# LSTA Pitch an Idea Grant Application

## Applicant Information

1. **Library/Organization**
   - Tehama County Library

2. **Library’s DUNS Number**
   - 177082294

3. **Internet Web Site Address**
   - http://www.tehamacountylibrary.org

4. **Project Coordinator Name & Title**
   - Sally Ainsworth, Acting County Librarian

5. **Email Address**
   - sally@tehamacountylibrary.org

6. **Business Phone Number**
   - 530-527-0604

7. **Fax Number**
   - 530-527-0604

8. **Mailing Address**
   - PO Box or Street Address: 645 Madison Street
   - City: Red Bluff
   - State: CA
   - Zip: 96080

## Project Information

9. **Project Title**
   - Preserving Tehama County Local History Collections

10. **LSTA Funds Requested**
    - $34,650

11. **Cash Match**
    - $0

12. **In-Kind**
    - $17,309

13. **Total Project Cost**
    - $51,959

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
   - Bridging the Digital Divide
   - 21st Century Skills
   - Information Connections
   - 22nd Century Tools
   - Community Connections
   - Content Creation/Preservation
   - Ensuring Library Access for All

16. **Number of persons served** *(The number of persons who use or will benefit directly from this project)*
    - 15300

17. **Congressional District (s) number**
    - 2

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:** Sally Ainsworth
   - **Mailing Address (if different from above):**
   - **City:_____**
   - **Zip:_____**
   - **Director Signature:**
   - **Date:**
ELEMENT 2: PROJECT BACKGROUND AND SUMMARY

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

The Tehama County Library was established in 1916. Its mission is to maintain and improve the quality of life for County citizens, by providing resources that enhance and contribute to individual knowledge, enlightenment, and enjoyment in the most efficient manner possible. The Library serves nearly 64,000 people, and has a high proportion of population to library staff (California Library Statistics 2012). A recent analysis done as part of a Library strategic planning effort revealed two major needs: a need to focus on services for local history researchers, and a need to offer more online services to serve remote customers and achieve staff efficiencies.

The Library houses a heavily used local history collection that spans more than 150 years. This collection contains, among other materials, a sizable photograph collection (more than 8000 images); a large selection of local newspapers on microfilm, dating back to 1857; and historical maps and building plans that document the development of the region. There are often lines of people, including adult researchers and students from local schools, waiting to use these collections. Under present conditions (low staff levels, few workstations, no scanners and lack of online access), it is difficult to fill the demand. Also, because of age and heavy use, much of the local history collection is deteriorating and in need of preservation.

The purpose of this grant is threefold: to begin to preserve the more endangered parts of the local history collection; to begin to provide better access, particularly online access, to the more heavily used parts of the collection; and to create an infrastructure and workflow process to facilitate future digitization projects. To accomplish this, the Tehama County Library will partner with staff and volunteers from the Tehama County Genealogical and Historical Society and the San Jose State University School of Library and Information Science, to do the following:

1) Contract with a digitization vendor to scan roughly 700 out-of-copyright items selected from the historical photo and map collections. The scanned items will be added, with Dublin Core metadata derived from existing paper indexes, to an Omeka website (Omeka is an easy-to-use, open-source digital content management/web delivery system). The photos/metadata will also be loaded to the Online Archive of California, and the records will also be loaded to the library catalog.

2) Contract with the Center for Bibliographic Studies and Research at UC Riverside to preserve and digitize the microfilm for several newspapers in the collection and make the digital content available online through the UCR California Digital Newspaper Collection.

3) Preserve the local history map/plan collection (about 100 items in all) by encasing the physical items in Mylar sleeves and storing them in an archival quality map case.

4) Create a workstation with scanning capability in the local history area, to facilitate local history research and reference work, and to assist with maintenance and continued development of the new digital collections.

The expected benefits from this project include: increased longevity for the most heavily used parts of the local history collection; improved services for the Library's local history researchers and remote customers, as they will be able to search and retrieve some historical resources online; and the technical capability to create and maintain online digital collections.
ELEMENT 3: PLANNING AND EVALUATION

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

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

The purpose for this grant project is threefold: to begin to preserve the most endangered parts of the Tehama County Library's local history collection; to begin to provide better access, particularly online access, to the more heavily used parts of the collection; and to create an infrastructure and workflow process for future digitization projects. To do this, the Library will partner with staff and volunteers from the Tehama County Genealogical and Historical Society and the San Jose State University School of Library and Information Science (SJSU LIS) to do the following: 1) Scan roughly 700 out-of-copyright items from the historical photo and map collections and make them available online through an Omeka website and the Online Archive of California (OAC); 2) Preserve and scan the microfilm for the earliest newspapers in the collection and make the digital content available online through the California Digital Newspaper Collection (CDNC); 3) Preserve the Library's historical collection of maps and plans by encasing the items in Mylar sleeves and storing them in an archival quality cabinet; and 4) establish a local history research station with scanning capability, to facilitate local history research and reference work. This project will enable the Library to better serve its local history and remote researchers, to preserve the most fragile parts of its local history collection, and to create the technical capability to continue with and expand on digitization projects in the future.

