CALIFORNIA STATE LIBRARY
FY 2014/15

LISTA EUREKA! LEADERSHIP GRANT APPLICATION

ELEMENT 1: BASIC INFORMATION

Applicant Information

1. Library/Organization
   Pasadena Public Library

3. Internet Web Site Address
   pasadenapubliclibrary.net

4. Project Coordinator Name & Title
   Jennifer Driscoll - Librarian (Youth Services)

6. Business Phone Number
   626-744-4389

8. Mailing Address
   PO Box or Street Address
   City
   285 E. Walnut St
   Pasadena
   State
   CA
   Zip
   91101

9. Project Title
   Play @ PPL

10. LSTA Funds Requested
    $5,000

11. Cash Match
    $0

12. In-Kind
    $8,280

13. Total Project Cost
    $13,280

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)
    400

17. Congressional District (s) number
    27

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:
   Jan Sanders

   Mailing Address
   (if different from above)

   Director Signature:

   Date: 4/29/14
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.

For children five and under, play is the primary way they explore, interact with, and learn about the world. Play is essential to a child’s healthy development – it increases language abilities, develops fine and gross motor skills, and builds strength. In the community of Pasadena, there should be a lot of play occurring - of the 138,547 residents in Pasadena, 5.7%, or 7,897, are under the age of five, with approximately 3,500 babies born in the city each year. The parents and caregivers of children who visit the Pasadena Central Library’s Children’s Room understand the importance of play in their children’s lives. In a recent Children’s Room survey on play, 83% of respondents strongly agreed with the statement “Play is important to my child’s development.” These concepts are at the center of Play @ Pasadena Public Library (PPL).

Reflecting the Library’s core value of Excellent Customer Service (including “effective, exciting programs for children”) the Children’s Room already provides early literacy programming for children and families. Each week, storytimes for infants, toddlers and preschoolers are held on site with approximately 100 total attendees. This year the library began a sensory storytime for preschool age children with autism. In addition, the Pasadena Public Library annually hosts a summer reading club and fall book month to encourage reading and put books in children’s homes. The Children’s Room embraces the reading, singing, and talking aspects of early literacy. However, the play element of the puzzle has been missing. Other branch locations within the system have small play areas, but there is none in the Children’s Room. And, according to the Children’s Room survey on play, 83% of respondents “would like…[the] Children’s Room to be a place to play with [their] child”.

Play @ PPL is designed to reinforce play as an essential aspect of early literacy in three ways. First, the library’s physical space will be altered to include an early learning play area. By shifting existing furniture, purchasing a rug to define the space, and obtaining age-appropriate play elements, the Children’s Room will support play for all families who enter.

Programming will be another tool for reinforcing play. By partnering with local experts in the early education field from Pacific Oaks College and the Pasadena School Board, the library will offer workshops on the connections between play and development, a topic that 87% of parents surveyed indicated they wanted to learn about. Other programs, run by both outside professionals and library staff, will invite families to play in the library using elements such as art, music, drama, and toys purchased via the grant, creating new, free interactive opportunities for families in their community.

Finally, to increase the reach of the library’s play programs there will be a digital portion of Play @ PPL with elements like digital fingerplay videos, an emphasis on play in the library’s social media presence and a website with information about play and early literacy.

With Play @ PPL the community will gain the space for play they desire in the library, which in turn will provide children from 0-5 with an opportunity to expand their learning. This investment in play and early learning in turn contributes to the overall future success of children in the Pasadena area.
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.
   Play @ PPL will create opportunities for preschool children to enhance their development and strengthen their early literacy skills through play by establishing a dedicated play space in the Children's Room, offering a range of programs on play for both children and their families, and creating web resources to reinforce play at home.

B. Project Activities/Methods – How will the project be carried out? Include major activities from the timeline.
   Play @ PPL will be carried out in the following ways:
   - Appropriate play materials for children 0-5 will be purchased for the Children's Room.
   - A dedicated play area for preschoolers will be created by rearranging the layout of the Children's Room.
   - Library staff will be trained on the need for play in a library setting, and how play connects to childhood development, so all connected with the project will understand its impetus.
   - Scholarly articles, experts from Pacific Oaks College and the Pasadena School Board, and ALA/ALSC publications such as Every Child Ready to Read will be consulted to compile information on the importance of play and early literacy. This information will be used to develop brochures and a webpage to inform library users and encourage play outside the library walls.
   - Staff members will film fingerplays to add to the webpage, so families can follow along and continue playing at home.
   - The library will host at least six programs on play and early learning, some directed to parents and some for families as a whole. These will be facilitated by library staff or outside contractors.
   - At each program, pre- and post- surveys will be conducted to determine the impact of the play programming on participants.
   - After the play space has been in place for six months, a post survey will be conducted to determine the impact of the new area.
   - Once the grant period ends the play space will continue to be maintained and developed.
   - Play programming will continue within the library after the grant period is complete.

