E-28/C.1
CALIFORNIA STATE LIBRARY
FY 2014/15

ELEMTEN 1: BASIC INFORMATION

Applicant Information
1. Library/Organization
   Torrance Public Library

2. Library's DUNS Number
   120232863

3. Internet Web Site Address
   www.Library.TorranceCA.gov

4. Project Coordinator Name & Title
   Evan Coates, Senior Librarian

5. Email Address
   ECoates@TorranceCA.gov

6. Business Phone Number
   310-783-4254

7. Fax Number
   310-618-5952

8. Mailing Address
   PO Box or Street Address
   3310 Torrance Blvd.
   City
   Torrance
   State
   CA
   Zip
   90503

Project Information
9. Project Title
   GET Project: A Healthier Family Initiative

10. LSTA Funds Requested
    $5,000

11. Cash Match
    $0

12. In-Kind
    $21,327

13. Total Project Cost
    $26,327

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)
    1242

17. Congressional District (s) number
    43

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: [Signature]
   Mailing Address
   (If different from above)
   City
   Zip
   Date: 4/29/14

   Director Signature: [Signature]
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 City of Torrance serves a population of over 146,000 individuals spread out over 21 square miles. According to the 2013-14 Community Health Needs Assessment conducted by the Torrance Memorial Medical Center, since the 2010 census the service area population has increased by nearly 1.5% and is forecasted to increase an additional 2.9% over the next five years. As population increases, the need for food based education and wellness information will become paramount to a healthy populace. Surveys conducted throughout the City of Torrance indicate that the need for information pertaining to the health factors concerning aging, diabetes and weight gain. These findings tend to mirror the finding of the Torrance Memorial Medical Center 2013-14 Community Health Needs Assessment.

To meet the growing concerns of the citizenry, the Torrance Public Library believes that we can superbly serve the community’s growing desire to be healthier and more informed about the importance of nutrition and exercise throughout all stages of life, with the GET Project: A Healthier Family Initiative. The GET Project intends to educate the community through interactive programs, instructional materials and higher visibility throughout the city. The Library will partner with numerous community agencies and businesses, including the Torrance Farmers’ Market who will emphasize the importance of healthy and seasonal produce; the YMCA of the South bay who will encourage movement through programs designed for working adults and parents; the Healthcare and Elder Law Programs Corporation (H.E.L.P.) who will facilitate elder health discussions, and the Southbay School of Cooking *hopefully* who will provide easy cooking classes for all members of the community both within the library and throughout the larger service area. Through these partnerships, the Library will be able to educate a wide variety of age and socioeconomic demographics on the importance of healthy eating and exercise.

In addition to the programs listed above, over the next eleven months, the Library will provide fifteen (15) Snack and Story sessions, in which the Library will partner with the Torrance Memorial Medical Center to educate children and their parents on the importance of healthy eating. Each session will promote a healthier nutrition environment and teach children healthy, life-long eating and exercise habits. Subjects will include topics such as the importance of whole grains. Torrance Memorial Medical Center has also agreed to provide six (6) programs targeted at adults on topics important to them. Lastly, TMMC will provide free monthly health screenings throughout the City of Torrance accompanied by a representative from the Torrance Public Library. These services will increase visibility of the not only the medical center and the library, but the importance to the community for health and wellness awareness.

Once this program is operational, members of the community will report higher levels of comfort selecting produce, will be equipped with the knowledge necessary to prevent or control some common health issues and will be empowered to make healthier decisions for themselves and their family. If this model proves to be successful, these programs can be increased or shared with other agencies within the community.
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 "Get Project" will provide information and creative programs to the citizens of Torrance and the surrounding community on the topics of health, wellness, nutrition and the importance being physically active, so that they may be more confident and knowledgeable in leading a healthy lifestyle and improve their wellbeing by making changes to their diet and increasing their level of activity.

