CALIFORNIA STATE LIBRARY
FY 2013/14
LSTA PITCH AN IDEA STAFF INNOVATION FUND GRANT APPLICATION

ELEMENT 1: BASIC INFORMATION

Applicant Information

1. Library/Organization
   Sonoma County Library

2. Library’s DUNS Number
   617444930

3. Internet Web Site Address
   www.sonomalibrary.org

4. Project Coordinator Name & Title
   Charity Anderson & Tiffany Bronzan Children's Services Librarians

5. Email Address
   canderson@sonoma.lib.ca.us

6. Business Phone Number
   707-433-3772

7. Fax Number
   707-433-7946

8. Mailing Address
   PO Box or Street Address
   139 Piper Street
   City: Healdsburg
   State: CA
   Zip: 95448

Project Information

9. Project Title
   Introducing the Value of Play and Healthy Nutrition to Sonoma County

10. LSTA Funds Requested
    $4,000

11. Cash Match
    $500

12. In-Kind
    $5,139

13. Total Project Cost
    $9,639

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)
    1500

17. Congressional District (s) number
    2 and 5

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: __________________________
   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.

This project focuses on three main ideas: introducing children under the age of five and their parents to sensory play, providing information and emphasis on healthy eating, and expanding outreach within our communities.

Our project aligns with Goal #3 of the current Focus and Finish document of the Sonoma County Library:

Goal #3 - Library's Image and Community Support - Improve the visibility of the Library in our communities which includes (3.3) Building Community Partnerships for 2013-2014. Using our newly acquired Play and Learn Island (PAL), we will strengthen our current children programs, while also forming several community partnerships by participating in many outreach events throughout the county. The idea of using sensory play inside the library is new to the Sonoma County Library. This will also be a focus of our outreach efforts, while also promoting the Library in a positive manner by providing strong customer service and communication highlighting the programs and services offered across the county.

We are enhancing our library services to our current patrons by providing two programs at the Sebastopol and Healdsburg branches. Topics of these programs will focus on the connection of early learning and play, as well as healthy eating and nutrition. Both of these topics are receiving increased attention in today's society and we are excited about this opportunity to share information with our patrons.

Outreach in our communities has not been the strength of the Sonoma County Library since the economic decline in 2008. With a decrease in professional staff, it has been difficult to participate in outreach opportunities. This project will help bring outreach services back into our communities, as well as providing fresh and innovative programs.

One focus of outreach will be to the farmers markets in Sonoma County. We will bring the PAL, along with early learning kits which will include basic library information, library card applications, reading lists, and paperbacks to distribute at four farmers markets in the county. We will use these farmers markets as an opportunity to promote the library and upcoming events such as the 2014 summer reading program.

Our second focus of outreach will be to visit the Nueva Vista High School which serves teenage parents. We will reach out to these new parents in order to increase their knowledge of the importance of early literacy, the value of play, and the free services and programs offered by our library. Using the PAL to demonstrate sensory play and allowing the children to participate will be a valuable opportunity for these young parents and their children.

Our third and most concentrated effort of outreach will be to the Latino population and communities. This population currently makes up 25.5% of Sonoma County. According to the Office of Institutional Research of the Santa Rosa Junior College, the Latino population makes up 42% of the students in Grades K-12 in Sonoma County and 62% in the City of Santa Rosa. Spanish materials only account for 2% of our total circulation. Due to the increasing Latino population, we want to connect these families with the library and increase our circulation of Spanish materials. Working with the Early Learning Institute and the Community Action Partnership of Sonoma County, we will bring the PAL to Spanish speaking and bilingual playgroups. Also, we will coordinate special library visits from the local Pasitos playgroups, a program for Spanish-speaking parents and their three and four year olds who are not attending preschool. We will introduce the library to their parents, provide them with early learning kits, and allow the children to explore the PAL. The PAL will be an introduction of sensory play to these families and serve as a conversation starter for librarians and parents.

Finally, we will provide a staff workshop using the PAL and sensory play for the Children's Librarians, staff from the Literacy Program, and any other staff interested in learning more about the PAL and how to use it in their branches or outreach events. We will also provide a storytime and sensory play program for the families involved with the Families for Literacy program to model and share information about the value of play.
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.

