LSTA PITCH AN IDEA GRANT APPLICATION

ELEMENT 1: BASIC INFORMATION

Applicant Information

1. Library/Organization
   Amador County Library

2. Library’s DUNS Number
   081269789

3. Internet Web Site Address
   www.amadorgov.org/library

4. Project Coordinator Name & Title
   Laura Einstadter, County Librarian

5. Email Address
   leinstadter@amadorgov.org

6. Business Phone Number
   209-223-6402

7. Fax Number
   209-223-6303

8. Mailing Address
   PO Box or Street Address
   530 Sutter St.
   City
   Jackson
   State
   CA
   Zip
   95642

Project Information

9. Project Title
   Little Libraries

10. LSTA Funds Requested
    $5,000

11. Cash Match
    $1,250

12. In-Kind
    $702

13. Total Project Cost
    $6,952

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)
    
    ☒ Literate California
    ☐ 21st Century Skills
    ☒ 22nd Century Tools
    ☒ Content Creation/Preservation
    ☐ Bridging the Digital Divide
    ☒ Information Connections
    ☒ Community Connections
    ☐ Ensuring Library Access for All

16. Number of persons served
    (The number of persons who use or will benefit directly from this project)
    500

17. Congressional District (s) number
    4

18. Primary Audience for project
    (Check at least one, maximum of three)
    
    ☒ Adults
    ☒ Children
    ☒ Institutionalized persons
    ☒ Library Staff & Volunteers
    ☒ Non/limited English speaking persons
    ☒ People with special needs
    ☒ Pre-school children
    ☒ Public library trustees
    ☒ Rural Populations
    ☒ Senior Citizens
    ☒ Statewide public
    ☒ Urban populations
    ☒ Young adults and teens

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

   Director Name: Laura Einstadter
   Mailing Address
   (if different from above)
   530 Sutter St.
   City
   Jackson
   Zip
   95642
   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.

Amador County is a geographically diverse area with small communities scattered throughout its 605 square miles. The county stretches from 30 miles southeast of Sacramento to the top of the Sierra Nevada Mountains. Amador County is a small, rural county, its population is a little over 38,000. Just under half the population lives in five small incorporated cities. Unincorporated towns comprise the rest of the area where people reside. Populations vary from 100 - 2,000 residents in the unincorporated areas. Amador County's population is older than that of the state - the average age is 42 and a significant number are over 65. Many of the communities in Amador County have limited transportation options and roads can be difficult to traverse especially during the winter months. Amador County Library currently offers an outreach program to homebound individuals through its Books at Home delivery (BAH) program. Participants in the program are matched with a volunteer who picks up and delivers library materials to a homebound individual. However there are still many people that are not homebound but who are unable to get to the library due to lack of transportation, limited open hours of the libraries, or lack of broadband access. Amador County Library has had to cut open hours, staffing and close branches due to the lack of funding over the past several years. Therefore fewer options are available for folks in the more rural areas of the county to receive library services. Currently there is a main branch located in Jackson, one branch outlet in Ione, Plymouth, Pine Grove and Pioneer.

In order to serve those who are unable to get to a library and do not fit into the homebound model the Little Library would provide alternative places for people to access reading material.

The Little Library would provide a place for Amador County community members to exchange books and information within their local communities. Four communities within the county have been targeted for placement of a Little Library. The specific locations have been established and permissions granted. The communities that are being targeted are primarily located in the unincorporated towns where there are limited resources and there isn't one of our branch libraries.

If the project is successful, there will be four additional service points where members of the community will be able to go to pick up a book or obtain community information. Each of the Little Libraries will be placed in a central location within the community. The libraries will be stationed outside where people will have 24/7 access.

Each Little Library will be community based, with materials based on the location's population. Community volunteers will be recruited from each location to oversee their Little Library. Existing community centers will be used in two of the four locations, a general store will be used in one location and a fire station will be used in another location as the spot for placement of the Little Library.