B. Project Activities/Methods – How will the project be carried out? Include major activities from the timeline.
   The Torrance Public Library will utilize creative marketing and brand identification to provide a series of programs targeting the four highest at-risk populations (toddlers, teens, working adults/parents and senior citizens).
   - Snack and Story events (10)-- A youth librarian accompanied by a speaker/nutritionist from Torrance Memorial Medical Center, will conduct a traditional storytime with books that focus on a healthier diet, importance of movement, etc. The representative from TMMC will speak on childhood nutrition to parents while the children are invited to create their own healthy snack, with fruits and vegetable purchased from the Torrance Farmers’ Market.
   - Teen/Tween Wii Dance Parties (10)-- Library staff will host a monthly Wii-Dance party and invite teens to “Get Moving”. Teens will be able to participate in the dancing and then a healthy snack will be provided. Teens will be given literature talking about the snacks and the importance of moving just a few extra minutes a day.
   - 15-Minute Fitness class (4-6)-- Torrance Public Library in partnership with the Torrance South Bay YMCA, will host short classes targeted at working adults and busy parents. These fitness classes will touch upon the importance of movement and easy ways to slip in exercise into daily activities.
   - Torrance Health Talks (6)-- Torrance Memorial Medical Center will provide six free speakers to come to the library and community events to talk about the importance of nutrition, fitness and healthy food.
   - Free Health Screenings (10)-- Torrance Public Library will serve as a community hub and invite patrons and members of the community to take advantage of free health services. This program will be in cooperation with Torrance Memorial Medical Center.
   - Homeopathic Health Presentations (10)-- In partnership with the Foundation for Wellness Professionals, the Torrance Public Library will host a monthly presentation on the virtues of homeopathic health.
   - Senior Health with H.E.L.P.(4)-- Torrance Public Library in partnership with H.E.L.P. will provide informal discussion presentations on topics faced by our senior citizen population. Torrance is an aging city, and as our population gets older the need for health and wellness programs targeted at seniors is extremely important.
   - Pick Your Produce (3)-- A representative from the Torrance Farmers’ Market will instruct participants on how to select healthy, flavorful and nutritious offerings based on the season.
   - Culminating Event–Healthy Family Field Day (1)-- The Community Services Department will host the 1st annual Healthy Family Field Day. Torrance Public Library in cooperation with the Parks and Recreation Department would host an event in late April/early May in which families would be invited to participate in field day activities. This event would serve as a way to promote all of the City of Torrance’s summer programs and encourage families to get out and move. Community partners will be invited to
host tables and present information to the public.

C. Anticipated Project Outputs – Measures of service or products provided.
   • 150 children will attend the Snack and Story programs
   • 35 adults will participate in the 15-Minute Fitness Classes
   • 60 teens will participate in the Wii Dance Parties
   • 120 adults will participate in the Torrance Health Talks
   • 40 seniors will participate in the Senior Health with H.E.L.P.
   • 100 people will participate in the free Health Screenings
   • 20 people will participate in the Seasonal Produce programs.
   • 60 adults will participate in the Homeopathic Health Discussions
   • 35 adults will participate in the Healthy Cooking Classes
   • 450 individuals will participate in the Healthy Family Fitness Day

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?
   The Library will conduct surveys and track comments from the public. The library also track the level or attendance at all programs, so that we may retool and refocus future programs to reflect the needs within the community.

30% of all youth participants will report a higher understanding of the importance of healthy fruits and vegetables after each program involving food and nutrition. 30% of all teen respondents will report a minimum of one level higher in knowledge of the importance of exercise and movement. Teens will also report a 20% higher likelihood to select healthier options after food based programs. 40% of all adults respondents will report an increased likelihood to select seasonal produce or understanding of how to select produce after each of the Farmers' Market presentations. 40% of all adults respondents will report an increased understanding of the importance of physical fitness and nutrition, after each of the presentations targeted to them. 50% of all senior citizen respondents will report a feeling as though the Library is a community health resource.

E. Complete the following sentence. This project will be successful if:
   Patron who participate in any of the "Get Project" programs will feel more empowered and knowledgeable about local produce, nutrition or health issues and will feel as though the Torrance Public Library is the community hub for all things related to health and wellness.
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014/01</td>
<td>Complete final report to the California State Library</td>
</tr>
<tr>
<td>2014/03</td>
<td>Healthy Family Field Day takes place</td>
</tr>
<tr>
<td>2014/04</td>
<td>Programming materials are purchased</td>
</tr>
<tr>
<td>2014/05</td>
<td>Homeopathic Health presentations take place</td>
</tr>
<tr>
<td>2014/06</td>
<td>Senior Health Talks with H.E.L.P. take place</td>
</tr>
<tr>
<td>2014/07</td>
<td>FREE Health Screenings take place</td>
</tr>
<tr>
<td>2014/08</td>
<td>Teen Health Talks take place</td>
</tr>
<tr>
<td>2014/09</td>
<td>1-3 Minute Final Speech Programs take place</td>
</tr>
<tr>
<td>2014/10</td>
<td>Seasonal Produce Programs take place</td>
</tr>
<tr>
<td>2014/11</td>
<td>Healthy Cooking Demonstrations take place</td>
</tr>
<tr>
<td>2014/12</td>
<td>Teen Wi-Dine Evening events take place</td>
</tr>
<tr>
<td>2014/01</td>
<td>Snack and Story Evening events take place</td>
</tr>
<tr>
<td>2014/02</td>
<td>Program Start date is distributed</td>
</tr>
<tr>
<td>2014/03</td>
<td>Graphic design and informational materials are created</td>
</tr>
<tr>
<td>2014/04</td>
<td>Grant team is assembled</td>
</tr>
</tbody>
</table>

Planning and Evaluation: Please put an X in each pertinent month.
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

**Grant Timeline/Activities**
## Operating Expenses

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
<th>Column C</th>
<th>Column D</th>
<th>Column E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Category</td>
<td>LSTA</td>
<td>Cash Match</td>
<td>In-Kind</td>
<td>Total (B+C+D = E)</td>
</tr>
<tr>
<td>Contracted Services</td>
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<td></td>
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<tr>
<td>Graphic Design</td>
<td>$0</td>
<td>$0</td>
<td>$1,000</td>
<td>$1,000</td>
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<tr>
<td>Speaker fees</td>
<td>$850</td>
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<tr>
<td>Recreation Leaders</td>
<td>$300</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Park Security</td>
<td>$300</td>
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<td>$300</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td>$1,450</td>
<td>$0</td>
<td>$1,000</td>
<td>$2,450</td>
</tr>
</tbody>
</table>

