describe the training structure: 1) How many students per class, 2) how many classes are to be offered to meet the minimum 8 hours, (example: 4- 2 hour classes, 8-1 hour classes, other, etc.), 3) how many sessions of the training courses are being offered over the course of the 2 years, 4) other information.

n/a

Project the number of participants that will complete the training in total, as well as by year.

n/a

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Project Description

Project the number of participants who will receive tutoring or other digital literacy instruction outside of the 8-hour training.

n/a

10. Access (For Broadband Access Projects)

Project the number of participants to be served by the project.

Computers requested will be made available for the library's computer literacy program on-site, as well as general public access. There are approximately 16,100 active library users, and we project the new library will serve approximately half or 8,000. We currently host a 4 hours/week class at an interim library site which can be expanded when the new library opens with this equipment (this equipment will be made

Project the number of hours of access to be provided (Schedule of Access to be available).

The El Gabilan Library will be open 53 hours/week for 15 computers for a total of 795 hours per week, and approximately 39,750 total hours (50 weeks).

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Preference Checklist and Expedited Review Request		
1. Project Name & Type of Project		
El Gabilan Library Connects!	Broadband Access Project	
2. Preference Checklist		
	Yes/No	
a. Project serves a low-income population (The community with a median household income at or below the CARE income limits for a household of four)		
b. Project is serving a community with a high percentage of residents with limited English proficiency. (More than 50% of residents have limited English proficiency)	Yes	
c. Project is serving a community with a high percentage of residents with limited educational attainment. (More than 50% of residents have only a high school diploma or less.)	Yes	
d. Project is serving a rural community. A project is located in a "rural" area if it meets one of the following criteria: 1) It is in area that is eligible for federal program under the United States Department of Agriculture (USDA) Section 515 program; 2) It is in a city with a population of 40,000 or less or in a non-urbanized area; or 3) It is in an unincorporated area of a county and is not in an urbanized area.	No	
e. Project has community support, endorsements and/or partnerships.	Yes	
f. Project is serving a community with some other demonstrated disadvantage which affects broadband adoption, documented by applicant.	Yes	
g. Project considers coordination with other public purpose programs and funding sources.	Yes	
3. Expedited Review Eligibility	Digital Literacy Projects	Broadband Access Projects
Please check only for the type of project this pertains to. Applications must meet all the below criteria to be eligible for expedited review. Applications not meeting all the below criteria may still be considered for a grant via the traditional Commission Resolution approval process.		
a. Project serves a low-income population		Yes
b. Applicant is a local government, senior center, school, public library, nonprofit organization, or community-based organization with programs to increase publicly available or after-school broadband access and digital inclusion, such as digital literacy training programs.		Yes
c. Grant request is \$100,000 or less.		Yes
d. Applicant will perform education and outreach to educate the community of available broadband Internet services.		Yes
e. Applicant or partner organization possesses at least one-year experience in digital literacy training or has previously carried out at least one digital literacy project.		NA
f. Applicant will provide at least 8 hours of digital literacy training to each participant, through digital literacy classes, one on one tutoring or self-paced instruction.		NA
g. Applicant must provide classes within six months of being selected for a CASF grant and will submit a work plan with major milestones showing how they propose to meet this deadline.		Yes
h. Applicants must sustain the adoption project for 24 months or earlier if work plan milestones/deliverables have been accomplished.		Yes
i. Applicant has identified a designated space for digital literacy training or broadband access.		Yes
j. If the applicant will be provisioning the training space with computing devices for community training rooms or other public space, the requested reimbursable cost will be no more than \$750 per device, with a maximum of 15 devices per location.		Yes
k. If the applicant will be providing take-home computing devices for those completing the digital literacy training courses, the requested reimbursement is limited to \$150 per device, limited to one device per eligible household, and is limited to \$10,000 per application/project location.		NA
l. Project provides device technical support responses within 24 hours.		Yes
m. Device technical support (not network), either by phone or in person, will respond within 24 hours. Refurbished devices will have at least a six-month warranty. New devices will have at least a 30-day warranty.		Yes

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Work Plan & Performance Metrics					
1. Project Name					
EI Gabilan Library Connects!			Broadband Access Project		
2. Work Plan and Performance Metrics					
Ramp Up Period	Milestone Task/ Activity	Beginning Month	End Month	Deliverable or Outcome	Description of how the Deliverable/Outcome will be tracked or measured?
	Task/Activity			What determines completion of Task? What goal to be Achieved?	How will this be tracked?
	Determine Equipment needed	Jul-19	Oct-19	Finalize the list of items to be purchased.	Spreadsheet and New World for purchase orders
	Order all equipment	Sep-19	Nov-19	Receive items for setup and installation.	Invoices & packing slips
	Allowed up to 6 months from Grant Approval for Ramp Up				