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

1) Library staff will work with the UC Riverside Center for Bibliographical Studies and Research to have historical newspaper microfilm preserved, digitized and made available through the CDNC.

2) The Library will contract with a digitization vendor to scan out-of-copyright selections from the photo and map collections, to create archival TIFFs for each item in both collections, as well as access JPEG files for the photographs, and GeoPDFs for the maps. Library staff and volunteers will prepare, package, and ship the items to the vendor on a staggered schedule through much of the grant cycle.

3) The Library will obtain a DreamHost account for the Omeka website where the digital collections will be showcased. An intern from the SJSU LIS program will create the site, create a Dublin Core-fielded Excel metadata spreadsheet and work with volunteers to input metadata for the photographs and maps based on existing paper index cards. As each batch of scanned items is returned from the vendor, the intern will load the scans and associated metadata into the Omeka site and perform QC. Once the final batch of scans has been loaded, the intern will export the records from Omeka to a METS format, using a plug-in developed by UC Santa Cruz for this purpose. The METS records and associated files will then be sent to the Online Archive of California for ingest. The intern will import the spreadsheet metadata into the Library's online catalog.

4) The SJSU intern will put together a manual and hold a training session for library staff and volunteers, on using and maintaining the Omeka site.

5) The archival TIFFs will be stored for the present on the Library's server, which is fully backed up on a weekly basis. The Library will seek housing for the TIFFs in the future either in the California Digital Library's Merritt repository (CDL hasn't yet worked out a pricing structure for non-UC institutions) or through a cloud storage data management service.

6) Library staff/volunteers will encapsulate the items in the historical map/plans collection in Mylar sleeves, then organize and store them by call number in new, archival-quality flat file storage.

7) Library staff will order and receive the computer equipment and scanners to create a research/scanning station, and have them installed at a location in the local history research area.

8) Users will be notified of the new services via library newsletter, website, signs, social media, etc.
C. Anticipated Project Outputs – Measures of service or products provided.
700 items from the historical photo and map collections scanned and made available online through an Omeka website and OAC.
Microfilm for roughly 10 historical newspapers preserved, scanned and made available through CNDC.
Roughly 100 historical maps and plans enclosed in Mylar and archival storage.
Local history research workstation with scanning capability established.
Omeka manual and staff training developed.

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?
Library staff/volunteers will have the technical capability to create and maintain online digital collections.
Tehama County local history researchers will begin to rely on online services for their research. This will be measured through web analytics and reference statistics.

E. Complete the following sentence. This project will be successful if:
the Library establishes an infrastructure and process for digitizing historical collections; if the Library makes a beginning at establishing and sustaining online local history collections; if local history researchers and remote users are better served because the library has begun to implement appropriate services, technology and equipment to meet their needs.
**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><strong>Activity</strong></td>
<td>Aug</td>
</tr>
<tr>
<td>Obtain final quotes from vendor and make contract; set up digitization schedule</td>
<td>X</td>
</tr>
<tr>
<td>Select items; prepare, package, and ship to digitization vendor</td>
<td>X</td>
</tr>
<tr>
<td>Get DreamHost account, install Omeka and create Omeka website/online collections</td>
<td>X</td>
</tr>
<tr>
<td>Create metadata spreadsheets for photo/map collections</td>
<td>X</td>
</tr>
<tr>
<td>Add photo/map metadata to spreadsheet from existing card files</td>
<td>X</td>
</tr>
<tr>
<td>Receive and load digital photos/maps and associated metadata to Omeka site</td>
<td>X</td>
</tr>
<tr>
<td>Work with CNDC on microfilm preservation and digitization</td>
<td>X</td>
</tr>
<tr>
<td>Order, receive, and install flat file cabinet/base</td>
<td>X</td>
</tr>
<tr>
<td>Encapsulate historical maps/plans in Mylar, organize and store in cabinet</td>
<td>X</td>
</tr>
<tr>
<td>Order, receive and install equipment for local history research workstation</td>
<td>X</td>
</tr>
<tr>
<td>Copy archival TIFFs to server as they are received</td>
<td>X</td>
</tr>
<tr>
<td>Complete OAC contributor agreement</td>
<td>X</td>
</tr>
<tr>
<td>Create METS records for digital objects and send to OAC for ingest</td>
<td>X</td>
</tr>
<tr>
<td>Copy archival TIFFs to server as they are received</td>
<td>X</td>
</tr>
<tr>
<td>Promote new services (local media, flyers/brochure, notice on web site)</td>
<td>X</td>
</tr>
<tr>
<td>Create Omeka manual and give training for library staff/volunteers</td>
<td>X</td>
</tr>
</tbody>
</table>
### ELEMENT 5: BUDGET

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

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
<th>Column C</th>
<th>Column D</th>
<th>Column E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Category</td>
<td>LSTA</td>
<td>Cash Match</td>
<td>In-Kind</td>
<td>Total (B+C+D = E)</td>
</tr>
<tr>
<td>Salaries &amp; Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Librarian</td>
<td>$0</td>
<td>$0</td>
<td>$1,300</td>
<td>$1,300</td>
</tr>
<tr>
<td>Staff</td>
<td>$0</td>
<td>$0</td>
<td>$570</td>
<td>$570</td>
</tr>
<tr>
<td>Volunteers</td>
<td>$0</td>
<td>$0</td>
<td>$14,850</td>
<td>$14,850</td>
</tr>
<tr>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$0</td>
<td>$0</td>
<td>$16,720</td>
<td>$16,720</td>
</tr>
</tbody>
</table>

