

CALIFORNIA STATE LIBRARY  
FY 2012/13  
LSTA PITCH AN IDEA GRANT APPLICATION

ELEMENT 1: BASIC INFORMATION

Applicant Information

- |   |  |
|---|--|
| 1. Library/Organization<br>El Dorado County Library   | 2. Library's DUNS Number<br>001879035  |
| 3. Internet Web Site Address<br>www.eldoradolibrary.org   |  |
| 4. Project Coordinator Name & Title<br>(I) Nancy Owen-Hazard, Branch Manager<br>(II) Carolyn Brooks, Branch Manager | 5. Email Address<br>nancy.owen@eldoradolibrary.org<br>carolyn.brooks@eldoradolibrary.org |
| 6. Business Phone Number<br>530-621-5116  | 7. Fax Number<br>530-672-1346  |
| 8. Mailing Address<br>PO Box or Street Address<br>2500 Country Club Drive   | City<br>Cameron Park<br>State<br>CA<br>Zip<br>95682                                      |

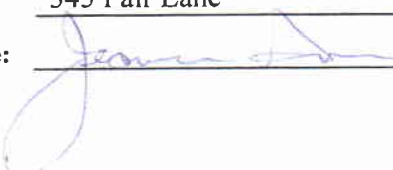
Project Information

9. Project Title (I)Beyond School Resource Center and (II)Early Literacy Support Project
10. LSTA Funds Requested \$17,000
11. Cash Match \$800
12. In-Kind \$11,686
13. Total Project Cost \$29,486
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 FY 2012/13 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)* \_\_\_\_\_ 300 \_\_\_\_\_
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 checked="" 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 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 Statewide Grant Application.

Director Name: Jeanne Amos

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

Director Signature:  Date: 2/26/13

## **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.**

### **(I) BEYOND SCHOOL RESOURCE CENTER:**

Cameron Park is a suburban community of 18,000 with children under the age of 18 in 36% of households. Our branch library is located in a family friendly neighborhood surrounded by three schools, a park and ballfield, multiple churches and the Community Services Park and Recreation Department. We are proud to be a nationally recognized "Family Place" library and have developed strong early childhood programming. We are also acutely aware of the needs of school-age children. Increasingly we see parents who don't know where to turn when their child falls through the cracks or is gifted in one discipline and failing in another. We see parents of children who struggle with enigmatic learning disabilities and parents who have taken on the complete role of educating their children and are overwhelmed by that decision. It is predicted that non-traditional schooling choices will increase 12% annually. Three local parenting groups representing 200 families have expressed interest in seeing the library expand its services. We want to give these families more opportunities and resources to help their children achieve academic success. This project will also align with the El Dorado County Library Strategic Plan to provide collections that enrich, entertain, inspire, and create welcoming library and community spaces.

We will establish a resource center to provide access to information and resources that go beyond books and promote multi-disciplinary literacies for elementary school children. We will create a venue that will promote local educational professionals and resources, and provide parental support. After completing a needs assessment survey we will purchase a wide variety of resources that will include educational philosophy books, curriculum guides and manipulatives, multi-age themed units of study, educational games, and science equipment. We will collaborate with the El Dorado County Office of Education and with various vendors to deliver best practices that meet educational competencies. We are fortunate to have proactive parents who have expressed the need for this new focus in our library. They have shared their visions of what the center could be, they are willing to participate in a survey to see exactly what the curricular needs are in our community, and they want to provide support to one another.

### **(II) EARLY LITERACY SUPPORT PROJECT:**

Through the efforts of the statewide ELF grant and support from First 5 El Dorado, the El Dorado County Library has committed itself to leading the charge to get children ready for school by providing access to developmentally appropriate practices. Since our strategic plan clearly identifies lifelong learning, the promotion of reading and literacy, and creating enriching and inspiring collections as our focus, we propose sharing our Storytime Kits. We are enthusiastic about expanding opportunities to share early literacy expertise and to build relationships with other library systems by providing templates and ideas.

