PURPOSE

The Kansas State Historical Records Advisory Board (KSHRAB) seeks to encourage Kansas organizations and individuals that create, preserve, and use records with enduring value. KSHRAB strives to ensure the ongoing availability of records with enduring value so current and future audiences can understand democracy, history, and culture.

KSHRAB has established the Kansas Digital Access to Historical Records (KDAHR) Regrant Program to enhance online access to historical records and to increase digital literacy and citizen engagement with those historical records. KSHRAB is offering grants to Kansas historical records repositories that demonstrate a financial and programmatic need and a commitment to developing and/or implementing projects that will enhance online access to historical records. These projects may include digitizing collections and placing the digital content online, creating and publishing online finding aids to historical records collections, or developing/upgrading websites specifically designed to highlight the organization's historical records and increase collections' discoverability.

GRANT AMOUNTS AND REQUIREMENTS

- Maximum Grant: $3,000
- Applicants are required to demonstrate local commitment to the project through an in-kind and/or cash match. A 50% match is encouraged but not required.
- Grant recipients will be required to document all project expenditures
- Grant recipients must complete all work by the KSHRAB-specified ending date (April, 17th 2024)

REQUIRED MATCHING FUNDS

- Applicants receiving a grant award are encouraged to provide a 50% match ($50 match for every $100 in grant funds) of the grant funds requested. The match may be met through cash or in-kind contributions. Preference will be given to applicants that demonstrate the ability to better meet this match. Applicants will need to document the level of match they are able to provide.
- *Cash match* is defined as money the organization spends specifically for the project that will not be reimbursed by grant funds.
- *In-kind match* is defined as the value of a non-cash contribution (e.g. staff time, equipment, supplies, goods and services) that directly benefits the project. For the purposes of this grant, indirect expenses (including rent, telephones, or other normal operating expenses) may not be included as match.

ELIGIBILITY AND FUNDING PRIORITIES

- The applicant must have custody of unique, historically significant, original records and be committed to making these records available to the public.
- Although any size institution may apply, preference will be given to organizations with permanently valuable historical records of 500 cubic feet or less and/or who employ two or fewer full-time staff.

- Applicants must be a Kansas organization.
- Preference will be given to organizations that demonstrate the capacity to provide an in-kind and/or cash match of an amount sufficient to support the proposed grant project.

ELIGIBLE ORGANIZATIONS

- **Historical records repositories**
  Kansas non-profit organizations, educational institutions, or other entities that collect, preserve, and provide public access to permanently valuable historical records. Examples include, but are not limited to, historical societies, museums, churches, public libraries, and community colleges.
- **Local governments**
  Kansas counties, municipalities, and other units of local government.

INELIGIBLE ORGANIZATIONS

- For-profit organizations
- State government agencies
- Organizations that do not provide public access to historical records
- Members of the KSHRAB and their organizations
  - Visit http://www.kshs.org/p/kshrab-members-and-meetings/19224 for ineligible organizations.

ELIGIBLE PROJECTS

- **Digitization and online access:** Projects to digitize and provide online access to unique, one-of-a-kind historical records. Examples of collections eligible for digitization include original paper documents, photographs, or analog audio/video recordings. Three-dimensional artifacts are not eligible. If the materials being considered for digitization exist elsewhere online or are available at another institution in any format, they will not be eligible for funding. Digitized records will be made publicly available online via *Kansas Memory*, the Kansas Historical Society-operated online digital collections repository. Organizations are encouraged to make their digitized records available online through their own website or other means.
- **Online finding aids:** Projects to create and provide online access to descriptive information (e.g. finding aids, inventories, indexes, guides, online catalog records) about historical records. Organizations may provide online access to finding aids in a variety of ways including, but not limited to, HTML or PDF files on a website, wiki pages, or library catalogs.
- **Website development:** Projects to develop a new or update an existing website with a primary goal of increasing the visibility and discovery of the repository's historical records.

ELIGIBLE EXPENSES

- **Personnel:** Salaries/wages for project staff. Costs for existing part-time staff may be an eligible expense if such staff works on the grant in addition to his/her regularly scheduled hours.
- **Consultant fees:** Hiring a consultant to provide planning or training. Grant funds can be used to pay a maximum of $500 and the organization must cover any excess of this limit.
- **Contract services:** Digitization, website development, or similar professional services. The KSHRAB reserves the right to approve all service providers and methods of work for the project.