If the model proves successful other communities will be able to apply for a Little Library to be placed in their neighborhood.
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.

Little Libraries will add small targeted collections into four areas of the county where currently residents can not effectively use the branch libraries to obtain reading material. Each Little Library will contain materials unique to their particular location.
Two of the locations will target adults and seniors, two will target adults and children. Using a central location in each neighborhood will enhance access to the little library.
The Little Libraries will serve as a pilot project that if successful can be used in other underserved areas throughout the county.

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

The Library is partnering with The Friends of the Library, First5, local service groups, and the Amador County Arts Council.
The library will order 4 basic Little Free Libraries, survey each community to determine the types of materials best suited for the targeted location, recruit volunteers in each location, and develop a marketing plan. The volunteers will work with the library, members of local service groups, and a member of the arts council to deploy the Little Library. Each Little Library will be designed by a member of the arts council and decorated by the community volunteers following Arts Council guidelines. The decoration theme will be unique to the neighborhood where the Little Library is placed. Each group of volunteers will work with the library to ensure the Little Library is filled with books and remains in good condition.

The Library will hold informational meetings in each of the neighborhoods prior to launching the Little Libraries to explain the program to the community members, and ascertain what type of materials they would like to have in their Little Library. The Library will hold quarterly meetings in each community to determine how well the program is going and if there are any changes that need to be made to the reading selections. Surveys will also be placed in each book asking for feedback about the Little Library program and the reading selections.

The library will purchase a core collection of material for each Little Library. As the project grows and more books are needed, the Friends of the Amador County Library and First5 will provide ongoing books for each of the locations.

The Amador County Library will partner with each community to form a group of volunteers who will become Friends of the Little Libraries. A description of volunteer duties and responsibilities has been written in anticipation of this project. The volunteers will serve as caretakers of each of the Little Libraries. They will be responsible for ensuring the Little Libraries are stocked with books and are maintained. Each group will act as a liason between the community and library keeping the library informed of their book, or resource needs as well as any Little Library maintenance issues.

The Library will work with each community to have an opening day ceremony. The Friends of the Library and First5 will provide on-going donations of books for each of the Little Libraries.
C. **Anticipated Project Outputs – Measures of service or products provided.**

The Little Libraries will be placed in four targeted neighborhoods which do not currently have adequate access to a more formal library. Each Little Library will contain 30 books which will enable members of the targeted communities to obtain reading material in a central location within their individual communities.

The Little Library if successful will provide not only a place to pick up and exchange reading material but will also give local community members an opportunity to exchange information about upcoming library and/or community events.

Based on conversations and anecdotal evidence with people in the targeted communities we anticipate that 500 people will take advantage of the Little Library in their communities.

Each community will have increased access to reading materials through their Little Library. Since the Little Libraries are on the honor system there won't be any barriers that prevent a person from borrowing reading material. Since the residents in the targeted communities have very limited transportation options, the introduction of the Little Library will provide a place for residents to borrow and exchange reading material. The Little Library will not only provide a place for residents to obtain reading material it will also give the community a way to disseminate community information.

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?**

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

Each Little Library will become an integral part of the community and a place for residents to pick up and exchange books and information.
## 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.

<table>
<thead>
<tr>
<th>Activity</th>
<th>2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Aug</td>
</tr>
<tr>
<td>Meet with project partner to firm up planning</td>
<td></td>
</tr>
<tr>
<td>Order four Little Free Libraries from vendor</td>
<td></td>
</tr>
<tr>
<td>Meet with members of individual communities to explain project</td>
<td></td>
</tr>
<tr>
<td>Recruit and train volunteers</td>
<td></td>
</tr>
<tr>
<td>Order Library Collections</td>
<td></td>
</tr>
<tr>
<td>Process library material</td>
<td></td>
</tr>
<tr>
<td>Prepare marketing material</td>
<td></td>
</tr>
<tr>
<td>Paint/decorate Little Libraries</td>
<td></td>
</tr>
<tr>
<td>Install Little Libraries</td>
<td></td>
</tr>
<tr>
<td>Little Library Grand opening</td>
<td></td>
</tr>
<tr>
<td>Meet with individuals communities survey how things are going</td>
<td></td>
</tr>
<tr>
<td>Final Report to California State Library</td>
<td></td>
</tr>
</tbody>
</table>