**Explanation:**
- Graphic designer ($50/hour for 20 hours) will design visually stimulating flyers and posters for various demographics and ages. These images will create brand recognition and excitement for future programs.
- Speaker fees payable to the H.E.L.P organization ($100 per session).
- Speaker fees payable to the YMCA organization ($75 per session), not to exceed $450.
- 2 (two) Senior Recreation Leaders to manage programs during the Healthy Family Fitness Day ($15 per hour x 10 hours x 2 Leaders) = $300
- 2 (two) park rangers for security during the Healthy Family Fitness Day ($15 per hour x 10 hours x 2 ranger) = $300

## Supplies

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<thead>
<tr>
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<tbody>
<tr>
<td>Programming materials</td>
<td>$1,950</td>
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<tr>
<td>Office Supplies</td>
<td>$100</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Equipment Rentals</td>
<td>$600</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td>$2,650</td>
<td>$0</td>
<td>$0</td>
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</tbody>
</table>

**Explanation:**
- Snack and Story- ($50 per program per program x 10 programs) = $500
- Wii Dance Programs- ($35 per program x 10 programs) = $350 and $50 for materials associated with the Wii (batteries, additional games, etc) = $425
- Seasonal Produce Programs- ($100 per program x 3 sessions) = $300
- Healthy Cooking Programs- ($250 per session x 3 sessions) = $750
- Canopy rentals for the Healthy Family Field Day 10 (ten) 10x10 canopies at $50 per canopy = $500
- Table and Chair rentals for the Healthy Family Field Day 10 (ten) tables and 20 (twenty) chairs = $100

## Other Charges

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Marketing materials</td>
<td>$900</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td>$900</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Explanation:**
- Marketing materials include flyers, posters and any fees necessary for media releases. These marketing materials will be targeted toward specific age demographics. Marketing materials will also include 2 (two) 36"x24" ($200 x 2 = $400) outdoor sandwich signs and 1 (one) 3'x 20' ($300 x 1 = $300) color banner to promote the Healthy Family Field Day.

## Operating Expenses Subtotal

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>$5,000</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$1,000</td>
<td>$6,000</td>
</tr>
</tbody>
</table>

## Project Total

<table>
<thead>
<tr>
<th>(Salaries &amp; Benefits, Materials, Equipment, and Operating Expenses)</th>
<th>$5,000</th>
<th>$0</th>
<th>$21,327</th>
<th>$26,327</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Indirect Cost (up to 10%)</strong></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>$0</td>
<td>$21,327</td>
<td>$26,327</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 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>Senior Librarian @ $55.41 per hour for 170 hours</td>
<td>$0</td>
<td>$0</td>
<td>$9,419</td>
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<td>Librarian @ $48.20 per hour for 104 hours</td>
<td>$0</td>
<td>$0</td>
<td>$5,012</td>
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<tr>
<td>Library Assistant II @ $38.48 per hour for 60 hour</td>
<td>$0</td>
<td>$0</td>
<td>$2,308</td>
<td>$2,308</td>
</tr>
<tr>
<td>Library Volunteers @ $24.75 per hour for 145 hours</td>
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<td>$0</td>
<td>$3,588</td>
<td>$3,588</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td>$0</td>
<td>$0</td>
<td>$20,327</td>
<td>$20,327</td>
</tr>
</tbody>
</table>

**Explanation:**
Senior Librarians, Librarians and Library Assistants will be responsible for promoting and supervising all of the events involved with the "GET" Project: A Healthier Family Initiative. Senior Librarians and Librarians will be responsible for recruitment of the volunteers. The Library Assistant II will also devote a few hours to processing and preparing all of materials and handouts for events and publicity.

Library volunteers will be responsible for assisting with programs when appropriate.

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

**Explanation:**

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

**Explanation:**
FUTURE FUNDING
Briefly describe how this project will be financially supported in the future.
We believe that the message of family health and wellness is one that needs to remain relevant for quite a number of years. Through the community partner network created by this grant, we believe that we can continue to provide necessary services and programs to the community at a reduced cost. Funding sources may have to be uncovered or programming expenses absorbed by the library. With the success of the Healthy Family Field Day, we believe that the Community Services Department as a whole will continue this program for years to come.

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]
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 11993, 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.
ELEメント 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 (GRANTEEES 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 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)
   Wilson Park
   2200 Crenshaw Blvd, Torrance, CA 90501

   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.

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ELEMENT 9: CERTIFICATION

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

Torrance Public Library
Library/Organization

Evan Coates
Printed Name of Authorized Representative

The GET Project: A Healthier Family Initiative
Project Name

Senior Librarian
Title

Mailing Address (if different than page 1)

City

Signature of Authorized Representative

Date

4/20/14

Zip