We will provide two workshops for parents at the Healdsburg and Sebastopol communities on early literacy, play, and healthy nutrition. We will use the Play and Learn Island to reinforce sensory play to our regular storytime attendees, preschools, and potential new library patrons at farmers markets and other outreach opportunities. The expected benefit is to reach diverse populations who will learn the benefits of early literacy and play, the importance of getting children on a healthy and nutritious diet, and to realize the value of the library, including the library services which are offered throughout our county for free. This will provide a life-long love of reading, libraries and learning to our communities.

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

We will introduce the Play and Learn Island (PAL) through a series of themed storytimes centered on the concepts of discovery and dig, the big build, and healthy eating. At the end of each of the storytimes, the attendees will be invited to play with the PAL while the Librarian will be available to speak with the parents about the value of sensory play, as well as offer ideas and demonstrate how to create sensory play bins and activities at home. During the time that the PAL is visiting the branch, the PAL may also be displayed in the Children’s Room so that patrons visiting the library during non-storytime hours will be able to explore and play. An initial collection of books has already been purchased to accompany the PAL as it travels throughout the county. We will introduce the PAL in Healdsburg in October 2014 and in Sebastopol in November 2014.

We will host two parenting programs at the Sebastopol and Healdsburg branches regarding the topics of the value of play and healthy nutrition for children. The programs on healthy nutrition will be offered by the Northern California Center for Well Being, while the programs on the topic of play will be offered by the Early Learning Institute. These events are scheduled for January and February 2014 in Healdsburg and March and April 2014 in Sebastopol.

We will focus on outreach, getting out into the community with a positive library message, while also reaching out to underserved populations. The PAL will be the tool at the center of our outreach efforts. We will be doing outreach to three different groups: the underserved Spanish speaking population, teenage parents, and the community as a whole through the local farmers markets. The message to each of these groups will be to highlight the libraries’ programs and services, to create more library users, and to relay the importance of early literacy, play, and healthy eating. The PAL will serve as a vehicle to reach those that have either been underserved or simply do no not have an understanding about today’s libraries. At all outreach events, we will hand out the early learning kits. Outreach events will take place throughout the entire project from October 2013 to May 2014.

Realizing that the circulation statistics of our Spanish collection do not reflect the 25.5% Latino and Hispanic population currently residing in Sonoma County, it is important that we target this community. In order to reach these populations, we will be able to enter into already existing playgroups attended mostly by Spanish speaking parents and their children. Working with two established community organizations, we will bring the PAL to Spanish and bilingual playgroups held by the Early Learning Institute and also to the Pasitos and Avance programs through the Community Action Partnership. Also, the local Healdsburg and Sebastopol Pasitos playgroups will visit the library at least once to learn about the library, attend a special storytime, get library cards, and explore the PAL.

During November, we will also target teenage mothers and fathers through the Nueva Vista teen parenting program in Santa Rosa. Using the PAL will give us an opening to speak to these young parents about the services we provide and why we feel the library should play a role in their lives, the importance of early literacy, while also giving the children an opportunity to explore the world of sensory play.

We will also use the PAL, set up as the Healthy RC module at the local farmers markets to reach out to the community as a whole. We will be able to promote the library and hand out library card applications as well
as programming, such as on-going storytimes, special events, and the 2014 Summer Reading Program. It will be fun for the children at these markets to play, weigh fruits and vegetables, shop, and play cashier while we get information into the hands of the parents.

Finally, we will coordinate with the Families for Literacy program to provide a rich sensory play storytime experience using the PAL for the families already participating in this literacy program. We will also provide a hands-on workshop for interested Sonoma County Library staff who would like to use the PAL in the future at their branches and for outreach events in their service areas.

C. Anticipated Project Outputs – Measures of service or products provided.
We anticipate reaching out to 400 parents and children through the Nueva Vista High School Visits, the Early Learning Institute playgroups, the Pasitos Playgroups, and the Avance programs. We anticipate reaching out to 200 parents and children through the local farmers markets. We will pass out library card applications at each site or event printed on a different colored paper, along with information about the library. Also, we anticipate that eighty new families will obtain library cards. Also, we expect to distribute 200 early learning kits to children five and under.

We anticipate that 100 parents will attend the four workshops centered on healthy nutrition and the value of play. We expect that 300 parents and children will attend the Healdsburg and Sebastopol Storytime series centered on the concepts presented by the PAL. In addition, with our local preschools, we anticipate at least 150 children, parents, and teachers will visit the library participate in a sensory play event with the PAL. We anticipate forty parents and children will participate in the Families for Literacy event and thirty staff members from around the county will attend an informational and exploratory session centered on the PAL and the potential for programming and outreach. Finally, we will increase the circulation of our Spanish children’s materials throughout the project by 2% during this time.

