

CALIFORNIA STATE LIBRARY
FY 2010/11
LSTA PITCH AN IDEA GRANT APPLICATION

ELEMENT 1: BASIC INFORMATION

Applicant Information

1. **Library/Organization**
El Dorado County Library/El Dorado Hills Branch Library
2. **Internet Web Site Address**
www.eldoradolibrary.org
3. **Project Coordinator Name & Title**
Carolyn Brooks, Youth Services Librarian
4. **Email Address**
carolyn.brooks@eldoradolibrary.org
5. **Business Phone Number**
(916) 358-3501
6. **Fax Number**
(916) 933-7089
7. **Mailing Address**
- | | | | |
|---------------------------------|-----------------|--------------|------------|
| PO Box or Street Address | City | State | Zip |
| 7455 Silva Valley Parkway | El Dorado Hills | CA | 95762 |

Project Information

8. **Project Title** Teens Make A Difference @ the Library
9. **LSTA Funds Requested** \$11,000
10. **Cash Match** \$2,750
11. **In-Kind** \$6,380
12. **Total Project Cost** \$20,130
13. **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
14. **California's FY 2010/11 LSTA Goals** (Check all that describe the project)
- Literacy and Educational Support
- Responsive Changes in Library Services
- Digital Preservation and Resource Sharing
- Technology Access for All
- Access and Accessibility
15. **Number of persons served** (The number of persons who use or will benefit directly from this project) 450
16. **Congressional District (s) number** 4
17. **Primary Audience for project** (Check at least one, maximum of three)
- | | |
|---|--|
| <input 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 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 checked="" type="checkbox"/> Young adults and teens |
| <input type="checkbox"/> Pre-school children | |

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

Director Name: Jeanne Amos

Mailing Address (if different from above) 345 Fair Lane **City** Placerville **Zip** 95667

Director
Signature:

Joann Ames

Date:

1/24/2011

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 El Dorado Hills Library is within walking distance of the local high school, a large middle school, and two elementary schools. Approximately 50 to 100 students between 10 and 18 years of age congregate at the library every day after school, usually without parent supervision, as many of their parents work. This has caused a negative environment from 2 pm to 4pm at the library, with many patron complaints about disruptive behavior inside and outside of the library. As a result, staff concentrates on behavior management, rather than providing library services. Our library wants to change its focus from simply managing the after-school students that crowd the library every afternoon, to an emphasis on engaging them in purpose-driven actions that support and nurture their developing sense of self, and that assist in their educational pursuits. This will also effectively address the needs of the many middle and high school students who are actively seeking volunteer opportunities at the library, as well as provide a structure for the retired adults in our community who wish to help our youth. We plan to establish a homework center, and will begin a Teen Council that will direct activities, both for personal enrichment and with an emphasis on community service and partnerships.

This project clearly encompasses all of the four strategic goals of the El Dorado County Library Strategic Plan: 1) promote lifelong learning and access to information; 2) provide collections that enrich, entertain and inspire; 3) promote reading and literacy; and 4) create welcoming library and community spaces. Developing a homework center fulfills an objective of the promotion of lifelong learning, and the creation of welcoming library spaces will be furthered by offering activities and furnishings that are inviting to teens.

This project will enable us to (1) establish an after-school homework center with volunteer assistants, (2) organize, develop and encourage a Teen Council that includes a community service focus so the teens may develop and implement their own best ideas that will improve the library and their community, and (3) expand and further develop our collaborative connections with community and county agencies. Our project will be successful when our teens are completing homework, getting better grades, and are creating and implementing community service projects in collaboration with community and county agencies.

To develop the homework center we will develop a training program for newly recruited high school and adult volunteers, as well as staff, to maintain the day to day operation. Research assistance will be provided in coordination with local schools and teachers. Career and college-searching seminars will be planned in coordination with the high school career centers. Further programs to be implemented may include SAT review sessions, test strategies seminars, and study nights for final exams and/or AP tests.

Best practices in the field have shown that forming a Teen Council is the pivotal factor in establishing productive and effective teen programs. A Teen Council will be developed that will provide direction and focus for selection and implementation of programs to best meet the needs of our school-age youth and their families. Successful activities that have been proven beneficial in meeting the needs of youth and their families include, but are not limited to, community service projects, youth film production, electronic games, cultural arts activities and contests, or other activities which focus on the interests of the local teen community. After the formation of the Teen Council, we will allow the Council to plan and promote their chosen activities and encourage them to include community service activities and projects that involve collaborations and partnerships with community agencies.