**Explanation:**

- Librarian (project manager) 50 hours at $26 per hour (salary + benefits)
- Staff (LTA) 30 hours at $19 per hour (salary + benefits)
- Volunteers (includes San Jose State intern) 600 hours at $24.75 hour (average value of volunteer time in California, Corporation for National and Community Service)

| Library Materials | | | | |
| | $0 | $0 | $0 | $0 |
| | $0 | $0 | $0 | $0 |
| | $0 | $0 | $0 | $0 |
| | $0 | $0 | $0 | $0 |
| Subtotal | $0 | $0 | $0 | $0 |

**Explanation:**

| 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

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Column A</th>
<th>Column B</th>
<th>Column C</th>
<th>Column D</th>
<th>Column E (B+C+D = E)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contracted Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer/scanner installation</td>
<td>$1,000</td>
<td>$0</td>
<td>$0</td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td>Digitization (photos/maps)</td>
<td>$4,000</td>
<td>$0</td>
<td>$0</td>
<td>$4,000</td>
<td></td>
</tr>
<tr>
<td>Newspaper microfilm preservation/digitization</td>
<td>$23,500</td>
<td>$0</td>
<td>$0</td>
<td>$23,500</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$28,500</td>
<td>$0</td>
<td>$0</td>
<td>$28,500</td>
<td></td>
</tr>
</tbody>
</table>

**Explanation:**
- Computer/scanner/software installation: The Library's IT services are provided via contract and are charged by the hour.
- Photo/map digitization costs are based on a preliminary quote from Northern Micrographics.
- Newspaper preservation/digitization will be done according to the standards set by the Library of Congress' National Digital Newspaper Program, except that digitization will be done to the article level rather than the page level.
- All costs include shipping estimates.

<table>
<thead>
<tr>
<th>Supplies</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mylar l-sleeves for maps</td>
<td>$850</td>
<td>$0</td>
<td>$0</td>
<td>$850</td>
<td></td>
</tr>
<tr>
<td>10-drawer steel flat file and base</td>
<td>$3,100</td>
<td>$0</td>
<td>$0</td>
<td>$3,100</td>
<td></td>
</tr>
<tr>
<td>Promotional materials</td>
<td>$200</td>
<td>$0</td>
<td>$500</td>
<td>$700</td>
<td></td>
</tr>
<tr>
<td>External hard drive (1)</td>
<td>$100</td>
<td>$0</td>
<td>$0</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$4,250</td>
<td>$0</td>
<td>$500</td>
<td>$4,750</td>
<td></td>
</tr>
</tbody>
</table>

**Explanation:**
- Mylar l-sleeves, flat file and file base costs based on Gaylord prices.
- All costs include shipping estimates.
- External hard drive needed for temporary storage.

<table>
<thead>
<tr>
<th>Other Charges</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DreamHost web hosting service</td>
<td>$0</td>
<td>$0</td>
<td>$89</td>
<td>$89</td>
<td></td>
</tr>
<tr>
<td>Dell Inspiron desktop multimedia computer</td>
<td>$900</td>
<td>$0</td>
<td>$0</td>
<td>$900</td>
<td></td>
</tr>
<tr>
<td>Dell UltraSharp IPS monitor</td>
<td>$400</td>
<td>$0</td>
<td>$0</td>
<td>$400</td>
<td></td>
</tr>
<tr>
<td>Epson photo color scanner</td>
<td>$600</td>
<td>$0</td>
<td>$0</td>
<td>$600</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$1,900</td>
<td>$0</td>
<td>$89</td>
<td>$1,989</td>
<td></td>
</tr>
</tbody>
</table>

**Explanation:**
- DreamHost cost per month is $8.95, includes unlimited TB.
- Scanner is an Epson Perfection V700 photo color scanner.
- Computer equipment costs include shipping estimates.

### Project Total

| (Salaries & Benefits, Materials, Equipment, and Operating Expenses) | $34,650 | $0 | $17,309 | $51,959 |

| Indirect Cost (up to 10%) | $0 | $0 | $0 | $0 |

**Grant Totals**

| Project Total               | $34,650 | $0 | $17,309 | $51,959 |
FUTURE FUNDING

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

The Library has a robust group of volunteers, many from the Tehama County Genealogical and Historical Society, who are committed to supporting and maintaining the local history collection and the new services that will be developed under this project. The technical processes that will be put in place are relatively easy for non-technical staff and volunteers to learn and maintain, and staff and volunteers will receive the needed training to maintain the existing digital collections and create new ones. The Friends of the Library group is committed to paying long term costs associated with the web hosting services and computer/scanner maintenance.

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, or 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, or 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.

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<th>Tehama County Library</th>
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<tr>
<th>Sally Ainsworth</th>
<th>Director</th>
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