TA 7.22.2013
### ELEMENT 5: BUDGET

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

<table>
<thead>
<tr>
<th>Column A Budget Category</th>
<th>Column B LSTA</th>
<th>Column C Cash Match</th>
<th>Column D In-Kind</th>
<th>Column E Total (B+C+D = E)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County Librarian</td>
<td>$0</td>
<td>$0</td>
<td>$311</td>
<td>$311</td>
</tr>
<tr>
<td>Library Tech</td>
<td>$0</td>
<td>$0</td>
<td>$79</td>
<td>$79</td>
</tr>
<tr>
<td>Volunteers; library</td>
<td>$0</td>
<td>$0</td>
<td>$72</td>
<td>$72</td>
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<tr>
<td>Volunteers, art council</td>
<td>$0</td>
<td>$0</td>
<td>$240</td>
<td>$240</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$0</td>
<td>$0</td>
<td>$702</td>
<td>$702</td>
</tr>
</tbody>
</table>

**Explanation:**
- The county librarian will meet with each community to explain the project and recruit volunteers.
- County Librarian will order 4 Basic Little Libraries. ($44.50 per hour for 7 hours)
- Library Tech will order and receive material for each Little Library (19.76 per hour for 4 hours)
- Volunteer will process; stamp books, label and prepare books for each location (4 hours at the equivalent of 18.00 per hour based on Library Assistant pay). Art Council volunteer/s at the rate of $30.00 per hour for 8 hours of design time; 2 hours per unit.

<table>
<thead>
<tr>
<th>Library Materials</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Seed Collection</td>
<td>$2,700</td>
<td>$0</td>
<td>$0</td>
<td>$2,700</td>
</tr>
<tr>
<td>Donation from Friends</td>
<td>$0</td>
<td>$500</td>
<td>$0</td>
<td>$500</td>
</tr>
<tr>
<td>Donation from First5</td>
<td>$0</td>
<td>$500</td>
<td>$0</td>
<td>$500</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$2,700</td>
<td>$1,000</td>
<td>$0</td>
<td>$3,700</td>
</tr>
</tbody>
</table>

**Explanation:**
- Books for each Little Library; 30 books a combination of paperback and hardback will be purchased for each Little Library.
- Lake Comanche and River Pines will have children's material, teen and adult material; 10 in each category.
- Rolling Wood and Volcano will have adult material with 10 large print books and 20 paperback books each.
- Each Little Library will have $675.00 of LSTA funding to spend on material @ 22.50 per item.

<table>
<thead>
<tr>
<th>Equipment (Items over $5,000 per unit)</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>$0</td>
<td>$0</td>
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<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Explanation:**
-
### Operating Expenses

<table>
<thead>
<tr>
<th>Column A Budget Category</th>
<th>Column B LSTA</th>
<th>Column C Cash Match</th>
<th>Column D In-Kind</th>
<th>Column E Total (B+C+D = E)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracted Services</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<td></td>
<td>$0</td>
<td>$0</td>
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<tr>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Explanation:**

**Supplies**

<table>
<thead>
<tr>
<th>Item</th>
<th>Column B LSTA</th>
<th>Column C Cash Match</th>
<th>Column D In-Kind</th>
<th>Column E Total (B+C+D = E)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation supplies</td>
<td>$300</td>
<td>$0</td>
<td>$0</td>
<td>$300</td>
</tr>
<tr>
<td>Paint supplies</td>
<td>$200</td>
<td>$0</td>
<td>$0</td>
<td>$200</td>
</tr>
<tr>
<td>Book Processing supplies</td>
<td>$100</td>
<td>$0</td>
<td>$0</td>
<td>$100</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$600</td>
<td>$0</td>
<td>$0</td>
<td>$600</td>
</tr>
</tbody>
</table>

**Explanation:**

Installation supplies; posts, mounting brackets, hardware, cement.