- **Equipment:** Costs to purchase technical equipment (computer, digitization equipment, electronic peripherals) essential to the project are eligible costs.
- **Travel expenses:** Only for the participation in training or similar activities that are essential to achieve project goals.

INELIGIBLE EXPENSES

- **Personnel:** Salaries for existing positions or overtime hours. Budget proposals may show staff time under in-kind match.
- **Operating costs:** Indirect costs such as rent, telephone or other normal operating expenses.
- **Capital improvements:** Costs for construction or renovation, purchase of land, or the rental of space.
- **Collection development:** Costs for purchasing materials to be added to the collections, such as books, maps, photographs, etc.
- **Training:** Expenses for training staff or for staff travel to professional meetings, seminars and workshops that are not essential to the goals of the project.
- **Equipment:** Costs for the purchase of office equipment and furnishings (desks, file cabinets, etc.)
- **Services:** Costs for service contracts for equipment that is purchased as part of the grant project.

GRANT PAYMENT

Only one payment will be made to the recipient at the onset of the project. Any change to the original agreement needs to be reported to the KSHRAB immediately.

GRANT EXTENSION POLICY

An extension may be granted by the KSHRAB if the project is not expected to be completed by the grant end date. Please contact KSHRAB by March 15th, 2024 if you believe you will not make the April 17th 2024 grant project completion date. If the project is not completed by the end date and an extension has not been applied for and granted by the KSHRAB, the grant may be terminated and any unused funds will need to be returned to the KSHRAB.

FINANCIAL RESPONSIBILITIES OF GRANT RECIPIENTS

- Grant recipients will be required to document all project expenditures.
- Each applicant is encouraged to provide a 50% cost share of the grant funds requested. The local share may consist of direct financial contributions, a percentage of time devoted to the project by current staff or a combination of the two.
- All purchases made with grant funds must be made during the grant period.
- Grant funds may not be used to pay for existing supplies or previous work.
- All grant-funded expenses must be directly associated with the project and incurred during the grant period.
- Grant funds may not be used to pay for existing supplies or previous work.
- Grant funds may not be used to pay existing staff salaries, but may be used as a stipend to pay someone who usually volunteers.

APPLICATION REVIEW AND SELECTION

The KSHRAB will review all completed applications received before the deadline. Incomplete applications will not be reviewed. Grants will be selected on a competitive basis, although preference will be given to institutions with archival holdings of 500 cubic feet or less and/or two or fewer professional staff. Grant proposals may be fully funded, partially funded, or rejected by the board. In determining whether an applicant shall receive a grant, the KSHRAB will consider the following criteria:

- Does the project make accessible records significant to Kansas history?
- Does the project utilize sound archival practices?
- Does the applicant propose to use standards and best practices for digitization, archival description, and website development?
- Are the proposed activities and expenditures appropriate and cost effective?
- Is the applicant capable of reaching the encouraged 50% match?
- Does the proposal adhere to grant project application requirements and does it contain sufficient information for KSHRAB decision-making?
- Is the financial information submitted realistic and accurate?

REPORTING

Interim Report – Due November 15, 2023

A brief narrative progress report is due on November 15th, 2023. The interim report should include a summary of the project and the progress that has been made so far. The following information is helpful to include:

- Estimated percentage of project completed and number of images scanned or finding aids created.
- Summary of expenses (have all of the supplies been ordered and arrived, has the software been ordered, etc.).
- Amount of staff and volunteer time spent on the project (include both grant funded time and matching time)
- Is the project on track to be completed by April 17th? If not, what were the delays and what is the estimated end date?
- Has there been any publicity on the project so far? If so, please include examples. Also, has there been any increased interest in the collections from researchers?

Please send the report to:

KSHRAB Grant Program
c/o Kansas Historical Society
6425 SW 6th Ave, Topeka, KS 66615

Or the report can be submitted by email to: kshs.kshrab@ks.gov.

FINAL REPORTS – DUE APRIL 17, 2024

By April 17th, a more detailed final report is required. Please submit the final report to the same address as the interim report.

