

**CALIFORNIA STATE LIBRARY**  
**FY 2013/14**  
**LSTA PITCH AN IDEA GRANT APPLICATION**

**ELEMENT 1: BASIC INFORMATION**

**Applicant Information**

- |   |                          |       |       |     |               |             |    |       |   |
|---|--------------------------|-------|-------|-----|---------------|-------------|----|-------|---|
| <p>1. <b>Library/Organization</b><br/>El Dorado County Library</p> <p>3. <b>Internet Web Site Address</b><br/>www.eldoradolibrary.org</p> <p>4. <b>Project Coordinator Name &amp; Title</b><br/>Carolyn Brooks, Branch Manager</p> <p>6. <b>Business Phone Number</b><br/>(916) 358-3502</p> <p>8. <b>Mailing Address</b><br/> <table border="0" style="width: 100%;"> <tr> <td style="width: 40%;">PO Box or Street Address</td> <td style="width: 20%;">City</td> <td style="width: 20%;">State</td> <td style="width: 20%;">Zip</td> </tr> <tr> <td>345 Fair Lane</td> <td>Placerville</td> <td>CA</td> <td>95667</td> </tr> </table> </p> | PO Box or Street Address | City  | State | Zip | 345 Fair Lane | Placerville | CA | 95667 | <p>2. <b>Library's DUNS Number</b><br/>001879035</p> <p>5. <b>Email Address</b><br/>carolyn.brooks@edcgov.us</p> <p>7. <b>Fax Number</b><br/>(916) 933-7098</p> |
| PO Box or Street Address  | City                     | State | Zip   |     |               |             |    |       |   |
| 345 Fair Lane   | Placerville              | CA    | 95667 |     |               |             |    |       |   |

**Project Information**

9. **Project Title** Learning2Go
10. **LSTA Funds Requested** \$90,000
11. **Cash Match** \$41,400
12. **In-Kind** \$30,920
13. **Total Project Cost** \$162,320
14. **Federal Library Services & Technology Act (LSTA) Purpose** *(Check one purpose which best describes the project)*
- Developing library technology, connectivity and services
- Providing targeted services to diverse populations or persons who have difficulty accessing services
- Providing services to promote life-long learning
- Developing public and private partnerships
15. **California's LSTA Goals** *(Check all that describe the project)*
- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Literate California            | <input type="checkbox"/> Bridging the Digital Divide        |
| <input type="checkbox"/> 21 <sup>st</sup> Century Skills           | <input checked="" type="checkbox"/> Information Connections |
| <input checked="" type="checkbox"/> 22 <sup>nd</sup> Century Tools | <input checked="" type="checkbox"/> Community Connections   |
| <input type="checkbox"/> Content Creation/Preservation             | <input type="checkbox"/> Ensuring Library Access for All    |
16. **Number of persons served** *(The number of persons who use or will benefit directly from this project)* 2640+
17. **Congressional District (s) number** 4th
18. **Primary Audience for project** *(Check at least one, maximum of three)*
- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Adults                     | <input type="checkbox"/> Public library trustees |
| <input type="checkbox"/> Children                              | <input type="checkbox"/> Rural Populations       |
| <input type="checkbox"/> Institutionalized persons             | <input type="checkbox"/> Senior Citizens         |
| <input checked="" type="checkbox"/> Library Staff & Volunteers | <input type="checkbox"/> Statewide public        |
| <input type="checkbox"/> Non/limited English speaking persons  | <input type="checkbox"/> Urban populations       |
| <input type="checkbox"/> People with special needs             | <input type="checkbox"/> Young adults and teens  |
| <input checked="" type="checkbox"/> Pre-school children        |  |

19. *This signature certifies that I have read and support this LSTA Grant Application.*

**Director Name:** Jeanne Amos

**Mailing Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_  
*(if different from above)*

**Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **ELEMENT 2: PROJECT BACKGROUND AND SUMMARY**

**Describe how this project was identified as a need, how it relates to your strategic plan, and what will be accomplished if this project is implemented. Should relate to activities in the timeline (Element 4) and include statistical info to support project. Limit to one page and use 12 point font.**