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?
This project will result in parents learn more about the importance of reading to their children, singing songs, and encouraging sensory and all types of play. The project will result in parents learning new ideas on how to interact with their children with activities that will support early literacy skills.

At the Nueva Vista teen parenting outreach event, we expect 25% of attendees will report that they have used sensory play activities at home. With the two value of play workshops, we expect fifty percent of the parents will report that they will have used sensory play activities at home within one month following the workshops. With the two Healthy Nutrition workshops, we expect fifty percent of the parents will report using ideas and recipes that were presented in the workshop within one month following the workshop. This will be measured with surveys and follow-up calls with attending parents.

We will use observation during the outreach events to observe children's interest in the sensory play experience. A short three question survey will indicate that 70% of the children had a positive, meaningful experience with the PAL as reported by their parents. We will use the answers and quotes from this format as anecdotal evidence.

E. Complete the following sentence. This project will be successful if:
This project will be successful if parents not only learn more about the value of sensory play and healthy nutrition, but if they also put what they learn into action at home.

It will also be successful if our patrons are happy with the new programs offered and ask for further programming. It will also be successful if we are able to excite the Children's Librarians and Literacy staff so that they will follow our lead with PAL programming and outreach.

In addition, this project will be highly successful if we are able to get our library message out and put more library cards in the hands of the Latino population and increase circulation of our Spanish language materials.
**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>Prepare themed storytimes and reading lists to accompany the PAL</td>
<td>X</td>
</tr>
<tr>
<td>Purchase bilingual paperback books to for outreach events</td>
<td>X</td>
</tr>
<tr>
<td>Request flyers, posters, and reading lists to be printed</td>
<td>X</td>
</tr>
<tr>
<td>Meet with community partners to finalize plans for programs and outreach event</td>
<td>X</td>
</tr>
<tr>
<td>Healdsburg Storytime Series</td>
<td>X</td>
</tr>
<tr>
<td>Windsor Farmers Market</td>
<td>X</td>
</tr>
<tr>
<td>Nueva Vista Teen Parenting High School</td>
<td>X</td>
</tr>
<tr>
<td>Sebastopol Storytime Series</td>
<td>X</td>
</tr>
<tr>
<td>Outreach events through Community Action Partnerships - Avance and Pasitos</td>
<td>X</td>
</tr>
<tr>
<td>Healdsburg Preschools Visit the Libary</td>
<td>X</td>
</tr>
<tr>
<td>Early Learning Institute Playgroups Outreach</td>
<td>X</td>
</tr>
<tr>
<td>Pasitos Visit to Healdsburg</td>
<td>X</td>
</tr>
<tr>
<td>Value of Play Workshop Healdsburg</td>
<td>X</td>
</tr>
<tr>
<td>Healthy Eating workshop Healdsburg</td>
<td>X</td>
</tr>
<tr>
<td>Value of Play Workshop Sebastopol</td>
<td>X</td>
</tr>
<tr>
<td>Sebastopol Preschools Visit the the Library</td>
<td>X</td>
</tr>
<tr>
<td>Healthy Eating workshop Sebastopol</td>
<td>X</td>
</tr>
<tr>
<td>Sebastopol Pasitos visit the library</td>
<td>X</td>
</tr>
<tr>
<td>Sebastopol Farmers Market SRP Outreach event</td>
<td>X</td>
</tr>
<tr>
<td>Healdsburg Farmers Market SRP Outreach event</td>
<td>X</td>
</tr>
<tr>
<td>Families for Literacy event</td>
<td>X</td>
</tr>
<tr>
<td>Staff PAL orientation and sensory play workshop</td>
<td>X</td>
</tr>
<tr>
<td>Central Farmers Market SRP Outreach event</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 II</td>
<td>$0</td>
<td>$0</td>
<td>$4756</td>
<td>$4,756</td>
</tr>
<tr>
<td>Graphic Artist</td>
<td>$0</td>
<td>$0</td>
<td>$77</td>
<td>$77</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>$4,833</td>
<td>$4,833</td>
</tr>
</tbody>
</table>