All final reports to KSHRAB must contain the following information:

- **Final Narrative Report**
  - Institution/Organization Name
  - Project Title
  - Project Director name, telephone number, and e-mail address
  - Summary of project activities and accomplishments including:
    - Description of records addressed by your project.
    - Links (URLs) to online resources created through your project.
    - Assessment of whether and how the project met the objectives described in your application.
    - Quotes from local press coverage (if any) and copies of any articles cited.
- **Final Financial Report**
  - Brief narrative description of how you spent the grant money.
  - Itemized list of expenditures. Include copies of relevant invoices, receipts, checks, and payment documents.
  - Itemized list of cash match and in-kind contributions. Include copies of relevant invoices, receipts, checks, payment documents, and timesheets.

Recipients of KSHRAB funds are subject to audit by the State of Kansas. Complete records of the project, including receipts, timesheets, and invoices, must be kept on file at your organization for 4 years following the completion of the project.

CREDITING

Any published materials, radio or television announcements created by the awardee in recognition of this award must include the following credit:

> *Supported in part by an award from the Kansas State Historical Records Advisory Board, through funding from the National Historical Publications and Records Commission (NHPRC).*

KSHRAB OBLIGATIONS

Obligations of the Kansas State Historical Records Advisory Board to fund this grant program will cease immediately without penalty or further payment being required if the National Historical Publications and Records Commission fails to appropriate or otherwise make available sufficient funds.

2023 TIMELINE

- **May 1:** new grant period begins
- **July 28**: KDAHR application deadline
- **Sept 1**: Grant awards announced
- **Nov 1**: Sample deliverables due

- **Nov 15**: Interim reports due to KSHRAB
- **Feb 28 (2024)**: Submit all deliverables
- **April 17 (2024)**: Final reports due to KSHRAB

DIGITIZATION STANDARDS AND DELIVERY

For grant recipients completing digitization and online access projects:

- Consult KDAHR digitization standards on page 15 and 16 of these guidelines.
- Consult with KSHRAB staff regarding the application of standards to different material types (photo negatives and transparencies, photo albums, diaries, scrapbooks, audio, video, etc.).
- Submit sample digital files and data of each material type to KSHRAB staff for review and approval prior to beginning digitization and description of materials.
- Follow approved standards and procedures identified during sample review.
- KSHRAB may require grant recipients to re-digitize and re-describe materials if resulting digital files and metadata do not meet approved standards.
- Submit copies of all digital files and metadata to KSHRAB by project completion date via an external hard drive.

GRANT APPLICATION INSTRUCTIONS AND CHECKLIST

The grant application consists of four parts:

1. **KDAHR Grant Application Form** (Use the form provided on pages 10 and 11 of these guidelines.)
2. **Organization Narrative**: Description of the organization applying for the grant (no more than two pages, double spaced).
3. **Project Narrative**: Description of the project and scope of work (no more than five pages, double spaced).
4. **KDAHR Grant Budget Form** (Use the form provided on pages 11-14 of these guidelines.)

All four parts of the application must be completed for a grant application to be considered. The narrative sections must include the information listed below.

Use the following as a checklist to make sure all points are covered:

____1. KSHRAB GRANT APPLICATION FORM. The purpose of this page is to provide a quick summary of the grant proposal for review by KSHRAB members and staff. This form can be found on pages 10 and 11 of these guidelines.

- **Organization.** List the name of your organization.
- **Project Director.** This should be the person primarily responsible for directing grant activities; ensuring that the project is successfully completed; complying with grant guidelines; supervising project workers; and coordinating with vendors, consultants and the KSHRAB. The director is also responsible for submitting the project's reports. Please provide all contact information for the director that is requested, as this person will be the KSHRAB's primary contact for the project.
- **Description of Grant Project.**
    - **Title of Project.** The title should be a concise description of the project and its outcome (e.g., "Creating and Placing Online an Inventory of Courthouse Records," "President's Papers Digitization Project").
    - **Starting Date/Ending Date.** List the dates the project will begin and end its work.

- **Summary Statement.** In 250 words or less, briefly summarize the nature and purpose of the project. Explain the goals of the project and how it will enhance online access to historical records. Briefly state the programmatic and financial need. The grant application narrative permits applicants to use up to five double-spaced pages for describing the project in detail.
- **Funding Required for Project.** List the budget information for the project, using the "TOTAL GRANT COST" figures compiled at the end of the budget form. Remember that the KSHRAB gives preference to applicants that can better contribute a 50% match of the grant funds requested. The local match may be either cash or in-kind contributions such as the value of staff time, supplies and services the recipient devotes to the project.
- **Authorizing Official.** This is the person who is authorized to sign a contract on behalf of your organization (director, board president, treasurer, etc.). This person MUST sign the application.
- **Federal Employer Identification Number (FEIN).** If your organization has a Federal Employer Identification Number (FEIN) or a tax-free number, list it here.
- **Data Universal Numbering System (DUNS).** If your organization does not have a DUNS number, one may be obtained, free of charge, from Dun and Bradstreet by calling 866-705-5711 or online at http://fedgov.dnb.com/webform.