Our proposal uses the new digital format/medium of Pinterest. Our Storytime Kit templates will be available by logging on to Pinterest and easily and quickly finding the templates for use by library staff, families, and/or caregivers and schools. Each Storytime Kit includes a puppet, feltboard patterns with script, book titles, songs and rhymes, and craft ideas that help develop fine motor skills. Tehama Library will pilot the templates, and we will commit staff to collaborating with them to create Storytime Kits and use the kits to provide programs that inspire parents and caregivers to increase the time they spend reading to their young children.

### **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.**

**(I)BEYOND SCHOOL RESOURCE CENTER:**

Assess the needs of our community regarding a new educational collection to support state academic standards.

Develop a new collection, based on this assessment, that will supplement the various curriculum and special needs of parents who are seeking resources to help their children achieve academic success.

**(II)EARLY LITERACY SUPPORT PROJECT:**

Develop and maintain an Early Learning @ Your Library Pinterest site to support public libraries providing quality early learning services to infants, toddlers, preschoolers and their families/caregivers.

Create templates for our Storytime Kits which may be replicated for use by libraries, preschools, and daycares to provide developmentally appropriate storytimes.

Engage in a mentoring relationship with Tehama Library to provide guidance and support during the piloting phase of the Storytime Kit templates as well as community outreach/training to their preschools and daycares.

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

**(I)BEYOND SCHOOL RESOURCE CENTER:**

Develop and distribute a survey (online and in-house) to parents in various interest groups to assess the curricular needs of our community.

Consult with County Office of Education to ensure the materials to be purchased meet state standards; invite them to also present at our workshops.

Purchase and process materials for circulation and create a welcoming space for these new resources.

Promote this new collection by hosting workshops and using our community room as a meeting site for parents and educators.

Conduct a post-survey to evaluate the usefulness of the materials and gather data for further collection development.

**(II)EARLY LITERACY SUPPORT PROJECT:**

Develop the Early Learning @ Your Library Pinterest Site, with a minimum of 50 boards. Each Board will have a developmentally appropriate description, and every pin will have a short descriptor of use/content.

Storytime Kits will be uploaded to the Pinterest Site, with all needed templates, materials lists (books, puppets, flannel board sets, storage), and library processing procedures/forms. Two new kits will be created for the Summer Reading Program, "Reading is So Delicious" (Healthy Choices and Food Fun) and uploaded.

El Dorado County Library staff will engage in a mentoring relationship with Tehama Library to provide support and guidance for Tehama's "Story Hour in a Box" LSTA grant. Materials and training will be provided to Tehama for use during the community outreach/training of their preschools and daycares, including site visits to Tehama and El Dorado County.

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

**(I)BEYOND SCHOOL RESOURCE CENTER:**

We will host one science workshop presented by Lakeshore Learning.

We will host one CHADD support group.

75% of our new collection will be checked out at least once.

**(II)EARLY LITERACY SUPPORT PROJECT:**

The Early Learning @ Your Library Pinterest site will have a minimum of 20 followers and an average of 10 repins per week.

Tehama Library will create a minimum of 16 Storytime Kits using the Storytime Kit templates developed by El Dorado County Library

Tehama Library staff will make two visits to El Dorado County Libraries, and El Dorado County Library staff will make one visit to Tehama Library.

**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?**

**(I)BEYOND SCHOOL RESOURCE CENTER:**

75% of parents will report that using our new resources was instrumental in students completing projects and/or assignments. Surveys will be developed to measure this outcome but due to the time constraints of the grant we may not be able to gather data until the forthcoming academic year.

60% of parents who participate in the science workshop will feel better equipped and trained to teach their children. Post-workshop survey to be provided by Lakeshore Learning.

**(II)EARLY LITERACY SUPPORT PROJECT:**

Given the short duration of this grant, creating and populating the Pinterest Early Learning Boards and Storytime Kit uploads will require most of the allotted time. Compilation and analysis of outcomes will be addressed next year with the development of the Statewide Early Learning Initiative, where feedback on this project will be sought from throughout the state. However, El Dorado Library staff will assist Tehama County in the development of a feedback form for inclusion in each of their piloted Storytime Kits.