C. Anticipated Project Outputs – Measures of service or products provided.
   By the end of the grant period, the following will be accomplished:
   - a new play space will be located in the Children's Room
   - a brochure on the play and early learning will be created
   - a webpage on the library's site will be developed, devoted to early literacy, with a section on play
   - 300 patrons will use the play space each month
   - Place space will be continued to be used at a steady rate 1 year after completion
   - 6 play programs will be held at the library
   - 25 participants (parents, caretakers and children) will attend each play program

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?
In order to determine outcomes for Play @ PPL, pre- and post- surveys will be used. Prior to the creation of this grant, a needs assessment was undertaken at the library that found that patrons wanted a play space in the Children's area. At the end of the grant period, another survey will be given to determine whether this need was met. Also, every play program for parents and children will have a pre- and post- survey component to determine the impact of each event.

The following outcomes are expected:
- 70% of survey responders feel more knowledgable about the connections between play and childhood development
- 80% of respondents feel like the Children's Room is a place to play with their children
- 75% of respondents had conversations with their children that were instigated by play materials

E. Complete the following sentence. This project will be successful if:
the play space is frequently used by families in the Children's Room, and if participants in the programming events gain a deeper understanding of the connections between play and learning, have fun, and gain ideas for play at home.


**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>2014/15</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Activity</strong></td>
<td>July</td>
</tr>
<tr>
<td>Continue meeting with Pacific Oaks and others to solidify partnerships</td>
<td></td>
</tr>
<tr>
<td>Order furniture and toys for play space and programs</td>
<td>X</td>
</tr>
<tr>
<td>Develop play programs</td>
<td>X</td>
</tr>
<tr>
<td>Research and create brochures on play and early literacy</td>
<td></td>
</tr>
<tr>
<td>Train library staff on the importance of play</td>
<td></td>
</tr>
<tr>
<td>Debut play space</td>
<td></td>
</tr>
<tr>
<td>Create pre and post program surveys</td>
<td></td>
</tr>
<tr>
<td>Host monthly play programs at the library</td>
<td></td>
</tr>
<tr>
<td>Film video content for play website</td>
<td></td>
</tr>
<tr>
<td>Launch play and early literacy webpage</td>
<td></td>
</tr>
<tr>
<td>Implement post-survey regarding the new play space</td>
<td></td>
</tr>
<tr>
<td>Review and analyze survey responses</td>
<td></td>
</tr>
<tr>
<td>Complete evaluation and reports for the State Library</td>
<td></td>
</tr>
<tr>
<td>Determine which programs should be continued or added for future events</td>
<td></td>
</tr>
</tbody>
</table>
**ELEMENT 5:  BUDGET**

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

<table>
<thead>
<tr>
<th>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 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>Project Manager ($35/hour for 188 hours)</td>
<td>$0</td>
<td>$0</td>
<td>$6,580</td>
<td>$6,580</td>
</tr>
<tr>
<td></td>
<td>$0</td>
<td>$0</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>Subtotal</td>
<td>$0</td>
<td>$0</td>
<td>$6,580</td>
<td>$6,580</td>
</tr>
</tbody>
</table>

**Explanation:**

Project Manager, Librarian Jennifer Driscoll, will devote 10% of her staff time to the Play @ PPL project during the grant year to order play materials, create play brochures and website, develop and present play programs, meet with community partners, and train staff.

<table>
<thead>
<tr>
<th>Library Materials</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Play &amp; Development books for collection</td>
<td>$0</td>
<td>$0</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td></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>Subtotal</td>
<td>$0</td>
<td>$0</td>
<td>$500</td>
<td>$500</td>
</tr>
</tbody>
</table>

**Explanation:**

To make sure the library collection supports this new focus on play, the parenting collection of the library will be enhanced with new titles paid for by the library.