Paint, supplies; brushes, paint pale, dropcloth, sandpaper, sealant, primer, embellishments for each little library

Book processing supplies; tape, labels, Little Library stamp, paper for making project instructions for each book.

**Other Charges**

<table>
<thead>
<tr>
<th>Item</th>
<th>Column B LSTA</th>
<th>Column C Cash Match</th>
<th>Column D In-Kind</th>
<th>Column E Total (B+C+D = E)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Little Libraries</td>
<td>$1,250</td>
<td>$0</td>
<td>$0</td>
<td>$1,250</td>
</tr>
<tr>
<td>Signs for each library</td>
<td>$200</td>
<td>$0</td>
<td>$0</td>
<td>$200</td>
</tr>
<tr>
<td>Promotional material</td>
<td>$250</td>
<td>$0</td>
<td>$0</td>
<td>$250</td>
</tr>
<tr>
<td>Friends Newsletter promotion of LL</td>
<td>$0</td>
<td>$250</td>
<td>$0</td>
<td>$250</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$1,700</td>
<td>$250</td>
<td>$0</td>
<td>$1,950</td>
</tr>
</tbody>
</table>

**Explanation:**

4 Basic Little Libraries (@ 250.00 each + S&H of 62.50 each = 1,250.00)

Signs for each library; 40.00 each + S&H; 10.00 each = 200.00

Promotional materials; 500 printed color flyers, 2 reams of color paper for surveys, 4 8 1/2 x 11 sign holders and 4 5x7” sign holders for advertising events, 2 reams of color paper for surveys, etc.

Friends Newsletter publication discussing and promoting Little Library project

<table>
<thead>
<tr>
<th>Operating Expenses Subtotal</th>
<th>$2,300</th>
<th>$250</th>
<th>$0</th>
<th>$2,550</th>
</tr>
</thead>
</table>

**Project Total**

(Salaries & Benefits, Materials, Equipment, and Operating Expenses)

<table>
<thead>
<tr>
<th>Project Total</th>
<th>Column B LSTA</th>
<th>Column C Cash Match</th>
<th>Column D Indirect Cost (up to 10%)</th>
<th>Column E Grant Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$5,000</td>
<td>$1,250</td>
<td>$702</td>
<td>$5,000</td>
</tr>
<tr>
<td>Indirect Cost (up to 10%)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Grant Totals</td>
<td>$5,000</td>
<td>$1,250</td>
<td>$702</td>
<td>$6,952</td>
</tr>
</tbody>
</table>
FUTURE FUNDING
Briefly describe how this project will be financially supported in the future.

The Friends of the Library and First5 will provide on-going supplies of reading material. If additional communities are interested in having a Little Library in their location the Friends of the Library and local service groups will help raise the funds to purchase or build a Little Library.
A campaign to adopt a Little Library will also be put in place by local service groups and/or the Friends of the Library as a way to raise funds for any additional libraries.
To assist with maintaining each Little Library the library will work with the volunteers and Friends of the Library to ensure funding is set aside for minor repairs.

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.

Signature of Authorizing Official ___________________________ 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.


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)

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.

<table>
<thead>
<tr>
<th>Amador County Library</th>
<th>Little Libraries</th>
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<tr>
<th>Laura Einstadter</th>
<th>County Librarian</th>
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<tr>
<td>Printed Name of Authorized Representative</td>
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<thead>
<tr>
<th>530 Sutter St.</th>
<th>Jackson</th>
<th>95642</th>
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<tr>
<td>Mailing Address (if different than page 1)</td>
<td>City</td>
<td>Zip</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Authorized Representative</th>
<th>Date</th>
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</thead>
</table>