The Institute of Museum and Library Services (IMLS) in their new report, "Growing Young Minds: How Museums and Libraries Create Lifelong Learners", clearly outlines the "knowledge gap" that has resulted from "...the disparity of access to learning resources between children of affluence and those in poverty..." which has become so evident in El Dorado County. Our young children and families come from a wide spectrum of educational backgrounds and resources resulting in wildly different ability levels upon kindergarten entry. The El Dorado County Office of Education, the First 5 El Dorado Commission and the El Dorado County Libraries have stepped up to answer the call to action from IMLS in this report, and are working together to close the knowledge gap. However, as Jean Piaget so aptly stated, and research has repeatedly validated, "Knowledge arises neither from objects nor the child, but from interactions between the child and those objects."

It is our mission, fully supported by our strategic plan, to provide resources, opportunities and support for young children and their adult caregivers (especially parents as their child's first teacher) to engage together in learning to play, and playing to learn. As a member of the CA State Library Early Learning Advisory Committee, we know that Networking/Resource Sharing and Community Partnerships are two of the three goals for the Early Learning Initiative this coming year and feel that we have special resources to offer. The El Dorado County Libraries offer rich and developmentally appropriate programming and resources at our libraries, supported by our Early Childhood Literacy Specialists (funded by First 5 El Dorado), as well as community outreach to preschools and childcare sites. It is our desire to refine and share these programming and service models (Music and Movement Toddler Storytime, Sensory/Special Needs Storytime and Program Administration Tools) with other libraries through the CA State Library ELF 2.0 website, Early Learning YouTube Channel and Early Learning Pinterest site.

In addition, we will expand our current Community Outreach model to include an Emergent Literacy Training component for adult childcare providers, preschool teachers, and family members. To promote interactive play between young children and their adult caregivers, we will create Early Learning Kits in alignment with the CA State Preschool Learning Foundations and Frameworks. This will allow children of all economic backgrounds an equal playing field in having access to developmentally appropriate materials and resources. Childcare providers and preschool teachers will be trained in the use of these kits.

To further support and nurture parents in their role as their child's first teacher, we will transform our current bookmobile into a Mobile Learning Center. This Mobile Learning Center will transform any site into a developmentally rich play center for families with light and water/sand tables, hands-on interactive manipulatives from all learning domains, dramatic play materials, and a Play and Learn Island. Early Childhood Specialists from the County Office of Education would interact with the families and provide any needed resources. This mobile unit could appear anywhere in our county: South Lake Tahoe to Grizzly Flats, Farmer's markets to low income housing sites, and Back to School Night to the Art Festival.

Working with the CA State Library, video clips will be created to promote and support libraries in the areas of early learning, community partnerships and resource sharing. Also to be created and distributed is an Early Learning Book and CD of Fingerplays and Nursery Rhymes.

Templates will be created for all of these projects (Emergent Literacy Training, Mobile Learning Center, Video clips and Book/CD) and uploaded to the CA State Library new Early Learning Social Media sites (ELF 2.0 website, YouTube Channel and Pinterest site).

## **ELEMENT 3: PLANNING AND EVALUATION**

Please answer each area concisely and completely. Limit to two pages and use 12 point font.

**A. Project Purpose – Short statement which answers the questions: we do what, for whom, for what expected benefit.**

The El Dorado County Library's "Learning2Go" project will create a Mobile Learning Center for children and their caregivers that will enable the library, with our community partners, to bring our high quality early learning programs and materials out into the community, resulting in more children entering kindergarten at a higher level of readiness. Further, we will refine our special storytimes for our toddlers and children with special needs so that they will be able to participate as fully as they are capable in the learning process with their adult caregivers. In addition, all materials generated by this project, Learning2Go, will be fully shared through a variety of social media resources with other libraries, preschools and childcare providers so that these successful, best-practices may be easily replicated.