California Public Utilities Commission, CASF Adoption Account Application					
Work Plan & Performance Metrics					
1. Project Name					
EI Gabilan Library Connects!			Broadband Access Project		
2. Work Plan and Performance Metrics					
	Milestone Task/ Activity	Beginning Month	End Month	Deliverable or Outcome	Description of how the Deliverable/Outcome will be tracked or measured?
Project Deployment Period Year 1	Task/Activity			What determines completion of Task? What goal to be Achieved?	How will this be tracked?
	Setup infrastructure/install equipment	Oct-19	Dec-19	Equipment/infrastructure are installed at their determined locations.	Incorporated into City IT and Library Tech team work plan for building setup
	Test Equipment	Dec-19	Jan-20	Equipment/infrastructure are working as expected.	Incorporated into City IT and Library Tech team work plan for building setup
	Deploy equipment	Jan-20	Jan-20	Equipment/infrastructure are available and being used by public.	Incorporated into City IT and Library Tech team work plan for building setup
	Provide Technical Support	Jan-20	Ongoing	Staff are trained to use the equipment to provide public assistance	Work requests to Library Tech staff
	Implement Tracking/Reporting of usage	Jan-20	Ongoing	Equipment/infrastructure ae available and being used by public.	Usage statistics throught device management
	Community Outreach	Dec-20	Jun-20	Promotion of digital literacy/computer program at the library and on social media. Design and print promotional materials. Make available information on broadband access to the community.	Frequency of promotion (digital and physical platforms)
	Evaluation	Jul-20	Aug-20	Assesment of digital literacy program	Survey of participants/public users
	Administrative Tasks	Jul-19	Aug-20	Invoices and reports submission to CPUC	Grant report submission, New World, and staff spreadsheet. Collect and submit invoices to CPUC, create any required grant reports
	Project must be completed within 24 months after Ramp Up Period or earlier if work plan milestones/deliverables have been accomplished				

California Public Utilities Commission, CASF Adoption Account Application						
Detailed Budget Request						
1. Project Name						
EI Gabilan Library Connects!			Broadband Access Project			
2. Total Amount of Funds Requested for this Project						
Total Grant Request:	\$51,459					
3. Budget Breakdown			Total Cost	Grant Request (85%)	Leveraged Funding	Self-Funding
3. a Equipment and Materials Breakdown	Unit Price	Quantity				
HP Desktops	\$ 1,100.00	4	\$ 4,400.00	\$ 3,000.00		\$ 1,400.00
HP Laptops	\$ 810.00	11	\$ 8,910.00	\$ 8,250.00		\$ 660.00
HP Printers	\$ 5,450.00	2	\$ 10,900.00	\$ 9,265.00		\$ 1,635.00
Supplies - Software	\$29	15	\$ 435.00	\$ 369.75		\$ 65.25
Supplies - Peripherals (keyboard/mouse)	\$40	4	\$ 160.00	\$ 136.00		\$ 24.00
Supplies - Toners	\$ 1,800.00	2	\$ 3,600.00	\$ 3,060.00		\$ 540.00
Network Switches	\$2,500	3	\$ 7,500.00	\$ 6,375.00		\$ 1,125.00
Wireless Access Points	\$1,200	6	\$ 7,200.00	\$ 6,120.00		\$ 1,080.00
SW,Licensing,Wireless AP	\$150	6	\$ 900.00	\$ 765.00		\$ 135.00
Furnishing - Desks	\$ 1,250.00	6	\$ 7,500.00	\$ 6,375.00		\$ 1,125.00
Furnishing - Chairs	\$ 230.00	22	\$ 5,060.00	\$ 4,301.00		\$ 759.00
Furnishing - Charging cart	\$ 1.00	1550	\$ 1,550.00	\$ 1,317.50		\$ 232.50
Total Equipment and Materials Budget			\$ 58,115.00	\$ 49,334.25	\$ -	\$ 8,780.75
3. b Marketing and Outreach (M&O) Efforts and Material (if applicab						
Effort/Material Needs	Unit Price/ Labor Price	Units				

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Detailed Budget Request						
Brochures/Rack Cards	\$ 0.20	2000	\$ 400.00	\$ 340.00		\$ 60.00
Online Advertising (24 runs)	\$50	24	\$ 1,200.00	\$ 1,020.00		\$ 180.00
Design costs (10 hours)	\$90	10	\$ 900.00	\$ 765.00		\$ 135.00
Total Marketing and Outreach Efforts and Material			\$ 2,500.00	\$ 2,125.00	\$ -	\$ 375.00
3. c Staffing and Labor Breakdown (Not applicable)						
	Wage or Fee Per Period (hour, week, month)	Numbers of Hours, weeks or months of service				
None Requested						
Total Staffing and Labor Budget			\$ -	\$ -	\$ -	\$ -
3. d Travel Breakdown						
Purpose of Travel	Distance to be Travelled (miles)	Rate				
			\$ -			
			\$ -			
			\$ -			
			\$ -			
Total Travel Budget			\$ -	\$ -	\$ -	\$ -
Total Project Costs			\$ 60,615.00	\$ 51,459.25	\$ -	\$ 9,155.75
Participants to be Trained/Provided Access		8,000				

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Detailed Budget Request		
Average Investment Per Participant	\$	7.58
Average GRANT Investment Per Participant	\$	6.43
<i>*Please ensure that all grant requests for these categories are within the reimbursable limits approved for the respective programs. Refer to the Adoption Account Administrative Manual.</i>		