ELEMENT 1: BASIC INFORMATION

Applicant Information
1. Library/Organization
   Monterey Park Bruggemeyer Library
3. Internet Web Site Address
   www.montereypark.ca.gov/library
4. Project Coordinator Name & Title
   Diana Garcia, Acting Children's Librarian
6. Business Phone Number
   626-307-1358
8. Mailing Address
   PO Box or Street Address: 318 South Ramona Avenue
   City: Monterey Park
   State: CA
   Zip: 91754

Project Information
9. Project Title
   Growing Readers: Chinese/English Bilingual Early Literacy App
10. LSTA Funds Requested
    $5,000
11. Cash Match
    $5,000
12. In-Kind
    $12,482
13. Total Project Cost
    $22,482
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) 600
17. Congressional District (s) number
    27th District
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: Norma Arvizu
   Mailing Address (if different from above)
   Director Signature: Norma Arvizu
   City
   Zip
   Date: 4/29/2014
ELEMENT 2: PROJECT BACKGROUND AND SUMMARY

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

The Monterey Park Bruggemeyer Library is uniquely situated in the first majority Asian city in the continental United States; a community in which the majority of the service population is foreign born and 76.6% of our population speak a language other than English at home. 74.6% of Monterey Park residents identify as Chinese and the city is recognized by demographers and sociologists as a major hub of Chinese immigration. In addition, 31% of households in Monterey Park are linguistically isolated, meaning that no one in these households age 14 and over speaks English at least “very well”, a number much higher than the 10% average in California. These statistics underscore the importance of providing library programs and services that allow all residents of Monterey Park to engage in literacy practices regardless of their home language.

Because of the community’s unique demographic and linguistic profile, family and early literacy are major priorities of the Monterey Park Bruggemeyer Library. The Children’s Services Department has placed special emphasis on promoting early literacy during the past year with new services such as the 1,000 Books Before Kindergarten initiative and a new early learning play space in the library. The massive success of these two programs has demonstrated a need in the community for additional early literacy services, particularly those which are delivered in Chinese.

During March and April of 2014, the Monterey Park Bruggemeyer Library conducted a survey of families to examine language usage, early literacy practices, attitudes towards bilingual and heritage language literacy, family media usage and likelihood that families would use a bilingual early literacy app. Written surveys in both English and Chinese were distributed to library patrons and completed surveys were collected from 62 families. In the survey results, 74% of respondents reported speaking at least one Chinese dialect at home (Mandarin, Cantonese, Taiwanese, Chiu Chow, or another). 100% of respondents reported that it was “important” for their child to be able to speak and read their heritage language, with 85% of respondents reporting that it was “very important” and the remaining 15% reporting that it was “somewhat important”. Zhang and Slaughter-Defoe (2009), in their research on heritage language maintenance amongst Chinese American parents, have found that parents consider their home language valuable for three main reasons: as “a necessary family link that reinforces family ties and contributes to family cohesion”, as “an important resource that their children could take advantage of in their academic advancement and future career”, and as “closely related to ethnic identity and… heritage”. Zhang and Defoe’s study also indicates that Chinese parents often use libraries to obtain books and other materials for teaching and maintaining a heritage language.

The library survey also addressed families’ usage of learning media with children, as well as the likelihood that they would use a library created app with their children. Books were the most commonly used type of media amongst families, though mobile apps placed second in popularity amongst families. The results of the patron survey showed that 67% of families already use apps on a smart phone or tablet with their children, and a full 95% said that they would use a free bilingual early literacy app with their child.

Taking into account community demographics, existing research on heritage language maintenance amongst Chinese American parents, and the results of its own survey of families, the Monterey Park Bruggemeyer Library proposes to create its own bilingual early literacy app for Chinese speaking parents. The “Growing Readers” bilingual early literacy app project seeks to encourage Chinese speaking families to engage in early literacy practices in the home by providing an app that delivers early literacy information, videos, songs, rhymes and book recommendations in both Chinese and English. The library will partner with community members to create the app's content, and will work with an app developer to write the app itself. The library will hold bilingual training sessions for library users to promote the app and to teach parents how they can use the app to encourage early literacy at home.
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 Growing Readers/ app promotes bilingual early literacy through children’s songs and rhymes, early literacy information, and book recommendations in both Chinese and English. Community members fluent in Mandarin and Cantonese will be invited to video record children’s songs and rhymes and short vocabulary lessons on concepts such as colors or counting in their languages and the edited videos will be shared through the Growing Readers app for use by families, or teachers and childcare professionals. The intent of this project is to minimize barriers to literacy for Chinese speaking families and encourage families of young children to engage in early literacy practices regardless of their home language.