**B. Project Activities/Methods – How will the project be carried out? Include major activities from the timeline.**

### **Mobile Learning Center (MLC)**

A Mobile Learning Center will be created from our current bookmobile. Two staff members at each library will be trained to drive the MLC. Artwork for the new vinyl wrap will be identified, illustrator permission will be secured, and the wrap will be applied. Librarians and Early Childhood Literacy Specialists (ECLS) will identify and purchase developmentally appropriate materials for the MLC. They will meet with our Community Partners to plan 18 outreach activities and calendar for these events. Templates will be created so that these events may be replicated by other libraries.

### **Early Learning Kits**

After reviewing the CA Early Learning Foundations and Frameworks, Librarians and ECLS will identify 25 Early Learning Kit topics. Materials will be selected, assembled and cataloged. Visits/presentations will be made to 150 Childcare Providers, Teachers and Parents to demonstrate the use of the Early Learning Kits. Templates will be developed for replication by libraries, preschools, and childcare providers.

### **Early Literacy Training**

Librarians and ECLS will develop Early Literacy curriculum and will train staff in its presentation. Childcare Providers and Preschools will sign up to participate; the first 50 will receive training at their sites.

### **Sensory/Special Needs and Music & Movement Toddler Storytimes**

Librarians and ECLS will develop programs in coordination with consultants. They will identify and purchase developmentally appropriate materials to be used at these special storytimes. Programs will be piloted and Parent/Caregiver input will be sought with pre- and post-surveys, with review and modification as needed. Templates will be developed for use by other libraries.

### **Program Administration**

Librarians will create templates for program administration, including unduplicated counts, sample partnership agreements, statistical databases, budget tracking spreadsheets, timesheets and task logs. Pre/Post surveys will be created for each component of the grant.

### **Early Learning Video Clips**

In collaboration with the CA State Library Early Learning Advisory Committee, Librarians and ECLS will identify video topics, select guest presentors, identify locations, and create a calendar of filming shoots. Our consultant will coordinate the filming and editing of the video footage.

### **Promotional and Educational Materials**

Librarians and ECLS will review, identify and purchase early learning education and promotional materials. They will develop, produce and distribute an Early Learning Book and CD of nursery rhymes/fingerplays.

### **Dissemination of Early Learning Resources**

All templates will be uploaded to the CA State Library ELF 2.0 website, YouTube Channel and/or Pinterest site.

**C. Anticipated Project Outputs – Measures of service or products provided.**

1. 25 Early Learning Kits will be created and presented to 150 childcare providers/teachers/parents.
2. Create Pre/Post Evaluation Surveys and administer them at 18 Community Outreach Activities, 25 Storytelling Training Sessions, 25 Early Learning Kits Presentations, 10 Sensory/Special Needs Storytimes, and 20 Music and Movement Toddler Storytimes.
3. Early Learning Book and CD of Fingerplays and Nursery Rhymes will be created and distributed.
4. 25 Early Learning Video Clips will be created with the CA State Library.
5. Disseminate Templates for Early Learning Kits, Mobile Learning Center, Early Literacy Training, Sensory/Special Needs Storytime, Music and Movement Toddler Storytime, Program Administration, Promotional Materials, and Early Learning Video Clips through the CA State Library ELF 2.0 website, YouTube Channel, and/or Pinterest site.
6. 18 Community Outreach Activities will be held with the Mobile Learning Center
7. Early Literacy Training will be presented to 50 childcare providers, preschools and/or parents.

**D. Anticipated Project Outcome(s) – What change is expected in the target audience’s skills, knowledge, behavior, attitude, and/or status/life condition? How will you measure these outcomes?**

1. 85% of the Childcare Providers/Preschool Teachers who attend Emergent Literacy Training will report learning at least one new skill in how to tell a story, as indicated on the Pre/Post Surveys distributed during this training.
2. 75% of the Childcare Providers/Preschool Teachers who utilize an Early Learning Kit will report that they performed at least one new activity with their children based on the CA Early Learning Foundations and Frameworks through the use of the kit, as indicated by the Pre/Post Surveys distributed with the kits.
3. 80% of the families that participate in one of the 18 Community Outreach Activities will report recognizing that play is how children learn, as indicated on the Surveys distributed at these events.
4. 90% of the Parents and/or Childcare Providers will report recognizing the importance of reading to their children every day, as indicated on the Surveys distributed at the Sensory/Special Needs and Music & Movement Toddler Storytimes.

