ELEMENT 1: BASIC INFORMATION

1. Library/Organization
   Los Angeles Public Library - Children's Literature Dept

2. Library’s DUNS Number
   784790214

3. Internet Web Site Address
   www.lapl.org

4. Project Coordinator Name & Title
   Joanna K. Fabicon, Children's Librarian II

5. Email Address
   jfabicon@lapl.org

6. Business Phone Number
   213-228-7256

7. Fax Number
   213-228-7259

8. Mailing Address
   PO Box or Street Address
   630 W. 5th Street
   City
   Los Angeles
   State
   CA
   Zip
   90071

Project Information

9. Project Title
   Coder Time

10. LSTA Funds Requested
    $4,953

11. Cash Match
    $0

12. In-Kind
    $6,807

13. Total Project Cost
    $11,760

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)
    200

17. Congressional District (s) number
    34

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: John Szabo
   Mailing Address (if different from above)

   Director Signature: [Signature]

   City
   Date: 4/29/14
   Zip
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.

During Computer Science Education Week last December, the Children’s Literature Department conducted “Hour of Code” sessions, where young patrons experienced some computer programming, and librarians learned how much of an interest technology-based programs could generate. In response to the question, "Which of these events would you like the library to have?", 76% of the participants surveyed requested more coding.

While exploring the possibilities of offering more digital literacy programs, the Department's librarians found that the local interest in computers and coding reflected a broader community need. In the next ten years, the Bureau of Labor Statistics projects just over a million available computing jobs, with not nearly enough graduates in computer science to fill them. Despite this gap, computer science classes are missing from 90% of K-12 schools nationally. Local efforts like Exploring Computer Science, a partnership between UCLA and Los Angeles Unified School District (LAUSD) that brings structured coursework to schools, have been met with both success and setbacks. Though there was steady growth in ECS enrollment from 2008-2012, budget cuts resulted in five less teachers and a decrease of two hundred students in the last school year.

Located in the Central Library in downtown Los Angeles, the Children's Literature Department serves patrons in the vicinity and those from all parts of the city making special visits. Approximately 8,000 children come with their class through field trips each year, indicative of the Department's ability to reach larger and more varied audiences than local library branches. Using this unique position, the Department can set the example for coding programs to be as ubiquitous in libraries as sharing books: beyond story time...Coder Time.

The Children's Literature Department will conduct Coder Time in partnership with LA's BEST, the main provider of after school education for LAUSD. Through the Coder Time program series, children between the ages of nine to twelve will learn basic coding skills and practice computational thinking both at their LA's BEST sites and the Department. They will then use those skills to engage the community by interacting with their peers at Central Library’s Science Day, a highly attended event where Coder Time participants will also receive public recognition for their accomplishments.

The main component of Coder Time comes from the open source curriculum on Code.org. With a combination of Blockly, a web-based visual programming editor that breaks down JavaScript into puzzle pieces, and unplugged activities that encourage creativity and problem-solving, the curriculum provides a solid foundation for concept mastery and can be tailored to students' learning pace. Lessons also promote group work, appropriately meeting the Common Core English and Language Arts Standards for Speaking & Listening and Comprehension and Collaboration for grades 4-6.

Aligning with LAPL’s Full STEAM Ahead initiative, Coder Time also includes supplemental transliteracy elements and extra sessions to the Code.org curriculum. Participants will be provided with booklists and other materials to create projects related to their learning activities - i.e. binary art, book trailers, and instructional videos presenting how the concepts can be learned. These creations will be featured during Science Day, a yearly event sponsored by the Department's Friends Group (FOCAL) in the Spring of 2015. Participants will be bused in from their sites to either take part or lead the Science Day activities devoted to coding. Science Day will also include a career panel and serve as a culmination event through the exhibition of the students' work and the distribution of their certificates of completion in front of the community at large.