_____ 2. ORGANIZATION NARRATIVE (no more than two pages, double spaced).
Provide a brief description of your organization and its facility. Include the size and composition of your staff (number of staff, full-time, part-time, volunteer, paid); hours of operation; your annual budget; and funding sources. Include any additional information that you feel would be helpful to KSHRAB's review of your request.

Provide an overall description of the historical records in your collections: subjects, types/formats of records, date span, and total cubic footage. Summarize your organization's efforts to provide online access to historical records and/or to collection finding aids. Describe the historical records that the grant project will address and state whether or not the historical records are currently available to the public. If your records are not currently available to the public, please explain. Collections/records/archival materials from funded projects must be made available to the public on a regularly scheduled basis.

_____ 3. PROJECT DESCRIPTION AND SCOPE OF WORK (no more than five pages, double spaced). Expanding upon your Summary Statement, describe the project and how it will be carried out. Be specific on what the project entails. For example, clearly state whether grant funds will be used for digitization and online access, creating online finding aids and/or website development. If specific equipment is being purchased to complete the project, explain why you are selecting the equipment noted in the budget. Make sure to address all points and include answers to all of the questions below:

- **Significance**: Proposals must explain the significance of the records and why they have been identified as needing an online presence. What is the historical significance of the materials involved? What user groups will utilize these materials? Does the information content of your records exist elsewhere, or in another format?
- **Outcome(s):** Identify the results (products) to be produced by this project. What is your organization's ability to implement the project and the project's results?
- **Plan of Work and Timeline:** The work plan must be focused, clearly defined and achievable. The timeline must be realistic. What actions, activities or steps will you take during your project? When and in what order will they be undertaken? If possible, include a workflow or calendar to illustrate the timeline and steps. Include digital capture and/or descriptive standards to be utilized.

- **Personnel**: Identify the members of the project staff and provide a brief summary of these individuals' qualifications and the role each will play. Attach résumés as supplemental materials. If you will hire someone (project archivist, consultant, etc.), what specifically will that person or service do (subjects on which advice is sought, specific tasks to be performed)? If a specific consultant or service will be used, describe the qualifications and include a copy of the proposal.
- **Sustainability:** Describe how the results of the grant will be maintained and supported after the grant ends. How will you build on the project accomplishments in terms of ongoing work or funding? What long-term benefits will be derived? How will the digital surrogates be preserved for the long term?
- **Evaluation:** How will the effectiveness of the project be evaluated? How will you measure success? How will this grant change or improve access and use of your collection?
- **Promotion:** How will you publicize the grant awards and the project results within and outside of your community?

_____ **4. COMPLETING THE BUDGET FORM. (Use the budget form on pages 11-14)** Review the requirements, descriptions of eligible and ineligible expenses, etc., on Pages 2–3 of this manual and adhere to the requirements listed below for each budget item. Check and double-check your figures. Make sure the totals match the numbers on the Grant Application Summary Form.

