E-251C1

CALIFORNIA STATE LIBRARY
FY 2014/15
LSTA EUREKA! LEADERSHIP GRANT APPLICATION

ELEMENT 1: BASIC INFORMATION

Applicant Information

1. Library/Organization
   Siskiyou County Library

2. Library's DUNS Number
   845617989

3. Internet Web Site Address
   www.siskiyoulibrary.info

4. Project Coordinator Name & Title
   Michael Perry / County Librarian

5. Email Address
   mperry@co.siskiyou.ca.us

6. Business Phone Number
   530-841-4178

7. Fax Number
   530-842-7001

8. Mailing Address
   PO Box or Street Address
   719 4th Street
   City
   Yreka
   State
   CA
   Zip
   96097

Project Information

9. Project Title
   Increasing Access for Job Building Skills

10. LSTA Funds Requested
    $4,450

11. Cash Match
    $0

12. In-Kind
    $5,850

13. Total Project Cost
    $10,300

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)
    60

17. Congressional District (s) number
    1

18. Primary Audience for project
    (Check at least one, maximum of three)
    ☐ Adults
    ☐ Public library trustees
    ☒ Children
    ☒ Rural Populations
    ☐ Institutionalized persons
    ☒ Senior Citizens
    ☐ Library Staff & Volunteers
    ☐ Statewide public
    ☐ Non/limited English speaking persons
    ☐ Urban populations
    ☐ People with special needs
    ☐ Young adults and teens
    ☒ Pre-school children

19. This signature certifies that I have read and support this LSTA Grant Application.
    Director Name: Michael Perry
    Mailing Address
    (If different from above)
    Director Signature: [Signature]
    City
    Date: 04/29/14
    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.

Siskiyou County is a rural county of 45,000 residents and high unemployment rates have been a long-standing problem. Major local industries, like forestry and tourism, have reduced their workforces over the past decade: the former due to regulations and logging restrictions and the latter by the 2008 recession. According to the Bureau of Labor Statistics, the unemployment rate for Siskiyou County in 2012 was 15.3% and the average over the past 10 years was 11.8%.

Siskiyou County's 2008 Strategic Plan (the most recent available) states that the County should "collaborate with educational institutions, businesses, agencies and communities to address job creation, employment opportunities and training needs". As a county department, the library should be actively reaching out to organizations that are filling this role.

One organization that is creating opportunities for residents to find jobs is the Siskiyou Training and Employment Program (STEP), located in Weed, California. It provides services to help residents build résumés, write cover letters, prepare for interviews, build esteem and explore career options and career paths. And there is a strong identified need for these services. Each month, in 2013, STEP
- responded to 390 in-person visits
- provided 185 individuals with access to computers
- helped 55 individuals develop their resumes
- helped 150 individuals search through various job lists

STEP also offers an intensive 3-week workshop class every month to help 5 to 6 individuals (on average) build skills and identify the right career for them. Joanie Zarzinski, the Executive Director of STEP, said that having up-to-date library material available for their clients and conducting in-person library presentations at STEP’s monthly class would be a benefit to their clients.

The available resources in the library’s catalog, in areas such as job interviewing, resume building and cover letter writing are limited for the 11 branch system. In total, there are approximately 60 titles available for patrons to checkout. However, more than half were published before 2009 and a quarter were published before 2003. The library’s collection is inadequate both for providing current information needs and having a sufficient number of titles available to patrons and branches.

Over the course of the grant, the library will look to accomplish four goals:
- create a training session for STEP clients and others to highlight library resources that will help individuals reach their job seeking goals
- create two training sessions for STEP staff, one in the summer and a refresher presentation in the winter, to highlight the library’s resources available to their clients
- purchase relevant materials in sufficient numbers to create a job resource center within the Siskiyou County Library system.
- create a training session for library branch staff to showcase available resources that will help residents with job searching
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.
   This project's aim is to hold monthly presentations at a local employment and training agency to highlight library resources that are available to the long-term unemployed adults in Siskiyou County and to help improve their opportunity to find work.

B. Project Activities/Methods – How will the project be carried out? Include major activities from the timeline.
   Week of July 7th
   - meet with STEP director to identify their clients resource needs
   - set a training date for the STEP staff (anticipate late August)
   - set up training dates for library branches (anticipate late August)
   - set presentation schedule for monthly STEP class, starting in September

   Week of July 14th
   - make initial orders for physical resources for the library, including multiple copies for particular titles
   - begin removing older titles so that no resource is older than 5 years
   - develop presentation outline for STEP classes
   - develop training for library branch staff and volunteers

   Week of July 21st
   - develop surveys for STEP clients and staff
   - meet with graphic designer for initial layout of handout for STEP and library branches

   Week of July 28th (Planned vacation - allow graphic design to complete initial work on project)

   Week of August 4th
   - Review graphic designer handout

   Week of August 11th
   - Finalize one-page handout content and design
   - Finalize STEP presentation for staff and clients
   - Finalize training presentation for library staff

   Week of August 18th
   - Place initial order of 500 copies for distribution at STEP classes and libraries
   - Finish removal of older publications from the library collection

   Week of August 25th
- Conduct first training of STEP staff (include initial survey about library resource knowledge)
- Conduct training with branch staff (include initial survey on existing knowledge of library resources). Training will continue into September.

