## CALIFORNIA STATE LIBRARY

**FY 2013/14**

**LSTA PITCH AN IDEA STAFF INNOVATION FUND GRANT APPLICATION**

## ELEMENT 1: BASIC INFORMATION

### Applicant Information

1. **Library/Organization**
   - Kern County Library
2. **Library’s DUNS Number**
   - 127901718
3. **Internet Web Site Address**
   - www.kerncountylibrary.org
4. **Project Coordinator Name & Title**
   - Marsha Lloyd, Branch Supervisor (Libn II)
5. **Email Address**
   - marsha.lloyd@kerncountylibrary.org
6. **Business Phone Number**
   - 760-384-5870
7. **Fax Number**
   - 760-384-3211
8. **Mailing Address**
   - 
     - **PO Box or Street Address**: 131 E. Las Flores Ave.
     - **City**: Ridgecrest
     - **State**: CA
     - **Zip**: 93555

### Project Information

9. **Project Title**
   - 21st Century Kern: Training for Mobile Devices
10. **LSTA Funds Requested**
    - $6,500
11. **Cash Match**
    - $0
12. **In-Kind**
    - $7,223
13. **Total Project Cost**
    - $13,723
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)*
   - 285000
17. **Congressional District (s) number**
   - 21, 23
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:**
   - Sherry Gomez
   
   **Mailing Address** *(if different from above)*
   - 701 Truxtun Ave
   - City: Bakersfield
   - Zip: 93301
   
   **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.

Experiences of staff at library public service desks have shown that many adults over age 45 do not know where to go for help to use computers and mobile devices. Library staff members are often asked for help to use e-book readers and assist people with downloading of content to their devices from library platforms. The needs of older adults with new technology are often missed as they are not part of a formal educational setting. According to the U.S. Census Bureau (May 2013), over 57% of those using the Internet are over age 45, which is the age group that struggles most with technology.

A Pew Internet and American Life Project report this summer indicates that the percentage of Americans aged 16 and older who read an e-book grew from 16% in 2011 to 23% this year. And Americans aged 18 and over owning an e-book device or tablet jumped from 18% a year ago to 34% this year.

Kern County Library’s strategic plan includes a statement that we provide innovative and universal access to our abundant resources for the benefit of our diverse communities. Kern County Library is committed to supporting lifelong learning for our residents.

Kern County is a county spanning the southern end of the California Central Valley. Covering 8,161.42 square miles, it ranges west to the southern slope of the Coast Ranges, and east beyond the southern slope of the eastern Sierra Nevada into the Mojave Desert. The population of Kern County was certified as 857,882 in 2013, making it the 12th most populated county in the state. The county seat is Bakersfield. It’s economy is heavily linked to agriculture and petroleum extraction. There is also strong aviation, space, and military presence, such as at Edwards Air Force Base, China Lake Naval Air Weapons Station and Mojave Air and Space Port.

The Kern County Library serves a diverse population culturally, economically, educationally and technologically. Many people in our diverse communities come in to the library to use our collections available electronically. They need help to download and use our e-books, e-audiobooks, library website, online catalog and databases. The goals of this grant proposal are two-fold. The intent of this grant is to train staff at three locations of the Kern County Library to understand how to use the Apple iPad, Kindle Fire, Nook HD and Samsung Galaxy mobile devices as e-book readers. This will develop staff skills to work confidently with new technologies in the library. The second goal would be to train library patrons via small classes as well as one-on-one training using these devices.

The Kern County Library already offers two e-book platforms to patrons, Overdrive and 3M, and many online databases. Staff members are often unfamiliar with the operation of mobile devices and how to download applications. Very often the public does not know how to download ebooks from the library's website in particular. This pilot project would enable us to acquire the needed mobile devices, such as iPads, Kindle Fire tablets, Nook HD tablets and Samsung tablets, for three locations. Beale, Frazier Park and Ridgecrest branches will be used because they have filtered wi-fi in place that meets the technology protection measure requirements of CIPA. Then, one staff member from each location would be trained by outside trainers or online training, representing the various devices. These trained staff members would then train the other public service staff members at their locations. By late 2013, these staff members will be able to begin offering workshops and individualized training to the public and continue offering training opportunities for the life of the grant period. Once train-the-trainer activity has been completed, all additional training for staff and public will be conducted inside each library branch.

To clarify, we are using the term "e-book readers" to refer to all types of portable or mobile devices that can be used to download and/or view e-books. Since our library offers the Overdrive and 3M platforms, we would include training on downloading and using the Overdrive reader application and the 3M reader application with the grant hardware in particular.
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.