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

April 2014: Contact and speak with staff at Calgary Public Library (Canada) about their experience creating their early literacy app. Contact and speak with staff at Burnaby Public Library to discuss their experience creating the "Embracing Diversity" videos.

April 2014: Contact Professor of Technology at Harvey Mudd College, staff members of Claremont McKenna College and Digital Initiatives Librarian at Cal Poly Pomona to discuss feasibility and recommend app developers.

April 2014: Attend Chiao Hsin open house to meet staff members and introduce the project.

April 2014: Contact and meet with app developers for estimates on app creation and finalize agreement for app.

May 2014: Meet formally with principal and teachers at Chiao Hsin School to discuss their participation in the app project.

May 2014: Work with graphic designer on staff to create a logo for the app project.

June 2014: With the assistance and recommendations of Chiao Hsin staff, select and purchase new Chinese language children's materials, particularly board books and new picture books, to be purchased using cash match funds from the Library Foundation.

July 2014: New Chinese books are received, catalogued and added to the collection for patrons.


September-December 2014: Work with developer to create app.

November 2014: Beta version of the app is delivered. App is reviewed by a team of bilingual staff members and recommended changes are made.

December 2014: Final version of the app is delivered.

January 2015: Create and print promotional materials, including app download cards, posters and flyers for training sessions, press release. Create script and handouts for patron training sessions.

February 2015: Conduct staff trainings. Launch app. Conduct patron trainings and info sessions. Create user survey to measure outcomes.

March 2015: Publicize the project. Send writeups to Little eLit, Common Sense Media, Briefings (CLA Youth Interest newsletter), ALSC newsletter, and the listservs for ALSC, PubYac and Calix.

April and May 2015: Conduct users surveys and evaluate the project.
C. Anticipated Project Outputs – Measures of service or products provided.
The Grow a Reader app is downloaded by 200 users.
A training is conducted for 20 library staff members.
4 training sessions are conducted for library patrons.
50 individuals attend the library patron training sessions.
At least one new community partnership is created.

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?
50% of surveyed app users report that they have engaged in literacy practices (singing, using rhymes and fingerplays) more often with their children after using the app.
50% of surveyed app users report that their children express additional interest in singing and using rhymes and fingerplays after using the app.
25% of surveyed app users report that they have read at least one of the app’s recommended books after using the app.

E. Complete the following sentence. This project will be successful if:
it encourages Chinese speaking families in Monterey Park and the surrounding communities, as well as those across the state and even nationwide, to engage in early literacy behaviors with their young children at home, to read more, and to feel as if their information needs are recognized and respected by the public library.
**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>Meet with community partner, Chiao Hsin Chinese Language School</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select app developer for project</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Create logo for app</td>
<td></td>
<td>X</td>
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<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Select, purchase and process new Chinese language materials</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Create content for app (videos, book recommendations, early literacy info)</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Film and edit videos for app</td>
<td></td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>Work with app developer to create the app</td>
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<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Create and print promotional materials and training materials.</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Launch app and conduct staff and public trainings</td>
<td></td>
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<td></td>
<td>X</td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td>Hold launch party and training session for students and staff of Chiao Hsin</td>
<td></td>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Create user survey to measure outcome</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Publicize the project. Send out writeups to websites, listervs and newsletters.</td>
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<td></td>
<td>X</td>
</tr>
<tr>
<td>Survey app users and evaluate the project</td>
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<td></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 Budget Category</th>
<th>Column B LSTA</th>
<th>Column C Cash Match</th>
<th>Column D In-Kind</th>
<th>Column E Total (B+C+D = E)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries &amp; Benefits</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Coordinator, Diana Garcia: 20% of salary for 12 months</td>
<td>$0</td>
<td>$0</td>
<td>$11,611</td>
<td>$11,611</td>
</tr>
<tr>
<td>Graphic Designer, Amy Wu, Library Clerk: 30 hours @ $14/hr</td>
<td>$0</td>
<td>$0</td>
<td>$420</td>
<td>$420</td>
</tr>
<tr>
<td>Volunteer Consultants from Chiao Hsin School: 20 hours @ $22.55/hr</td>
<td>$0</td>
<td>$0</td>
<td>$451</td>
<td>$451</td>
</tr>
<tr>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$0</td>
<td>$0</td>
<td>$12,482</td>
<td>$12,482</td>
</tr>
</tbody>
</table>

Explanation:
Project Coordinator, Diana Garcia, will devote 20% of her working time to the Growing Readers app project.
Library Clerk, Amy Wu, will spend approximately 30 hours creating a logo for the Growing Readers app and creating graphics for the app.
Our partners at Chiao Hsin Chinese School will volunteer 20 hours as consultants on the project, helping to create videos and content for the app.