September - May
- Begin giving presentation at the monthly STEP class
- Hand out surveys at the start of the 3-week class to establish baseline knowledge about library resources and usefulness
- Administer survey at the conclusion of the 3-week class to rate what clients have learned
- Evaluate collection development to reflect on-going feedback from STEP clients and staff

February
- Conduct survey before second training to track what STEP staff have learned about library resources available to them and their clients
- Modify STEP training materials to reflect feedback
- Conduct second STEP training on library resources (late February)

May
- Meet with STEP staff to evaluate overall program

C. Anticipated Project Outputs – Measures of service or products provided.
- Increase job-searching related material from 60 titles to 150 titles
- Increase circulation on job-searching related material by 40%
- Attend at least 6 monthly STEP class sessions
- At least 70% of STEP clients attending the monthly course will receive a library card
- At least 5 STEP staff members will be trained on relevant library resources for their clients
- At least 1 staff member at each branch will know the relevant library resources and know what services STEP offers to patrons who are job-searching
- Distribute at least 60 handouts to the STEP clients attending the classes; at least 400 handouts to STEP’s walk-in clients; and at least 300 handouts throughout the branches

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?
- 30% of individuals attending the STEP classes will use the library resources during their job search
- 60% of library staff will have a greater confidence of the job-searching relevant material in the collection and will be able to direct patrons who have job-searching questions
- 80% of STEP staff will demonstrate an increase awareness of the type of library resources available to their clients and will make appropriate referrals of clients to the library

E. Complete the following sentence. This project will be successful if:
If STEP clients learn about the library and access its various resources to improve their chances of finding them a job.
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 STEP director to identify client needs</td>
<td>X</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Order library resources</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Develop presentation for STEP staff and library branch staff</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>Create and place order for one-page handout</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Remove older, dated material from library collection</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Conduct STEP staff training</td>
<td>X</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conduct library branch training</td>
<td>X</td>
<td>X</td>
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<td></td>
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</tr>
<tr>
<td>Present at monthly STEP classes</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Conduct mid-way survey with STEP staff</td>
<td>X</td>
<td></td>
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<td></td>
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<tr>
<td>Conduct second STEP staff training</td>
<td>X</td>
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<tr>
<td>Meet with STEP organization to evaluate project</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>
</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 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>Michael Perry</td>
<td>$0</td>
<td>$0</td>
<td>$5250</td>
<td>$5,250</td>
</tr>
<tr>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
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<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>$0</td>
<td>$5,250</td>
<td>$5,250</td>
</tr>
</tbody>
</table>

**Explanation:**
Michael Perry’s estimated hours to be spent on the project over the course of the year will be 3 hours a week. At an annual salary of $70,000, this represents $5250.

<table>
<thead>
<tr>
<th>Library Materials</th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase new materials for collection</td>
<td>$3,000</td>
<td>$0</td>
<td>$0</td>
<td>$3,000</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>$3,000</td>
<td>$0</td>
<td>$0</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

**Explanation:**
Current catalog collection is approximately 60 titles, only 27 copies have been published in the last 5 years. The goal is to replace older copies and increase the amount of material in the collection to 100 titles, all released in the past 5 years. That amounts to 75 new titles costing $20 a title (including multiple copies of particular titles).

Expanding the collection of job skill titles (such as career assessment and improving technology skills) will add another 75 titles, at $20 a title.

<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>N/A</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><strong>Subtotal</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Explanation:**
N/A
## 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>Handouts for STEP clients and library staff</td>
<td>$750</td>
<td>$0</td>
<td>$0</td>
<td>$750</td>
</tr>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$750</td>
<td>$0</td>
<td>$0</td>
<td>$750</td>
</tr>
</tbody>
</table>

**Explanation:**
I have received preliminary quotations for designing and printing one-page handouts for the proposed monthly presentations at STEP. The contractor's hourly rate is $50 per hour and I have estimated 15 hours of work to put together a layout, review and finalize the design.

<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>Supplies</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>$0</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>

**Explanation:**
N/A

<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>Other Charges</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing of library material</td>
<td>$300</td>
<td>$0</td>
<td>$0</td>
<td>$300</td>
</tr>
<tr>
<td>Travel costs</td>
<td>$400</td>
<td>$0</td>
<td>$600</td>
<td>$1,000</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>$700</td>
<td>$0</td>
<td>$600</td>
<td>$1,300</td>
</tr>
</tbody>
</table>

**Explanation:**
Printing costs for 1000 handouts is estimated to be $300.

Travel to STEP offices is approximately 60 miles roundtrip. At the IRS mileage rate, that amounts to about $34 per visit. With an anticipated 11 trips over the course of the grant (1 initial visit in July, 2 trainings for STEP staff and 8 monthly classes), the total will be about $400.

Travel to branches for training will be provided through the existing library travel budget.

<table>
<thead>
<tr>
<th>Operating Expenses Subtotal</th>
<th>$1,450</th>
<th>$0</th>
<th>$600</th>
<th>$2,050</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Total</td>
<td>$4,450</td>
<td>$0</td>
<td>$5,850</td>
<td>$10,300</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>$4,450</td>
<td>$0</td>
<td>$5,850</td>
<td>$10,300</td>
</tr>
</tbody>
</table>
FUTURE FUNDING
Briefly describe how this project will be financially supported in the future.

Establishing the partnership and creating the handout during this grant will help set-up the long term maintenance of the presentation for STEP and other organizations in the community.

Regular maintenance of the physical collection is expected to remain within the library’s general budget.

Future on-site visits would most likely reduce in frequency but adjust to reflect local demand and STEP’s scheduled programming. However, on-site visits is expected to remain within future library budgets.

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 04/29/14
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 assures 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)

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>Siskiyou County Library</th>
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<tr>
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<tr>
<td>Michael Perry</td>
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<td>[Signature of Authorized Representative]</td>
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Date: 04/29/14