Staff members from each location, Beale, Frazier Park and Ridgecrest libraries, would be trained by authorized trainers from the Bakersfield area, representing Apple products, Barnes and Noble, etc. These staff would go back to their locations to train more staff members, and create user guides for staff and patrons, and also create an FAQ (Frequently Asked Questions) section on the library's website. Once staff are trained on the most popular tablets, we will offer small group workshops and individual assistance to educate the public on how to use their devices and access electronic KCL content.

By purchasing the Apple iPad, Kindle Fire, Nook HD and Samsung Galaxy tablets, we will be able to provide training with a popular variety of mobile devices available on the market for both customers and library staff, with the emphasis on training to enable use of our e-books and e-audiobooks.

Use of new technologies for library services has increased and the Kern County Library staff wants to keep up with the public demand for how to use these services in the 21st Century.

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

We plan to complete the project in 11 months. The whole project would be accomplished in four phases: purchasing, staff training, public training and evaluation/lessons learned. The purchase and delivery of tablets would be completed by the end of September 2013. Training for initial staff would be done at the Beale Library and completed by the end of October 2013. Staff training with all four devices at Ridgecrest and Frazier Park branches would be completed by the end of November 2013. Workshops and instruction at all three libraries would begin in December and would continue through June 2014. We will survey patrons following small workshops or one-on-one training and evaluate during the seven months of the public instruction, adjusting our delivery to be the most effective for each branch location.

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

Count the number of staff members trained, anticipated to be at least 7 public service staffers
Conduct at least 1 workshop per location per month in the 7-month public training period: 21 workshops will be held
One-on-one or on-demand training sessions with the goal of training at least 100 people
Increase KCL e-book/e-audio circulation by at least 10%
Count the number of people attending workshops
Count public service desks' mobile device questions
Count one-on-one appointments

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?

Anticipated project outcomes include increased skills, knowledge and confidence by participants in using grant mobile devices (the most popular types) to download and use e-books and e-audiobooks and other library website content effectively.

After reviewing Attachment C, we think we have an outcome measurement project. Staff members will be surveyed before and after their mobile device training. Some of this information will be factual and some will likely be subjective.

Trainings with members of the public will also include a survey/evaluation at the end, to gather information on the effectiveness and usefulness of the training provided. Staff members doing the training will also be asked to report on the feedback they get from the public during and after the training sessions.
E. Complete the following sentence. This project will be successful if:
we finish the grant cycle with a significant percentage of positive surveys and evaluations, from both staff and the public, indicating confidence and increased skill/competence in using mobile devices. Another indicator of success will be the attendance statistics from our training workshops for the public and numbers of patrons helped at public service desks. These numbers will show the interest in and demand for new technology instruction via the public library for many adults.
**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>Purchase, deliver and setup tablets</td>
<td></td>
</tr>
<tr>
<td>Create user guide handouts and web site FAQ</td>
<td></td>
</tr>
<tr>
<td>Develop evaluation forms</td>
<td></td>
</tr>
<tr>
<td>Staff training - Beale</td>
<td></td>
</tr>
<tr>
<td>Staff training - Ridgecrest</td>
<td></td>
</tr>
<tr>
<td>Staff training - Frazier Park</td>
<td></td>
</tr>
<tr>
<td>Workshops and instruction for the public</td>
<td></td>
</tr>
<tr>
<td>Evaluation (exit surveys of staff and public)</td>
<td></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><strong>Budget Category</strong></td>
<td>LSTA</td>
<td>Cash Match</td>
<td>In-Kind</td>
<td>Total (B+C+D = E)</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>Salaries &amp; Benefits</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extra Help Backfill coverage, 2 training days for RID and FP</td>
<td>$0</td>
<td>$0</td>
<td>$256</td>
<td>$256</td>
</tr>
<tr>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Librarians and Library Associates</td>
<td>$0</td>
<td>$0</td>
<td>$6,392</td>
<td>$6,392</td>
</tr>
<tr>
<td>Support Staff</td>
<td>$0</td>
<td>$0</td>
<td>$200</td>
<td>$200</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$0</td>
<td>$0</td>
<td>$6,848</td>
<td>$6,848</td>
</tr>
</tbody>
</table>

Explanation:
Extra Help Backfill: 2 training days, one person each from RID & FP, 8 hour day, at $8/hour
Time estimates for Librarians and Library Associates (at least 7) include ordering, set-up of tablets, creation of user guide handouts for 4 types of tablets, FAQ on website, training the trainers time, training more staff time, formal workshops for public, development of evaluation forms, collecting and compiling statistics from evaluation replies, quarterly reports and final report, estimated 136 hours in all, at $47/hour (cost to county of salary + benefits); Support staff, about 10 hours at $20/hour
Librarians or Library Associates will do trainings at three sites, with subsets of the 4 types of devices, probably not all four in one session. These staffers will be trained on all 4 devices.