We have done the extensive research and determined the actions necessary to achieve our goals, but we need assistance to get us to the next level – implementation. Our grant request centers around the need for supplies, furniture, equipment and library materials so we can get started. The other critical need is for temporary hourly staff during the planning and implementation phase that will help to establish the training program for volunteers and provide support for the project. Once this ground work has been laid, a secure Teen and Adult volunteer base and strong Teen Council will be in place to support the teens in their growth as healthy, caring and responsible contributors to society, while nurturing their love of learning, reading and libraries.

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.

Our intent for “Teens Make A Difference @ the Library” is to (1) establish an after-school homework center for youth, ages 10 to 18, staffed with Teen and Adult volunteer assistants, (2) organize, develop and encourage a Teen Council with a community service focus so the teens may develop and implement their own best ideas that will improve the library and their community, and (3) expand and further develop our collaborative connections with community and county agencies in order to provide positive supports for teens in our community, while developing a lifelong love of learning and giving. The anticipated benefit will be an organized and purposeful after school program that will meet the educational needs of the teens and be a positive contributor to the community.

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

A Teen Council will be set up that will provide direction and focus for selection and implementation of programs to best meet the needs of our school-age youth and their families. The Teen Council will be drawn from teens currently active at the library, library volunteers, high school Key Club members and teens who indicated interest at the volunteer fair at the high school. Evidence demonstrates that successful Teen Councils include tactile activities (crafts, creative projects), music, food, electronic media sources (Facebook, MySpace) and personal relationships with adults at the library.

Homework and tutoring centers will be set up immediately as we have four schools within walking distance and will be staffed by adult and high school volunteers. Retired adults from the senior center, local senior community (Four Seasons) and current volunteers at the library who have expressed interest will be utilized in this project. Research assistance will be provided in coordination with local schools and teachers. One method that will be utilized is the Assignment Alert. This system allows teachers to email assignments to the libraries that will require research assistance. Career and college searching seminars will be planned in coordination with the high school career centers. Further programs to be implemented include SAT review sessions, test strategies seminars, and study nights for final exams and/or AP tests.

The Teen Council will determine the programs that will best meet the needs of their local community, and will be active participants in their implementation. We expect that the Teen Council will include gaming and technology as they determine the programs that will best meet the needs of their local community and will be active participants in their implementation. This will require that long-term planning is flexible and responsive to local needs as those needs may change over time, or morph into unexpected avenues.

Collaboration with many county agencies, such as the Boys and Girls Club, local school administrations and teachers, the El Dorado County Early Care and Education Council, the El Dorado Arts Council, the Vision Coalition, the Friends of the Library and the Community Services Districts, will be vital and necessary. Active participation of our teens in these collaborative efforts will strengthen their interpersonal skills, empower our youth, and provide them with valuable experiences needed for college and future careers. The El Dorado County Early Care and Education Council will provide training staff and teen members in the areas of effective tutoring, behavior management, special needs and activity assessment. Promotion of local after school care programs, such as the Community Service District Teen Centers, will be a focused effort to provide youth with a wide variety of options that will best meet their needs of their families.

Ongoing assessment of after school programs will be conducted using the After-School Quality Self-Assessment Tool, created by the California Department of Education and the UC Davis School of Education.

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

El Dorado Hills Staff will provide an after-school Homework/Gaming Center after school from February to June for up to 100 students.

- El Dorado Hills Staff will recruit and train a Teen Council composed of local teens that will meet at least monthly from February to June.
- El Dorado Hills Teen Council will develop vision and mission statements, as well as create expectations and rules for the Homework/Gaming Center.
- El Dorado Hills Teen Council members will attend Friends of the Library monthly meetings.
- El Dorado Hills Staff and Teen Council will establish communication links with the principals of the middle schools, Rolling Hills and Marina Village, the high school, Oak Ridge, and the elementary schools, Oak Meadow and Silva Valley, William Brooks, Lakeview, Jackson and Lake Forest.
- El Dorado Hills Staff and Teen Council will initiate collaboration with at least two corporate or county agency partners in the community.
- El Dorado Hills Staff and Teen Council will develop, promote, implement and evaluate at least four events.
- El Dorado Hills will perform ongoing self-assessments based on the After-School Quality Self-Assessment Evaluation
- El Dorado Hills Staff and volunteers will attend development opportunities provided by the El Dorado County Early Care and Education Planning Council who will provide training in assessment, tutoring & behavioral issues.