Since work conducted in the Department also has system-wide impact, the materials and lessons learned from Coder Time can also be used to promote the importance of computational literacy to staff. Besides in-house training on the curriculum, branch librarians will be able to connect with the local facilitators and/or students who have been through the program. Along with assembled kits, this ready-made volunteer base will enable Children's and Young Adult Librarians to expand Coder Time to any of the city’s 72 branches.
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 Coder Time project will offer a series of programs for children ages 9-12 to learn basic coding skills and practice computational thinking in the Children’s Literature Department and at least 3 elementary schools. The children will then use those skills to create projects and engage the community by interacting with their peers at Central Library’s Science Day, a highly attended event where Coder Time participants will also receive public recognition for their accomplishments.

A secondary purpose of the project is to provide Children’s and/or Young Adult Librarians of the Los Angeles Public Library with staff development, supplies, and the opportunity to connect with Coder Time participants and facilitators so that they can build a coding program in their local branches.

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

The Children’s Literature Department will partner with LA’s BEST, the main provider of after school education for Los Angeles Unified School District (LAUSD). In October, the Project Coordinator will train Department staff and 9 LA’s BEST facilitators on the Coder Time curriculum, which is a combination of open-sourced online coding lessons (available through Code.org) and transliteracy activities. Facilitators will then conduct Coder Time at their respective sites to approximately 180 children in fourth through sixth grades. Concurrently, the Children’s Literature Department will also conduct Coder Time as a public program.

Both the Department and LA’s BEST facilitators are allowed flexibility with the Coder Time schedule. The recommended period for LA’s BEST will be 11 weeks for a 22 session program, allowing time for students to create their projects. In the spring of 2015 (projected date is April 5), participants and facilitators will be bused from their sites to the Central Library for Science Day to present their projects and/or assist other children with coding activities. Science Day will feature a career panel and serve as a culmination event for all Coder Time students.

To evaluate Coder Time, a short survey will be given to students before and after the program, measuring their interest or knowledge of computer science and their satisfaction with the workshops. LA’s BEST already has an assessment tool for their sessions, which will also be used to determine if learning goals were achieved. The third evaluation method will be through Code.org, which has a mechanism for tracking the lines of code created for each lesson.

Utilizing facilitator and student input, program kits will be created and staff training/development will take place to disseminate Coder Time to other branches.

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

200 children ages 9-12 from schools and the Children’s Literature Department will participate in the Coder Time program
9 LA’s BEST sites will facilitate Coder Time
180 students will travel to the Central Library to take part in Science Day
30 student projects will be presented at Science Day
Coder Time participants will generate 150,000 lines of code

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?
Aligning with the goals of LAPL’s Full STEAM Ahead initiative, the following outcomes are projected:
85% of participants have increased their knowledge of computer science and coding concepts. This can be measured by the looking at the number of online trophies (max. 27) students gain when they master the concepts on Code.org and analyzing the LA’s BEST documentation of their daily learning objectives.

85% of youth who take part in Coder Time will develop an interest in computer science, measured by a survey at the completion of the program.

70% of participants feel that by mastering computer science skills, they are valued by the community. Indicators will include active participation and completion of projects for Science Day. This will also be measured with a survey at the program’s completion.

45% of LAPL’s Youth Librarians feel comfortable and prepared to conduct Coder Time at their branches, measured by a short survey after in-house training and circulation of program kits.