<table>
<thead>
<tr>
<th>Library Materials</th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Chinese Language Children's Books</td>
<td>$0</td>
<td>$500</td>
<td>$0</td>
<td>$500</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>$0</td>
<td>$500</td>
<td>$0</td>
<td>$500</td>
</tr>
</tbody>
</table>

Explanation:
The library will devote $500 to strengthening our Chinese Children's collection for very young children. Some of these new books will be featured in the book recommendation section in the app.

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

<table>
<thead>
<tr>
<th>Column A Budget Category</th>
<th>Column B LSTA</th>
<th>Column C Cash Match</th>
<th>Column D In-Kind</th>
<th>Column E Total (B+C+D = E)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contracted Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>App Developer</td>
<td>$3,900</td>
<td>$4,500</td>
<td>$0</td>
<td>$8,400</td>
</tr>
<tr>
<td>Chinese Translation for app content</td>
<td>$500</td>
<td>$0</td>
<td>$0</td>
<td>$500</td>
</tr>
<tr>
<td>Apple App Store Hosting</td>
<td>$100</td>
<td>$0</td>
<td>$0</td>
<td>$100</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$4,500</td>
<td>$4,500</td>
<td>$0</td>
<td>$9,000</td>
</tr>
</tbody>
</table>

**Explanation:**
Our app developer estimates a cost of approximately $8,400 for the coding of the app. Written Chinese translation will be performed by contractor, Lily Lam, at an approximate cost of $500. To host the app on the app store, there is an annual cost of $100 per app. This will be covered by LSTA funds for the first year, and thereafter will be paid for by the Library Foundation.

<table>
<thead>
<tr>
<th>Supplies</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Lights, stands and booms</td>
<td>$200</td>
<td>$0</td>
<td>$0</td>
<td>$200</td>
</tr>
<tr>
<td>Zoom H1 Microphone with audio interface</td>
<td>$100</td>
<td>$0</td>
<td>$0</td>
<td>$100</td>
</tr>
<tr>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$300</td>
<td>$0</td>
<td>$0</td>
<td>$300</td>
</tr>
</tbody>
</table>

**Explanation:**
The library will purchase three incandescent "hot lights", two light stands and two booms to light the videos. We will also purchase one Zoom H1 microphone with an audio interface for recording. The rest of the AV materials and lighting needed will be provided by Project Coordinator, Diana Garcia, who owns some audiovisual equipment, and who will perform the recording and editing of the videos.

<table>
<thead>
<tr>
<th>Other Charges</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing for promotional materials</td>
<td>$200</td>
<td>$0</td>
<td>$0</td>
<td>$200</td>
</tr>
<tr>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$200</td>
<td>$0</td>
<td>$0</td>
<td>$200</td>
</tr>
</tbody>
</table>
Explanation:
The library will print 600 "app download" cards to promote the Grow a Reader app project and encourage individuals to download the app.

<table>
<thead>
<tr>
<th>Operating Expenses Subtotal</th>
<th>$5,000</th>
<th>$4,500</th>
<th>$0</th>
<th>$9,500</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Total</strong></td>
<td>$5,000</td>
<td>$5,000</td>
<td>$12,482</td>
<td>$22,482</td>
</tr>
<tr>
<td>(Salaries &amp; Benefits, Materials, Equipment, and Operating Expenses)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indirect Cost (up to 10%)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Grant Totals</strong></td>
<td>$5,000</td>
<td>$5,000</td>
<td>$12,482</td>
<td>$22,482</td>
</tr>
</tbody>
</table>

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

The Monterey Park Bruggemeyer Library will add and update content to the Grow a Reader app twice a year. Friends of the Monterey Park Bruggemeyer Library will commit to supporting the costs associated with having the developer update the app. After the first year the Friends will also support the $100 annual fee to host the Grow a Reader app on the Apple App Store.

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]
Signature of Authorizing Official

[Date]
Date
ELEMENT 8: ASSURANCES

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

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

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

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


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

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

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

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

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

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

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

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

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

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

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

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

1. LOBBYING

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

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

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

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

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

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

A. The applicant certifies that it and its principals:

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

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

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

(2)(b) of this certification; and

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

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

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

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

A. The applicant certifies that it will or will continue to provide a drug-free workplace by;
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 actions, 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 of 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>Monterey Park Bruggemeyer Library</th>
<th>Growing Readers Bilingual Early Literacy App</th>
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<tr>
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<td>City Librarian</td>
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<td>City</td>
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<tr>
<td>Norma Arvizu</td>
<td>4/29/2014</td>
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<tr>
<td>Signature of Authorized Rep.</td>
<td>Date</td>
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