<table>
<thead>
<tr>
<th>Library Materials</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>print books about tablet computers, 4 titles/3 sites (12 copies)</td>
<td>$0</td>
<td>$0</td>
<td>$150</td>
</tr>
<tr>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$0</td>
<td>$0</td>
<td>$150</td>
</tr>
</tbody>
</table>

Explanation:
To assist new users, available for circulation outside the library

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

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</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>LSTA</td>
<td>Cash Match</td>
<td>In-Kind</td>
<td>Total (B+C+D = E)</td>
</tr>
<tr>
<td>Contracted Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training fee for outside trainer</td>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$150</td>
<td>$150</td>
</tr>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$0</td>
<td>$0</td>
<td>$150</td>
<td>$150</td>
<td></td>
</tr>
</tbody>
</table>

**Explanation:**

### Supplies

<table>
<thead>
<tr>
<th></th>
<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>Office supplies</td>
<td>$0</td>
<td>$0</td>
<td>$25</td>
<td>$25</td>
<td></td>
</tr>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$0</td>
<td>$0</td>
<td>$25</td>
<td>$25</td>
<td></td>
</tr>
</tbody>
</table>

**Explanation:**

### Other Charges

<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</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel expenses - staff mileage at 56 cents per mile</td>
<td>$361</td>
<td>$0</td>
<td>$0</td>
<td>$361</td>
<td></td>
</tr>
<tr>
<td>Tablets (4 iPads, 3 Kindle Fires, 3 Nook HDs, 3 Samsung Galaxies)</td>
<td>$5,859</td>
<td>$0</td>
<td>$0</td>
<td>$5,859</td>
<td></td>
</tr>
<tr>
<td>Photocopying</td>
<td>$0</td>
<td>$0</td>
<td>$50</td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$6,220</td>
<td>$0</td>
<td>$50</td>
<td>$6,270</td>
<td></td>
</tr>
</tbody>
</table>

**Explanation:**

Mileage for Marie/FP and 1 person from RID, 2 training days at Beale, RID round trip, 2 separate days: 456 mi.; FP roundtrip, 2 separate days, 188 mi.

Tablet costs: 4 iPad 4 Tablets @ $499 +$100 per-device protection plan; 3 Kindle Fire 7" tablets @ $174+$49.99 per-device protection plan; 3 Nook HD 7" devices @ $229+$105.09 per-device protection plan; 3 Samsung Galaxy tablets @ $320+$100 per-device protection plan; carry cases estimated $120; sales tax $408.77

Plan includes 4 iPads due to this format being very popular and thinking that our main library, Beale, could use two for staff and public training. This library is large and has an information desk on the first floor and reference department on the second floor.

| Operating Expenses Subtotal | $6,220 | $0 | $225 | $6,445 |

### Project Total

<table>
<thead>
<tr>
<th>(Salaries &amp; Benefits, Materials, Equipment, and Operating Expenses)</th>
<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>$6,220</td>
<td>$0</td>
<td>$7,223</td>
<td>$13,443</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$280</td>
<td>$0</td>
<td>$0</td>
<td>$280</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Grant Totals</strong></td>
<td>$6,500</td>
<td>$0</td>
<td>$7,223</td>
<td>$13,723</td>
<td></td>
</tr>
</tbody>
</table>
FUTURE FUNDING
Briefly describe how this project will be financially supported in the future.

The Kern County Library will continue to support additional staff training for more branches. The tablets can be shared and used at other branches that have wifi. Staff members trained through this grant project will be able to train other staff. The program will be sustainable because the knowledge gained from training will be shared amongst staff, along with the tablets and user guides, so that more branches will be able to offer the public workshops and one-on-one training. KCL can update the tablets as necessary with changes in tablet technology or digital library content. The grant funds will provide the basis for a long-term ongoing library service to the public that we currently do not provide.

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 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)

   Beale Memorial Library, 701 Truxtun Ave, Bakersfield, CA 93301

   Ridgecrest Branch Library, 131 E Las Flores Ave, Ridgecrest, CA 93555

   Frazier Park Branch Library, 3732 Park Drive/PO Box 1718, Frazier Park, CA 93225

   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>Kern County Library</th>
<th>21st Century Kern: Training for Mobile Devices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library/Organization</td>
<td>Project Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sherry Gomez</th>
<th>Director of Libraries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed Name of Authorized Representative</td>
<td>Title</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>701 Truxtun Ave</th>
<th>Bakersfield</th>
<th>93301</th>
</tr>
</thead>
<tbody>
<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>
</tr>
</thead>
</table>