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

**(I)BEYOND SCHOOL RESOURCE CENTER:**

...students and/or their parents use the Beyond School Resource Center materials frequently and report that the materials are useful in undertaking their academic studies and related projects.

**(II)EARLY LITERACY SUPPORT PROJECT:**

...public libraries are using the Early Learning @ Your Library Pinterest site and Storytime Kits to provide quality early learning services to infants, toddlers, preschoolers and families.

#### 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	2012/13													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
BEYOND SCHOOL RESOURCE CENTER														
Create needs assessment survey								x	x					
Distribute survey online and in-house									x	x				
Compile results of survey and prioritize purchases										x	x			
Consult with El Dorado County Office of Education										x	x	x	x	x
Purchase products										x	x			
Package and process products										x	x	x		
Promote and host workshop										x	x	x	x	x
Promote and host support group											x	x	x	x
Community Room usage evaluation													x	x
Create and distribute post-survey													x	x
EARLY LITERACY SUPPORT PROJECT														
Develop Early Learning @ Your Library Pinterest Site									x					
Create developmental appropriate board descriptions									x	x				
Create descriptors for each Pin										x	x	x	x	x
Storytime Kit uploads (16 per month)										x	x	x	x	x
Create 2 Summer Reading Program storytime kits										x	x			
Communicate with Tehama via phone/email/skype								x	x	x	x	x	x	x
Tehama staff visits El Dorado County								x		x				
El Dorado County staff visits Tehama									x					
Provide materials, guidance, and support to Tehama in their outreach efforts									x	x	x	x	x	x
Provide materials, guidance and support to Tehama for the creation of storytime kits									x	x	x	x	x	x

## ELEMENT 5: BUDGET

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

	Column A	Column B	Column C	Column D	Column E
	Budget Category	LSTA	Cash Match	In-Kind	Total (B+C+D = E)
<b>Salaries &amp; Benefits</b>					
	Library Assistant (\$16/hr x 201 hours)	\$2,896	\$0	\$320	\$3,216
	Supervising Librarian(\$28/hr x 325 hours)	\$784	\$0	\$8,316	\$9,100
	Early Literacy Specialist (\$16 x 125 hours)	\$0	\$0	\$2,000	\$2,000
		\$0	\$0	\$0	\$0
	<b>Subtotal</b>	\$3,680	\$0	\$10,636	\$14,316
<b>Explanation:</b>					
(I)BEYOND SCHOOL RESOURCE CENTER: Supervising librarian will develop surveys, order materials, maintain collaborations with parent groups and local office of education and assess program. Library assistant will repackage and process materials for circulation.					
(II)EARLY LITERACY SUPPORT PROJECT: Supervising librarian and Early Literacy Specialist will create, develop and maintain the Pinterest site. Together with the Library assistant, they will upload the Storytime Kits and pilot them with Tehama library. The Supervising librarian and the Early Childhood Specialist will provide support to the Tehama library. Supervising librarian will make at least one trip to Tehama to provide support.					
<b>Library Materials</b>					
	Books, DVDs, and periodicals	\$2,000	\$500	\$0	\$2,500
	Curriculum and study guides	\$1,500	\$0	\$0	\$1,500
	Packaged units of study	\$3,500	\$0	\$0	\$3,500
	Two "Reading is So Delicious" Storytime Kits	\$0	\$300	\$300	\$600
	<b>Subtotal</b>	\$7,000	\$800	\$300	\$8,100
<b>Explanation:</b>					
(I)BEYOND SCHOOL RESOURCE CENTER: Collection development for Beyond School Resource Center to support parents and educators to include approximately: 50 books, 25 DVDs, 2 periodical subscriptions 75 study guides 50 study units					
(II)EARLY LITERACY SUPPORT PROJECT: Create two kits for Summer Reading Program: Healthy Food Choices and Fun Foods.					
<b>Equipment (Items over \$5,000 per unit)</b>					
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
	<b>Subtotal</b>	\$0	\$0	\$0	\$0
<b>Explanation:</b>					

