LSTA EUREKA! LEADERSHIP GRANT APPLICATION

FY 2014/15

ELEMENT 1: BASIC INFORMATION

Applicant Information

1. Library/Organization
   Torrance Public Library

3. Internet Web Site Address
   http://www.torranceca.gov/Library/

4. Project Coordinator Name & Title
   Heather Firchow, Senior Librarian

6. Business Phone Number
   310-781-7573

8. Mailing Address
   PO Box or Street Address
   3301 Torrance Blvd.
   City
   Torrance
   State
   CA
   Zip
   90503

Project Information

9. Project Title
   Renaissance Tween

10. LSTA Funds Requested
    $5,000

11. Cash Match
    $0

12. In-Kind
    $21,163

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
    □ Content Creation/Preservation
    □ Bridging the Digital Divide
    □ Information Connections
    □ Community Connections
    □ Ensuring Library Access for All

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: Hillary Theyer

Mailing Address (If different from above)

Director Signature: [Signature]

City

Date: 4/30/14

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.

The City of Torrance has a lack of services and programs specifically focused on tweens. In the Torrance area there is little to none tween-focused programming offered. After reviewing the City of Torrance Community Services Department's programs and offerings from other community agencies, the Library staff discovered that none of the City's departments, including the Library, offered programs to engage tweens (youth ages 9 – 12).

The Torrance Public Library is currently offering programs for teens ages 13 and up which include Teen Advisory Boards (two active TAB groups) and Teen Zone Programs (two per month). The City of Torrance supports a Teen Center (The Attic) and a Teen Council that has representatives from each Torrance high school. The Library has received a growing number of requests for tween-specific programs from the tweens that can attend the Teen Zone programs, if those programs are not movie programs (PG-13). The Library staff have also received requests from parents that are hoping to find a resource to entertain and engage their tweens.

The Torrance Unified School District reports that there are 6995 students ages 9 – 12 currently enrolled. The Renaissance Tween program will focus specifically on this age demographic. After surveying a cross section of tweens in the community, it was determined that 80% of tweens surveyed would attend tween-focused programs, that 80% of of tweens surveyed have attended at least one teen program in the last year and that 40% surveyed have attended at least three teen programs in the last year.

The "Renaissance Tween Project" is our targeted effort to engage the tweens in our community, to provide programs that focus on enlightening and informing teens about the resources (public and private) in the community that have programs and services for them. The Library will offer fun, interactive, engaging, and informative programs through partnerships with organizations within our community. The Library is seeking to provide the opportunity for tweens to develop skills that will be useful to them as they grow into well-rounded community members. The Library hopes to offer tweens experiences that due to time, access or finances they may not have had the opportunity to participate in previously. The Library has planned a series of eight programs that will focus on exercise and fitness, music, art, beauty and hygiene, self-defense, 21st century careers, handicrafts, creative writing and literature.

Project community partners include the Community Services Department, which oversees all meeting spaces within the City of Torrance, the Torrance Craftmen’s Guild and the United Studios of Self Defense will partner with the Library to present a programs on handicrafts and self defense.

For the "Renaissance Tween Project" to be a success, project participants will express interest in partipating in future programming for tweens and teens, will apply for a library card, will feel more confident as they enter adolescence and will be empowered to try new activities in the future. Project guidance will be solicited through meetings, surveys and conversations with tweens and parents, and representatives from the Torrance Unified School District.

The mission of the Torrance Public Library provides outstanding services, exceptional resources, and accessible spaces to support an independent, literate, and informed public. The "Renaissance Tween Project" supports this mission. The Project develops interests and skills which will connect them with community organizations that enrich their life experience and in turn create a more independent, literate and informed 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 "Renaissance Tween Project" will provide a series of eight interactive, informative and engaging programs/workshops for tween participants which will provide knowledge and experiences that will enrich their life experience and provide a foundation to expand their interests in activities that they may not have had the opportunity to participate in previously. The workshops will be open to tweens in the community on a drop-in basis. A special Certificate of Achievement will be awarded to tweens that attend all of the workshops offered for the "Renaissance Tween Project."