<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>
<td>$0</td>
<td>$0</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>Subtotal</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Explanation:**
## Operating Expenses

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Column A</th>
<th>Column B 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>
<td></td>
</tr>
<tr>
<td>Translation of Play brochure for library (1500 words at $0.20/word)</td>
<td></td>
<td>$300</td>
<td>$0</td>
<td>$0</td>
<td>$300</td>
</tr>
<tr>
<td>Play @ PPL Educational Program Leaders (4 programs at $350)</td>
<td></td>
<td>$1,400</td>
<td>$0</td>
<td>$0</td>
<td>$1,400</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td>$1,700</td>
<td>$0</td>
<td>$0</td>
<td>$1,700</td>
</tr>
</tbody>
</table>

**Explanation:**
In order to reach out to our community, informational brochures will be produced in English, and then translated to Spanish at a rate of 20 cents a word. Other contracted services will be speakers and workshop leaders for our educational program series on play.

<table>
<thead>
<tr>
<th>Supplies</th>
<th></th>
<th>$40</th>
<th>$0</th>
<th>$0</th>
<th>$40</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanitizing Wipes</td>
<td></td>
<td>$1,000</td>
<td>$0</td>
<td>$500</td>
<td>$1,500</td>
</tr>
<tr>
<td>Brochure Printing Costs</td>
<td></td>
<td>$130</td>
<td>$0</td>
<td>$0</td>
<td>$130</td>
</tr>
<tr>
<td>Xyron Machine and Refills</td>
<td></td>
<td>$250</td>
<td>$0</td>
<td>$0</td>
<td>$250</td>
</tr>
<tr>
<td>Storage Containers for Toys</td>
<td></td>
<td>$1,420</td>
<td>$0</td>
<td>$500</td>
<td>$1,920</td>
</tr>
</tbody>
</table>

**Explanation:**
Sanitizing wipes will be purchased to fill the Sanitizing Wipe Station and ensure health standards ($40 for 3 tubs of wipes). Printing costs include the price of the play brochure that will be created ($1,000) as well as flyers and other promotional materials. The Xyron machine will be used to create magnets for changing literacy play when paired with the magnetic play board we are purchasing ($60 for the machine, $66 for machine refills, plus shipping). Storage containers include a wooden bin for the play space ($125), flexible bins for the play space (3 for $20), puzzle storage ($45 for two) and storage for when the toys are not in use ($60).

<table>
<thead>
<tr>
<th>Other Charges</th>
<th></th>
<th>$500</th>
<th>$0</th>
<th>$0</th>
<th>$500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rug for Play Space</td>
<td></td>
<td>$1,130</td>
<td>$0</td>
<td>$700</td>
<td>$1,830</td>
</tr>
<tr>
<td>Toys for Play Space and Play Programs</td>
<td></td>
<td>$250</td>
<td>$0</td>
<td>$0</td>
<td>$250</td>
</tr>
<tr>
<td>Sanitizing Wipe Station</td>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td>$1,880</td>
<td>$0</td>
<td>$700</td>
<td>$2,580</td>
</tr>
</tbody>
</table>

**Explanation:**
To define the play space within the Children’s Room a rug will be purchased ($400 for rug, $40 tax, $60 shipping). Toys will be purchased to remain in the play space as well as for use in our play programs. A Sanitizing Wipe Station will also be bought to assuage any health concerns.

| Operating Expenses Subtotal |          | $5,000  | $0          | $1,200                    | $6,200                       |

<table>
<thead>
<tr>
<th>Project Total</th>
<th></th>
<th>$5,000</th>
<th>$0</th>
<th>$8,280</th>
<th>$13,280</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Salaries &amp; Benefits, Materials, Equipment, and Operating Expenses)</td>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Indirect Cost (up to 10%)</td>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>
FUTURE FUNDING
Briefly describe how this project will be financially supported in the future.

Once this grant has established the foundation of Play @ PPL with the creation of the play space and a starting supply of toys, the maintenance and continuation of the project will be rolled into the library's operating budget. Each year the toy collection will be reviewed to see what needs to be updated or replaced, and programming on play will continue to be a priority for the library.

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, or local) with commission of any of the offenses enumerated in paragraph

(2)(b) of this certification; and

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

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

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

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

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

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

(1) The dangers of drug abuse in the workplace;

(2) The grantee’s policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

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

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

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

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

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

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency.

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

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

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

Pasadena Public Library

285 E. Walnut St.

Pasadena, CA 91101

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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