Explanation:
Librarian II: 111 hours of work at $42.85/hour.
Graphic Artist: 2 hours of work at $38.66/hour

| 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 |
| 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>Nutrition for Children - Healdsburg</td>
<td>$500</td>
<td>$0</td>
<td>$0</td>
<td></td>
<td>$500</td>
</tr>
<tr>
<td>Nutrition for Children - Sebastopol</td>
<td>$500</td>
<td>$0</td>
<td>$0</td>
<td></td>
<td>$500</td>
</tr>
<tr>
<td>Value of Play - Healdsburg</td>
<td>$500</td>
<td>$0</td>
<td>$0</td>
<td></td>
<td>$500</td>
</tr>
<tr>
<td>Value of Play - Sebastopol</td>
<td>$500</td>
<td>$0</td>
<td>$0</td>
<td></td>
<td>$500</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$2,000</td>
<td>$0</td>
<td>$0</td>
<td></td>
<td>$2,000</td>
</tr>
</tbody>
</table>

**Explanation:**
Nutrition for Children at Healdsburg and Sebastopol branch presented by Northern California Center for Well Being.
Value of Play at Healdsburg and Sebastopol branch presented by Early Learning Institute.

<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>Supplies</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early Learning Kits for Attendees</td>
<td>$1000.00</td>
<td>$0</td>
<td>$0</td>
<td></td>
<td>$1,000</td>
</tr>
<tr>
<td>Mini Sensory Bin Supplies</td>
<td>$0</td>
<td>$500</td>
<td>$0</td>
<td></td>
<td>$500</td>
</tr>
<tr>
<td>Marketing Materials</td>
<td>$0</td>
<td>$0</td>
<td>$46</td>
<td></td>
<td>$46</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$1,000</td>
<td>$500</td>
<td>$46</td>
<td></td>
<td>$1,546</td>
</tr>
</tbody>
</table>

**Explanation:**
$1000 will be used to buy 400 bilingual and wordless paperback books and bookmarks
$500 from our local Friends of the Library will be used to create Mini-Sensory Bins which will be made with beans, pasta, rice, water beads, moon sand and other mini toys, figures, and small manipulatives.
$46 Marketing Materials for Programs and Outreach

<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>Other Charges</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAL Manipulatives and Rug</td>
<td>$1,000</td>
<td>$0</td>
<td>$0</td>
<td></td>
<td>$1,000</td>
</tr>
<tr>
<td>Cleaning Supplies for PAL</td>
<td>$0</td>
<td>$0</td>
<td>$33</td>
<td></td>
<td>$33</td>
</tr>
<tr>
<td>Transportation of PAL to outreach events</td>
<td>$0</td>
<td>$0</td>
<td>$227</td>
<td></td>
<td>$227</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$1,000</td>
<td>$0</td>
<td>$260</td>
<td></td>
<td>$1,260</td>
</tr>
</tbody>
</table>

**Explanation:**
$500 - Additional PAL Manipulatives includes $120 MagnaTiles Class Set , $60 Lakeshore Super Sand Set, $25 Dinosaur Dig Excavation Set , $40 Classic Dinosaur Collection, $40 Construction Vehicles, $50 Tub of Animals, $15 Around the World Sand Mold set, $20 Giant Magnetic Letters, Upper and Lowercase, $10 Gigantic Magnetic Numbers, $40 Wee Wedgits, $30 Cookware and Dining Set, $20 Shape Sand Molds, $10 Numbers and Operations Sand Molds, $20 M&D 100 piece wooden block building set
$500 estimated - Bilingual rug to be placed under the Play and Learn Island
$33 - Cleaning Supplies: 7th generation wipes and spray (recommended) 3 bottles each.
$227 Transportation for PAL, approximately set to travel 402 miles at 56.5 cents per mile

**Operating Expenses Subtotal** | $4,000 | $500 | $306 | $4,806

**Project Total**
(Salaries & Benefits, Materials, Equipment, and Operating Expenses) | $4,000 | $500 | $5,139 | $9,639

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

**Grant Totals** | $4,000 | $500 | $5,139 | $9,639
FUTURE FUNDING
Briefly describe how this project will be financially supported in the future.
We will continue to work with our community partners to offer similar programming and seek out new outreach opportunities in the coming years. This grant will build community relations with partners we hadn’t previous had. When other branches in our system see how successful our programs are, it will encourage other branches to offer similar parenting programming in conjunction with the PAL using Friends monies, as well as seek out more outreach opportunities.

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)

   __________________________________________________________

   __________________________________________________________

   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>Sonoma County Library</th>
<th>Introducing the Value of Play and Healthy Nutrition to Sonoma County</th>
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<td>Signature of Authorized Representative</td>
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