- **Salaries and Wages.** List the names and titles of all persons (staff, volunteers and consultants) who will work on the grant project. Include the salary or wages each will receive during the grant period. Examples of methods for calculating salary are shown below:
  - A salaried agency employee who devotes 10 percent of his/her time to a four month project would calculate grant-related salary by multiplying 4 months x 1 month's salary x 10 percent. The resulting figure would be listed under "cost sharing" as part of the organization's cost share.
  - A person hired full time to work on the project, and paid with grant funds, would calculate salary as 4 months x 1 month's salary x 100 percent. The total would be listed in the "grant funds" column.
  - Applicants may increase the working hours of existing part-time staff to fulfill grant-related duties and may pay staff with grant funds for work directly related to the project. However, grant funds may _not_ be used to replace local funding for existing full-time positions.
  - Volunteers may be used on projects, and the value of their work included as part of the grant recipient's cost share. The KSHRAB recommends that volunteer labor be calculated at the current Kansas minimum wage rate per hour. However, the KSHRAB realizes that some volunteers may be more skilled than others and will allow a compensation rate up to $20 per hour, but the applicant must provide justification.
- **Travel.** If the project's work plan includes travel, list the anticipated number of trips, the number of people participating and the estimated cost. Include _per diem_, room and board, and/or the travel reimbursement rate, as applicable. The use of grant funds for travel is limited to the maximum amounts authorized by the state of Kansas travel reimbursement policy. A copy of this policy can be obtained from the KSHRAB office.
- **Consultants.** In the application narrative, explain fully what the consultant is expected to do (subjects on which advice is sought, specific tasks to be performed). The consultant will be expected to provide the project director with a written report, including detailed recommendations, which should accompany the project's final report. Unless a flat fee can be quoted, calculate payment by multiplying the anticipated daily/hourly rate by the number of days the consultant will work. List this total under "grant funds" or "cost sharing," as appropriate. Travel expenses may also be included, reimbursed at the rate outlined for travel.

- **Supplies, Equipment and Services.** Estimated costs should be itemized and listed under "grant funds" or "cost sharing" as appropriate. For all grant-funded equipment, supplies and services, product description/specifications and vendor prices must accompany the application. Copies of vendor quotes, catalog pages or website pages may be attached as supplemental materials.
- **Total Project Costs.** Enter the subtotals for the various project categories listed, using the "grant funds" or "cost sharing" columns, as appropriate. Add up the subtotals to obtain the "TOTAL GRANT COST." The final figures should be identical to the "Total Cost" figure on Page 1 of the application form. Double-check that all expenditures proposed in the narrative are accounted for in the budget and that all expenses listed in the budget are described and justified in the narrative.
- **Acceptance of Partial Funding statement.** A question at the bottom of the budget form asks if you will accept partial funding and still complete some portion of the project as outlined in the application or seek supplemental funding elsewhere. Mark *Yes* or *No*.

KANSAS STATE HISTORICAL RECORDS ADVISORY BOARD (KSHRAB)

KANSAS DIGITAL ACCESS TO HISTORICAL RECORDS (KDAHR) REGRANT PROGRAM

APPLICATION FORM – 2023

ORGANIZATION

Name   Click here to enter text.
Address   Click here to enter text.
City/ZIP   Click here to enter text.
FEIN #:   Click here to enter text.   DUNS #: Click here to enter text.

PROJECT DIRECTOR

Name   Click here to enter text.
Address   Click here to enter text.
City/ZIP   Click here to enter text.
Title   Click here to enter text.
Telephone   Click here to enter text.
Email   Click here to enter text.

DESCRIPTION OF GRANT PROJECT

Title   Click here to enter text.

Starting Date   Click here to enter text.   Ending Date   Click here to enter text.

SUMMARY STATEMENT

In 250 words or less, briefly summarize the nature and purpose of the project you propose for funding and how it relates to your organization's mission.

Click here to enter text.

FUNDING REQUIRED FOR PROJECT

Grant Funds   Click here to enter text.

Matching Funds   Click here to enter text.

Total Cost   Click here to enter text.

AUTHORIZING OFFICIAL

Signature   _____

Name   Click here to enter text.   Title   Click here to enter text.

Address   Click here to enter text.   City/ZIP   Click here to enter text.

Telephone   Click here to enter text.   Email   Click here to enter text.

Send completed application packet to: KSHRAB, c/o Kansas Historical Society, 6425 SW 6th Ave., Topeka, KS 66617 or as .PDF to kshs.kshrab@ks.gov with subject line "KDAHR Grant Application".

KANSAS STATE HISTORICAL RECORDS ADVISORY BOARD (KSHRAB)

KANSAS DIGITAL ACCESS TO HISTORICAL RECORDS (KDAHR) REGRANT PROGRAM

BUDGET FORM – 2023

Complete the Budget Form providing details of how you arrived at the amounts shown. Figures should be given in whole dollar amounts.