**E. Complete the following sentence. This project will be successful if:**

This project will be successful if the Mobile Learning Center reaches families and childcare centers that are not currently accessing library programs thereby helping our children enter school better prepared to succeed, stronger collaborative relationships with our community partners are built, children with special needs are able to participate with their grown-ups in early learning activities through the library, and our early learning resources are shared (and used!) by libraries, teachers, childcare providers and parents throughout the state.

## ELEMENT 4: GRANT TIMELINE/ACTIVITIES

Show each major project activity and when it will be started and/or completed throughout the project. The timeline should correspond to the activities described in Planning and Evaluation. Please put an X in each pertaining month.

Activity	2013/14										
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Train 2 staff members at each library to drive the Mobile Learning Center (MLC)	x	x									
Identify artwork for vinyl wrap and Secure illustrator permission for use of art	x	x	x								
Identify and Purchase Materials for MLC and Early Learning Kits	x	x	x	x							
Meet with Community Partners to Plan MLC and Kit Outreach Activities	x	x	x	x	x	x	x	x	x	x	x
Perform Community Outreach Activities with the MLC					x	x	x	x	x	x	x
Demonstrate Early Learning Kits to Childcare Providers and Preschools					x	x	x	x	x	x	
Develop Emergent Literacy Training Templates and Train staff in delivery					x						
Perform Emergent Literacy Training with Childcare Providers/Teachers/Parents						x	x	x	x	x	
Procure contracts with Consultants	x	x									
Storytime Programs(Sensory&Toddler) Development in coordination with Consultants			x	x	x	x	x				
Identify and Purchase Materials for Storytime Programs (Sensory&Toddler)				x	x						
Pilot Storytime Programs(Sensory&Toddler), review and modify as needed						x	x	x	x	x	
Identify Video Topics in Conjunction w/ CA Library Early Learning AdvisoryComm.	x	x		x	x						
Select Guest Presenters for Videos and Film & Edit Film Footage	x	x	x	x	x	x	x	x	x	x	
Create Templates-Program Administration, Programs, Kits, Training and MLC				x	x	x	x	x	x	x	
Create Pre/Post Evaluation Surveys and Administer	x	x	x	x	x	x	x	x	x	x	
Review, Identify and Purchase Early Learning Educational & Promotional Materials	x	x	x								
Develop Early Learning Book & CD of Fingerplays & Nursery Rhymes	x	x									
Print and Distribute Early Learning Books & CD of Fingerplays & Nursery Rhymes			x	x	x	x	x	x	x	x	
Upload all Templates to ELF2.0 website and Pinterest Sites						x	x	x	x	x	x
Upload Videos to ELF2.0 YouTube Channel	x	x	x	x	x	x	x	x	x	x	x

## ELEMENT 5: BUDGET

The budget should clearly identify the amounts requested and from what sources.

Column A Budget Category	Column B LSTA	Column C Cash Match	Column D In-Kind	Column E Total (B+C+D = E)
<b>Salaries &amp; Benefits</b>				
Librarian (18 visits x 8 hrs x \$42 per hr)	\$6,048	\$0	\$16,800	\$22,848
ECLS (404 hrs x \$22 per hr)	\$8,888	\$8,800	\$0	\$17,688
Library Assistant (644 hrs x \$16 per hr)	\$10,304	\$0	\$6,400	\$16,704
SELPA/Special Education/ Early Care & Ed. Council/F5 El Dorado	\$0	\$17,600	\$6,720	\$24,320
<b>Subtotal</b>	\$25,240	\$26,400	\$29,920	\$81,560

**Explanation:**

Staff funding will be used for the Mobile Learning Center Activities, development and implementation of the Storytimes, creation of the Early Learning Kits, to develop and train childcare providers/preschools in Emergent Literacy, and identifying promotional and educational materials, as well as creating the Early Learning Book and CD of Fingerplays & Nursery Rhymes. The El Dorado Library will also provide in-kind hours for project supervision, development and implementation, as well as project management. The El Dorado County Office of Education, including Special Education, SELPA, and the Early Care and Education Council will be providing consultants to work with the Library to provide developmentally appropriate services and programs. First 5 El Dorado will be providing cash match for Early Childhood Literacy Specialists to incorporate the Learning2Go elements into the fabric and structure of existing First 5 El Dorado Programming.