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

By June 7th, 2011, 90% of teens participating in the Homework Center at least 3 days per week will report increased homework completion as indicated on a pre/post survey of homework habits.

By August 30th, 2011, 90% of teens participating on a monthly basis in the Teen Council will have one or more teen events and/or teen community service projects to list on their college/job applications as indicated on records of event participation.

By August 30th, 2011, 80% of teens participating in three or more Teen Council events will self-report increased feelings of pride and self-esteem through written and/or oral reports.

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

Our teens are completing homework, getting better grades, and are creating and implementing relevant teen-focused events and community service projects in collaboration with community and county agencies.

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	2011							
	Jan	Feb	Mar	Apr	May	June	July	Aug
Recruit and Train Library Teen Council		X	X	X				
Provide Homework & Gaming Center After School			X	X	X	X		X
Library Staff & Teen Council will Develop Vision & Mission Statements			X					
Library Staff & Teen Council will Create Expectations & Rules for Homework & Gaming Center			X					
Recruit and Train Teen/Adult Volunteers for Homework & Gaming Center			X	X	X	X	X	X
Staff & Teen Council Development Training Presentations				X	X	X	X	
Teen Council Members will Attend Friends of the Library Monthly Meetings			X	X	X	X		X
Staff & Teen Council will Establish Communication Links with School Principals				X				
Staff & Teen Council will Initiate Collaboration with Two (or more) Corporate or County Agency Partners				X	X		X	X
Staff & Teen Council will Develop, Promote, Implement and Evaluate Four Events for Teens at the Library				X	X	X	X	X
Staff & Teen Council will Develop, Promote, Implement and Evaluate Two Projects with a Community Service Focus				X	X	X	X	X
Staff and Teen Council will Research and Apply for Grants to Further Fund Special Teen Council Projects					X	X	X	

--	--	--	--	--	--	--	--	--	--

Blank page.

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)
Salaries & Benefits				
Youth Services Librarian (\$24/hr x 10hr/wk x 22wks)	\$0	\$0	\$5,280	\$5,280
Extra Help Employee (\$16/hr x 20hr/wk x 22 wks)	\$7,680	\$0	\$0	\$7,680
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$7,680	\$0	\$5,280	\$12,960

Explanation:

Youth Services Librarian will provide leadership, supervision and direction, with assistance from the Extra Help Employee with program development, implementation and evaluation

Materials				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Books	\$0	\$2,000	\$0	\$2,000
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$2,000	\$0	\$2,000

Explanation:

The El Dorado Hills Friends of the Library will provide funds for books.

Equipment (Items over \$5,000 per unit)				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0

Explanation:

Operating Expenses

Column A Budget Category	Column B LSTA	Column C Cash Match	Column D In-Kind	Column E Total (B+C+D = E)
Contracted Services				
Development Training	\$0	\$0	\$800	\$800
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$800	\$800

Explanation:

El Dorado County Early Care and Education Planning Council will provide up to four training presentations for staff and Teen Council

Supplies				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0

Explanation:

Other Charges				
Teen Projects to be Determined by Teen Council	\$2,820	\$500	\$0	\$3,320
Advertising, flyers and banners	\$0	\$0	\$100	\$100
Food for Teen Council Meetings and Gift Cards for Prizes	\$0	\$250	\$200	\$450
Message/Display Center & Mobile Display Easel	\$500	\$0	\$0	\$500
Subtotal	\$3,320	\$750	\$300	\$4,370

Explanation:

Teen Council will select all materials with guidance from library staff. Materials may include sewing machines, yarn, board games, electronic gaming systems such as the Wii (to be purchased with Friends of the Library funds), LegoMindstorms, craft supplies, cameras and other non-computer devices. All teen activities and community services projects will be determined by the Teen Council, with guidance from staff. Gift cards will be given as prizes for teen projects and events. The El Dorado Hills Friends of the Library will be providing the funding for this purpose. Teen Council will develop and create all advertising materials, including, but not limited to flyers and banners. All printing will be provided by the library. Best Practices indicate that food is an important component of Teen Council, so the El Dorado Hills Friends of the Library will be donating funds for this purpose, as well