PERSONNEL AND SALARIES

Item	Grant Funds	Cost Sharing	TOTAL
Click here to enter text.	$	$	$
Click here to enter text.	$	$	$
Click here to enter text.	$	$	$
Click here to enter text.	$	$	$

	Grant Funds	Cost Sharing	TOTAL
Subtotals	$	$	$

TRAVEL EXPENSES

Item	Grant Funds	Cost Sharing	TOTAL
Click here to enter text.	$	$	$
Click here to enter text.	$	$	$
Click here to enter text.	$	$	$
Click here to enter text.	$	$	$
Subtotals	$	$	$

CONSULTANT FEES

Item	Grant Funds	Cost Sharing	TOTAL
Click here to enter text.	$	$	$
Click here to enter text.	$	$	$
Click here to enter text.	$	$	$
Click here to enter text.	$	$	$
Subtotals	$	$	$

SUPPLIES

Item	Grant Funds	Cost Sharing	TOTAL
Click here to enter text.	$	$	$
Click here to enter text.	$	$	$
Click here to enter text.	$	$	$

Subtotals	$	$	$

EQUIPMENT

Item	Grant Funds	Cost Sharing	TOTAL
Click here to enter text.	$	$	$
Click here to enter text.	$	$	$
Click here to enter text.	$	$	$
Subtotals	$	$	$

SERVICES

Item	Grant Funds	Cost Sharing	TOTAL
Click here to enter text.	$	$	$
Click here to enter text.	$	$	$
Click here to enter text.	$	$	$
Subtotals	$	$	$

SUMMARY BUDGET

Item	Grant Funds	Cost Sharing	TOTAL
Personnel and Salaries	$	$	$
Travel Expenses	$	$	$
Consultant Fees	$	$	$
Supplies	$	$	$
Equipment	$	$	$
Services	$	$	$

TOTALS	$	$	$

TOTAL PROJECT COSTS

Requested Grant Funds	Cost Sharing	Total Cost of Project
$Click here to enter text. +	**$**Click here to enter text. =	**$**Click here to enter text.

If you do not receive full funding, will you accept partial funding and still complete the project?

☐ Yes

☐ No

Persons and institutions interested in scanning cultural heritage materials for inclusion on Kansas Memory should use the following standards to guide the scanning of their materials. The attached chart shows the scanning standards for different sizes and types of materials. The submission of digital images of materials does not guarantee their inclusion on Kansas Memory.

A. Scanner settings

1. Printed text
   a. 400 ppi, 8-bit grayscale, TIFF, uncompressed
   b. 600 ppi, bitonal, TIFF, uncompressed (for more recent, higher quality printing)
2. Photographs and pictorial materials
   a. 8-bit grayscale, TIFF, uncompressed for black and white prints and negatives
   b. 24-bit RGB (color), TIFF, uncompressed for color prints and negatives
   c. See chart for appropriate scanning resolution (ppi)

3. Oversize (maps and graphic materials)
   a. Use same standards as for photographs and pictorial materials

4. Manuscripts
   a. 400 ppi, 8-bit grayscale or 24-bit RGB (color), TIFF, uncompressed

5. Simple graphic (blueprints and other line art)
   a. 400 ppi, bitonal, TIFF, uncompressed

B. Scanning procedure

1. Scan the front and back of each photograph or document

2. Cropping
   a. Scan the entire photo or document with 1/4 inch background border zone. Avoid cropping to within the item's boundaries. Items cropped down to the image or text may not be accepted.

3. Background
   a. Use of white, off-white, or black paper as a background may improve the scanning results for some materials. If uncertain, try scanning the item with a white and black background.

4. Skewed image
   a. If the image is skewed, try using the scanning software or an image editor (like Photoshop or GIMP) to deskew, or square, the image within the image frame.

MASTER FILES

Transparent SCANS

(Slides & Negatives)

35 mm	4000 PPI
2.25 in	2200 PPI
4 by 5 in	1020 PPI
5 by 7 in	900 PPI
8 by 10 in	600 PPI

Document SCANS

Manuscripts	400 grayscale (or color)
Printed Text	400 grayscale (or 600 bitonal)
Blueprints	400 bitonal

All files are saved in uncompressed tiff format. Color scans taken at 24 bit, Grayscale at 8 bit.

Reflective SCANS

(Photos, Maps, & Graphic Material)

Length of longest side in inches	Target size for full-size print (px)	Scanning PPI
1	5100	
2	2550	1500
3	1700	
4	1275	
5	1020	
6	850	800
7	728	
8	637	
9	560	600
10	510	
11	463	
12	425	
13	392	
14	362	400
15	340	
16	318	
17	300	
<- Over		300