## Operating Expenses

	Column A Budget Category	Column B LSTA	Column C Cash Match	Column D In-Kind	Column E Total (B+C+D = E)
<b>Contracted Services</b>					
	Francie Dillion	\$0	\$0	\$750	\$750
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
	<b>Subtotal</b>	\$0	\$0	\$750	\$750
<p><b>Explanation:</b>            (II)EARLY LITERACY SUPPORT PROJECT:            Francie Dillion will be creating 10 (1-3 minute) videos that will be posted to the Early Learning Pinterest account. The videos will demonstrate how to effectively incorporate fingerplays, nursery rhymes, and other such activities into Storytime activities. The videos will be intended to assist childcare providers in better utilization of the Storytime Kits with the young children in their care . Ms. Dillion's hourly rate is \$75 and each short video is expected to take 1 hour to produce, edit and post.</p>					
<b>Supplies</b>					
	Processing materials	\$1,000	\$0	\$0	\$1,000
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
	<b>Subtotal</b>	\$1,000	\$0	\$0	\$1,000
<p><b>Explanation:</b>            (I)BEYOND SCHOOL RESOURCE CENTER:            We will need to repackage and process materials for circulation.            50 reinforced boxes, 20 bins/totes, labels, 20 book bags, tape, packing material, etc.            We will produce promotional materials for our Beyond School Resource Center and workshops.            Paper and color toner for 600 pamphlets. 4 pamphlet and flyer displays. Signage.</p>					
<b>Other Charges</b>					
	Microscope,telescope, scales, manipulatives, educational games	\$3,500	\$0	\$0	\$3,500
	Storage/bookcase	\$1,150	\$0	\$0	\$1,150
	Travel to Tehama (304 miles x .56/mile)	\$170	\$0	\$0	\$170
		\$0	\$0	\$0	\$0
	<b>Subtotal</b>	\$4,820	\$0	\$0	\$4,820
<p><b>Explanation:</b>            (I)BEYOND SCHOOL RESOURCE CENTER:            We will develop our collection to include hands-on materials.            2 microscopes, 2 telescopes, 6 scales, 30 math manipulatives, 4 measurement kits, 20 educational games            We will need to provide access to materials and provide storage when they are not in use.            1 bookcase, 10 bins            (II)EARLY LITERACY SUPPORT PROJECT:            One round trip visit to Tehama from El Dorado Hills.</p>					
	<b>Operating Expenses Subtotal</b>	\$5,820	\$0	\$750	\$6,570
	<b>Project Total</b> (Salaries & Benefits, Materials, Equipment, and Operating Expenses)	\$16,500	\$800	\$11,686	\$28,986
	<b>Indirect Cost (up to 10%)</b>	\$500	\$0	\$0	\$500
	<b>Grant Totals</b>	<b>\$17,000</b>	<b>\$800</b>	<b>\$11,686</b>	<b>\$29,486</b>

## FUTURE FUNDING

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

### (I) BEYOND SCHOOL RESOURCE CENTER:

We will not need future funding to support the resource center as proposed. We have no doubt it will be successful and we may consider expanding the resources to include middle and high school students. If such expansion becomes a clearly identified community need, we have a strong connection and history of support with the Cameron Park Friends of the Library as well as the Cameron Park Rotary, both of which continue to support the efforts we make to serve our families and both look forward to helping with this project in the future.

### (II) EARLY LITERACY SUPPORT PROJECT:

The Librarians and Early Childhood Literacy Specialists will continue to provide support and maintenance of the Pinterest site. New Storytime Kits will be uploaded by staff. As these positions are funded by El Dorado County and First 5 El Dorado, no future funding will be needed.

## ELEMENT 6: ATTACHMENTS

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

Attachment A: Beyond School Usage Survey

## ELEMENT 7: INTERNET CERTIFICATION FOR APPLICANT PUBLIC LIBRARIES FY 2012/13

### 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.

  
Signature of Authorizing Official

2/26/2013  
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)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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>Beyond School Resource Center &amp; Early Literacy Support Project</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>2/26/2013</u> Date	