Operating Expenses Subtotal	\$3,320	\$750	\$1,100	\$5,170
Project Total (Salaries & Benefits, Materials, Equipment, and Operating Expenses)	\$11,000	\$2,750	\$6,380	\$20,130
Indirect Cost (up to 10%)	\$0	\$0	\$0	\$0
Grant Totals	\$11,000	\$2,750	\$6,380	\$20,130

FUTURE FUNDING

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

The El Dorado Hills Friends of the Library have committed to providing funding for teen activities and events. The Teen Council will actively participate in the writing of grants in order to provide additional funding for special community service projects and teen cultural events. Once the Teen and Adult Volunteer training program is developed and established, continuation of the Homework & Gaming Center after school will be secured. Several local businesses and community agencies have expressed interest in working with a Library Teen Council and one of the goals of this grant is to initiate and develop these collaborations.

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 2010/2011

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 applicant library has not yet complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. However, the applicant is undertaking actions, including any necessary procurement procedures, to put into place an Internet safety policy that meets these requirements. The applicant library will be in compliance with the requirements of Section 9134(f)(1) before the library receives funding for a subsequent year.
- C. 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.


Signature of Authorizing Official

1/29/2011
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.

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.

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)

7455 Silva Valley Parkway

El Dorado Hills, CA 95762

95762

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--

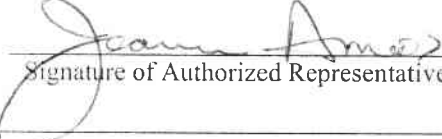
- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during 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.

ELEMENT 9: CERTIFICATION

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification.

<u>El Dorado County Library</u> Library/Organization	<u>Teens Make a Difference @ the Library</u> Project Name	
<u>Jeanne Amos</u> Printed Name of Authorized Representative	<u>Library Director</u> Title	
<u>345 Fair Lane</u> Mailing Address (if different than page 1)	<u>Placerville</u> City	<u>95667</u> Zip
 Signature of Authorized Representative	<u>1/24/2011</u> Date	

DO I HAVE AN OUTCOME MEASUREMENT PROJECT?

A very simple way to look at an outcome measurement project is that it causes change in a target audience's skills, knowledge, skills, behavior, attitude, and status or life condition.

The following form is designed to help you figure out if your project is suitable for outcome measurement (Element 3, D on LSTA application). Please complete this form and submit with your LSTA Competitive Grant Application.

Directions:

1. Discuss the following questions with your colleagues and decide if the answer is "Yes" or "No". Place an X in the appropriate box for each question.
2. When you are finished with each section, total the number of "Yes" answers in each section and record your answers on the Sub-total line.
3. When you have completed all four sections record the Sub-totals for each section in the Score box at the end of the form.
4. If 15 or more of the answers are "Yes", your project is well suited for OM. If not, you need not fill out Element 3, D on the LSTA application.

Purpose and Design of Project

YES	NO	
X		1. Has the project been developed in response to an identified need?
X		2. Can this project have a significant (not total) influence on the need?
X		3. Is impact on the end user a major purpose of the project?
X		4. Is the project more concerned with impact than with outputs?
X		5. Is it more concerned with public service than with internal library operations?
X		6. Is the project focused on effectiveness rather than efficiency?
X		7. Is it focused more on users' benefit than users' satisfaction?
X		8. Does the project – or a user's participation in it – have a distinct beginning and end?
8		Sub-total

Users

YES	NO	
X		9. Are users clearly defined?
X		10. Do the users participate consistently so you can track their progress?
X		11. Will users be willing to participate in an evaluation?
3		Sub-total

Impact

YES	NO	
X		12. Is the desired impact measurable?
X		13. Will the impact occur within a few years (so that it can be observed)?
2		Sub-total

Management, Staff and Stakeholders

YES	NO	
X		14. Does the management and staff have a service or user orientation?
X		15. Is the project stable enough to undertake this endeavor?
X		16. Is there library leadership commitment to devote resources to outcome measurement and then to act on the results?
X		17. Are the project stakeholders supportive?
X		18. Will measuring outcomes provide useful feedback to improve the project?
X		19. Will measuring outcomes improve accountability to library or stakeholders by demonstrating effectiveness?
6		Sub-total

Score

YES	NO	SECTION
8		Purpose and Design of Project
3		Users
2		Impact
6		Management, Staff and Stakeholders
19		TOTAL

Prepared by:



Date:

1/24/2011

From Rhea Joyce Rubin. *Demonstrating Results: Using Outcome Measurement in Your Public Library*. ALA Editions, 2006.