Library Materials				
Books	\$10,000	\$10,000	\$0	\$20,000
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
<b>Subtotal</b>	\$10,000	\$10,000	\$0	\$20,000

**Explanation:**

500 books will be purchased at an average cost of \$20/each, to be used in the Early Learning Kits and on the Mobile Learning Center for checkout. The Friends of the Library and the El Dorado County Library will provide funding for books to supplement the collections for 0 to 5 year olds at each library branch.

Equipment (Items over \$5,000 per unit)				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
<b>Subtotal</b>	\$0	\$0	\$0	\$0

**Explanation:**

## Operating Expenses

Column A	Column B	Column C	Column D	Column E
Budget Category	LSTA	Cash Match	In-Kind	Total (B+C+D = E)
<b>Contracted Services</b>				
Music and Educational Consultant (500 hrs x \$30/hr)	\$15,000	\$0	\$0	\$15,000
Movement and Educational Consultant (100 hrs x \$30/hr)	\$3,000	\$0	\$0	\$3,000
Vinyl Wrap	\$9,187	\$0	\$0	\$9,187
		\$0	\$0	\$0
<b>Subtotal</b>	\$27,187	\$0	\$0	\$27,187
<b>Explanation:</b>				
<p>Music and Educational Consultant will assist in the creation of 25 early learning videos, to be produced in conjunction with the CA State Library, as well as provide music and content for the Music and Movement Toddler Storytime and the Early Learning Book and CD of Fingerplays and Nursery Rhymes.</p> <p>Movement and Educational Consultant will provide expertise as an Occupational Therapist to provide us with content and materials suggestions for the Sensory/Special Needs Storytime.</p> <p>The vinyl wrap for the Mobile Learning Center will be applied by a local sign-maker, to be determined by the County of El Dorado.</p>				
<b>Supplies</b>				
Book truck/cart	\$359	\$0	\$0	\$359
Printing of Early Learning Book & CD	\$5,000	\$0	\$0	\$5,000
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
<b>Subtotal</b>	\$5,359	\$0	\$0	\$5,359
<b>Explanation:</b>				
<p>The book truck/cart will be used with the Mobile Learning Center to facilitate set-up. 2,000 copies of the Early Learning Book &amp; CD will be printed and distributed.</p>				
<b>Other Charges</b>				
Manipulatives/science equipment/art materials/rug/tables/containers	\$18,214	\$4,000	\$0	\$22,214
Promotional & Educational Handout Materials	\$4,000	\$1,000	\$1,000	\$6,000
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
<b>Subtotal</b>	\$22,214	\$5,000	\$1,000	\$28,214
<b>Explanation:</b>				
<p>The Mobile Learning Center will be equipped with portable tables, rugs, light table, sand table, and play manipulatives. The Early Learning Kits will be fully stocked with play manipulatives, including science and math equipment, art materials and exploration materials, all based on the CA Preschool Learning Foundations and Frameworks. Promotional and educational materials are to be handed out to families, childcare providers and preschools to educate and support them as their child's first teacher, as well make sure that they know when early learning activities are taking place so they may participate. First 5 of El Dorado, the County Office of Education and the Friends of the Library are all contributing materials and funding to support this project.</p>				
<b>Operating Expenses Subtotal</b>	\$54,760	\$5,000	\$1,000	\$60,760
<b>Project Total</b>				
(Salaries & Benefits, Materials, Equipment, and Operating Expenses)	\$90,000	\$41,400	\$30,920	\$162,320
<b>Indirect Cost (up to 10%)</b>	\$0	\$0	\$0	\$0
<b>Grant Totals</b>	<b>\$90,000</b>	<b>\$41,400</b>	<b>\$30,920</b>	<b>\$162,320</b>