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

This project will be successful if children who participate become interested and knowledgeable in coding and computer science, and if Youth Librarians feel empowered to offer coding programs.
**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>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop training module and purchase materials</td>
<td>x</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Train LA’s BEST and Department facilitators</td>
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<td></td>
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<td>x</td>
</tr>
<tr>
<td>Conduct Coder Time at LA’s BEST sites and the Children’s Literature Dept</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Plan and prepare for Science Day</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
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<tr>
<td>Science Day</td>
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<td>x</td>
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<tr>
<td>Evaluation and staff training</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Distribution of Coder Time program kits to interested branches</td>
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<tr>
<td>Plan for next incarnation of Coder Time in the Department</td>
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</tbody>
</table>
**ELEMENT 5: BUDGET**

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

<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>Salaries &amp; Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Coordinator- 70 hrs x $41.39</td>
<td>$0</td>
<td>$0</td>
<td>$2,897</td>
<td>$2,897</td>
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</tr>
<tr>
<td>Children’s Literature Department Librarians- 24 hrs x $41.39</td>
<td>$0</td>
<td>$0</td>
<td>$993</td>
<td>$993</td>
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</tr>
<tr>
<td>LA’s Best Staff Training- 10 hrs x 9 x $14.73</td>
<td>$1,326</td>
<td>$0</td>
<td>$0</td>
<td>$1,326</td>
<td></td>
</tr>
<tr>
<td>LA’s BEST Facilitators- 22 hrs x 9 x $14.73</td>
<td>$0</td>
<td>$0</td>
<td>$2,917</td>
<td>$2,917</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$1,326</strong></td>
<td><strong>$0</strong></td>
<td><strong>$6,807</strong></td>
<td><strong>$8,133</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Explanation:**
Project Coordinator will do the project’s planning, implementation, training, and evaluation. This includes developing transliteracy activities that will be incorporated into the Code.org curriculum, tracking student progress, scheduling programs in the Department and outreach to Coder Time sites. Librarians will also conduct public Coder Time programs in the Department.

While LA’s BEST facilitators will be compensated for their training, their presentation of Coder Time activities to students will be in-kind.

<table>
<thead>
<tr>
<th>Library Materials</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>$0</td>
<td>$0</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
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</tbody>
</table>

**Explanation:**

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

**Explanation:**
## Operating Expenses

### Contracted Services

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Column B</th>
<th>Column C</th>
<th>Column D</th>
<th>Column E</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LSTA</td>
<td>Cash</td>
<td>In-Kind</td>
<td></td>
</tr>
<tr>
<td>Workshop providers (3) for Science Day career panel</td>
<td>$750</td>
<td>$0</td>
<td>$0</td>
<td>$750</td>
</tr>
<tr>
<td>LA’s BEST Facilitator Fee- 9 x 7 x $12.00</td>
<td>$756</td>
<td>$0</td>
<td>$0</td>
<td>$756</td>
</tr>
<tr>
<td></td>
<td>$0</td>
<td>$0</td>
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<tr>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$1,506</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$1,506</strong></td>
</tr>
</tbody>
</table>

**Explanation:**
For the Coder Time participants, Science Day will be a culmination event, a venue for presenting their projects to the community, and an opportunity to learn about career paths for computer programmers. Workshop providers are to be determined, but the standard fee allowed by the library is $250 per session. LA’s BEST facilitators will be compensated for assisting during Science Day.

### Supplies

<table>
<thead>
<tr>
<th></th>
<th>Column B</th>
<th>Column C</th>
<th>Column D</th>
<th>Column E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art &amp; Craft supplies (paper, markers, beads, etc)</td>
<td>$1221</td>
<td>$0</td>
<td>$0</td>
<td>$1,221</td>
</tr>
<tr>
<td>Flash drives- 10et, 32GB</td>
<td>$400</td>
<td>$0</td>
<td>$0</td>
<td>$400</td>
</tr>
<tr>
<td></td>
<td>$0</td>
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<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$1,621</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$1,621</strong></td>
</tr>
</tbody>
</table>

**Explanation:**
Many of the Code.org lessons are "unplugged", meaning computers are not needed to convey the concepts. Participants will need craft supplies for projects such as: representing binary on graph paper, programming each other to draw specific pictures, using repetitive tasks like stringing beads to gain understanding of functions, etc.
Flash drives will allow for the transfer of students’ digital projects, such as a book trailer or instructional video, from LA’s BEST sites to the Project Coordinator.