## **FUTURE FUNDING**

**Briefly describe how this project will be financially supported in the future.**

The El Dorado County Library's "Learning2Go" is intended to create viable resources that will be shared with all libraries, preschools, childcare sites and families in California with the one-time use of these grant funds, including the templates for Early Literacy Training, Sensory/Special Needs Storytime, Music and Movement Toddler Storytime, Early Learning Kits, Mobile Learning Center, Program Administration Tools, Promotional and Educational Materials, and Early Learning Video Clips.

Our specific use of these materials within the County of El Dorado is supported by our county library funding, First 5 grant funding and our Friends of the Library, as well as local grants that are awarded each year. We also have the sincere commitment of our staff to provide the best possible educational support for our youngest patrons within the confines of this funding. This commitment is clearly demonstrated by our continued ability to produce the highest quality programming and services even through budget cuts and reduction of grant funds.

## **ELEMENT 6: ATTACHMENTS**

**If you have additional resources that support your grant, please attach after this page**

## **ELEMENT 7: INTERNET CERTIFICATION FOR APPLICANT PUBLIC LIBRARIES FY 2013/14**

### **Check the Appropriate Library Type**

Public Library       Academic       K-12       Multi-type       Special/Other

As duly authorized representative of the applicant library, I hereby certify that: *(check only one of the following boxes)*

- A.  The applicant library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.
- B.  The requirements of Section 9134 (f)(1) of the Library Services and Technology Act do not apply to the applicant library because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct cost associated with accessing the Internet for a public library or public elementary school or secondary school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.

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Signature of Authorizing Official

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Date



## **ELEMENT 8: ASSURANCES**

The applicant assures and certifies that it will comply with the regulations, policies, guidelines and requirements, as they relate to the application, acceptance and use of Federal funds for this federally assisted project. Also the Applicant assumes and certifies:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.
3. It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-sided activity.
4. It will comply with Section 504 of the Rehabilitation Act of 1973, as amended, 20 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.
5. It will comply with Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.
6. It will comply with the Age Discrimination Act of 1975, as amended, 42 U.S.C 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
7. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
8. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
9. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
10. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
11. It will give the sponsoring agency or the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant.
12. It will comply with all requirements by the Federal-sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
13. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of violating facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
14. It will comply with the flood insurance purchase requirements of Section 102(a) requires, on or after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
15. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

## **ELEMENT 9: CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTER; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82 “New Restrictions on Lobbying,” and 34 CFR Part 85, “Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants).” The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Institute of Museum and Library Services determines to award the covered transaction, grant, or cooperative agreement.

### **1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code and implemented at 34 CFR Part 82 for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer of employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into or any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) 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 Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL “Disclosure Form to Report Lobbying,” in accordance with its instructions;
- (c) The undersigned 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.

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### **2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110–

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, of local) with commission of any of the offenses enumerated in paragraph

(2)(b) of this certification; and

- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, of local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

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### **3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610–

A. The applicant certifies that it will or will continue to provide a drug-free workplace by;

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about-
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, OLS/State Programs Division, Institute of Museum and Library Services, 1100 Pennsylvania Avenue, N.W., Room 802, Washington, DC 20506. Notice shall include the identification number(s) of each affected grant

- (f) Taking one of the following action, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted-
    - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency.
  - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation or paragraphs (a),(b),(c),(d),(e), and (f).
- B. The grantee may insert in the space provided below the site(s) for the performance or work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

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Check  if there are workplaces on file that are not identified here.

**DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction to: Director, OLS/State Programs Division, Institute of Museum and Library Services, 1100 Pennsylvania Avenue, N.W., Room 802, Washington, DC 20506. Notice shall include the identification number(s) of each affected grant.

**4. FEDERAL DEBT STATUS**

The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any Federal debt.