### Other Charges

<table>
<thead>
<tr>
<th></th>
<th>Column B</th>
<th>Column C</th>
<th>Column D</th>
<th>Column E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science Day Lunches- 200</td>
<td>$500</td>
<td>$0</td>
<td>$0</td>
<td><strong>$500</strong></td>
</tr>
<tr>
<td></td>
<td>$0</td>
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<tr>
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</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$500</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$500</strong></td>
</tr>
</tbody>
</table>

**Explanation:**
Science Day is an all-day activity where Coder Time participants will need a light lunch.

### Project Total

<table>
<thead>
<tr>
<th>(Salaries &amp; Benefits, Materials, Equipment, and Operating Expenses)</th>
<th>Column B</th>
<th>Column C</th>
<th>Column D</th>
<th>Column E</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$4,953</td>
<td>$0</td>
<td><strong>$6,807</strong></td>
<td><strong>$11,760</strong></td>
</tr>
<tr>
<td><strong>Indirect Cost (up to 10%)</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Grant Totals**

| **$4,953** | **$0** | **$6,807** | **$11,760** |
FUTURE FUNDING
Briefly describe how this project will be financially supported in the future.

The Department will plan to fund Coder Time in the following ways:
1. The Library Foundation is interested in funding this project if it achieves notable results
2. FOCAL, the Department’s Friends Group, will continue to fund an annual Science Day
3. Applying for an IDEAS grant, a fund offered by LAPL to support staff innovation
4. Seeking out partnerships with local computer and tech-based organizations

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 2014/15

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: 4/29/14
ELEMENT 8: ASSURANCES

The applicant assures and certifies that it will comply with the regulations, policies, guidelines and requirements, as they relate to the application, acceptance and use of Federal funds for this federally assisted project. Also the Applicant assumes and certifies:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

2. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.

3. It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-sided activity.


5. It will comply with Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.

6. It will comply with the Age Discrimination Act of 1975, as amended, 42 U.S.C 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.

7. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.

8. It will comply with the provisions of the Hatch Act which limit the political activity of employees.

9. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.

10. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

11. It will give the sponsoring agency or the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant.

12. It will comply with all requirements by the Federal-sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.

13. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of violating facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

14. It will comply with the flood insurance purchase requirements of Section 102(a) requires, on or after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

15. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
ELEMENT 9: CERTIFICATIONS REGARDING LOBBYING, DEBARMENT,
SUSPENSION AND OTHER RESPONSIBILITY MATTER; AND DRUG-FREE
WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82 “New Restrictions on Lobbying,” and 34 CFR Part 85, “Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants).” The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Institute of Museum and Library Services determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code and implemented at 34 CFR Part 82 for persons entering into a grant or cooperative agreement over $100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer of employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into or any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL “Disclosure Form to Report Lobbying,” in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110–

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, of local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, of local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610–

A. The applicant certifies that it will or will continue to provide a drug-free workplace by;
(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

1. The dangers of drug abuse in the workplace;
2. The grantee’s policy of maintaining a drug-free workplace;
3. Any available drug counseling, rehabilitation, and employee assistance programs; and
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

1. Abide by the terms of the statement; and
2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, OLS/State Programs Division, Institute of Museum and Library Services, 1100 Pennsylvania Avenue, N.W., Room 802, Washington, DC 20506. Notice shall include the identification number(s) of each affected grant.

(f) Taking one of the following action, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency.

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation or paragraphs (a),(b),(c),(d),(e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance or work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check [ ] if there are workplaces on file that are not identified here.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction to: Director, OLS/State Programs Division, Institute of Museum and Library Services, 1100 Pennsylvania Avenue, N.W., Room 802, Washington, DC 20506. Notice shall include the identification number(s) of each affected grant.

4. FEDERAL DEBT STATUS

The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any Federal debt.
ELEMENT 9: CERTIFICATION

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification.

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