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

- Contact Community Partners - Torrance Unified School District (confirmed); Torrance Craftmens Guild (Confirmed); United Studios of Self Defense (Confirmed)
- Order journals for discussions - Monthly discussions focusing on Renaissance Tween project
- Create book list (fiction & non-fiction) to create book displays and to create PR for upcoming Renaissance Tween Programs.
- Order Renaissance Tween books for Renaissance Tween collection.
- Recruit students for the Tween Advisory Board - Tween board that helps to direct the focus of the proposed workshops, help create publicity and tween reading lists, help create tween survey materials, engage the tween community and act as ambassadors for the program.
- Form and meet with the Tween Advisory Board - Begin meetings
- Continue ongoing communications with community partners - Follow-up with project partners to flesh-out program activities
- Work with graphics to develop project brand
- Reserve and book rooms for programs
- Continue to survey tweens
- Meet with Tween Advisory Board throughout project (bi-weekly meetings)
- Continue to plan programs and discuss additional partnering possibilities
- Confirm workshop presenters, rooms and participants
- Solicit merchandise from local vendors - Request give-aways, incentive prizes and coupons
- Send flyers and poster out to Library branches, local elementary schools, PTSA groups, churches, and Community Services Department
- Renaissance Tween Program Kick-Off Event (#1) – Event to highlight upcoming programs, engage tweens and inform the community. Tweens will be given a journal and will be encouraged to write about the Tween Renaissance Project and what they learn as they attend the programs. Highlights from these experiences will be shared at the final program.
- Renaissance Tween Movement and Motion Workshop/Program (#2) - Dance program with the Torrance Parks and Recreation Department that encourages tweens to be active and get moving.
- Renaissance Tween Self-Defense Workshop/Program (#3) - Workshop facilitated by the United Studios of Self Defense teaching the basics of self-defense and physical awareness in tweens.
- Renaissance Tween Handicrafts Program (#4) - Program facilitated by the Torrance Craftmens Guild that encourages tweens the value of handy craft and feeding their creative natures.
- Renaissance Tween Eating and Healthy Living Workshop (#5) - Program that encourages tweens to make healthy choices and teaches them some basics of preparing healthy foods.
- Renaissance Tween 21 Century Careers Panel (#6) - Program that brings community members in to
speak to tweens about careers of the future.

- Renaissance Tween Creative Writing and Literature Workshop (#7) - Creative writing workshop that tweens to various fundamentals of creative writing and the value of the written word. Tweens will review their Renaissance Tween Journals as part of this Workshop. Tweens will be able to choose a popular title to emphasize the importance of creative writing and to re-affirm the practice of reading for pleasure.

- Renaissance Tween Finale Event (#8) - Wrap-up event to highlight experience of Tween Renaissance participants, thank community partners and congratulate tweens that participated in the Tween Advisory Board and all eight workshops.

- Assessment
- Meetings to discuss results with community partners; feasibility of continuation
- Discuss possibility of presenting information about the Project at library conferences and workshops

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

- A minimum of 25 tweens will attend each program
- 8 workshops/programs will be offered
- A minimum of two sites in the community will be used to present events
- A minimum of 75 tweens will receive a book and a journal to journaling their experiences in the Renaissance Tween program
- 100% of tweens will receive a Torrance Public Library card
- 75 books added to the library collection

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?

Through surveying the project participants we will determine the following:

- 50% of participating tweens will express an interest in continuing participation in future programs
- 50% of participating tweens will report an increase in knowledge and comfort with the subject focus of each program
- 80% of participating tweens will gain knowledge of Library and community offerings
- 60% of participating tweens will feel more prepared to enter adolescence
- 60% of participating tweens will feel empowered to engage in new activities

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

Tween project participants express interest in participating in future programming for tweens and teens, will apply for a library card, will feel more confident as they enter adolescence and will be empowered to try new activities in the future.
## 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>
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</thead>
<tbody>
<tr>
<td>Solicit for Tween Advisory Board (TAB)</td>
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<td>Contact community partners</td>
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<tr>
<td>Work with graphic artist to develop Project brand</td>
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<tr>
<td>Create list of books (fiction and non-fiction)</td>
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<td>Meet with TAB</td>
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<tr>
<td>Continue to survey tweens</td>
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<td>Continue to plan programs and discuss additional partnering possibilities</td>
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<td>Reserve and book rooms for programs</td>
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<tr>
<td>Distribute flyers and posters</td>
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<tr>
<td>Order books and journals for tweens - Tween Journals for Program participants</td>
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<tr>
<td>Solicit merchandise from local vendors</td>
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<tr>
<td>Confirm workshop presenters, rooms and participants</td>
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<tr>
<td>Renaissance Tween Event #1</td>
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<td>Renaissance Tween Event #2</td>
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<td>Renaissance Tween Event #3</td>
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<td>Renaissance Tween Event #4</td>
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<td>Renaissance Tween Event #5</td>
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<td>Renaissance Tween Event #6</td>
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<td>Renaissance Tween Event #7</td>
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<tr>
<td>Renaissance Tween Event #8 - Wrap Up Event</td>
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<td>X</td>
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<tr>
<td>Meet with Community Partners</td>
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<tr>
<td>Assessment and Evaluate Outcomes; discuss feasibility of continuation</td>
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<td>X</td>
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<tr>
<td>Discuss possibility of presenting at library conferences and workshops</td>
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</tbody>
</table>
ELEMENT 5:  BUDGET

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

<table>
<thead>
<tr>
<th>Column A Budget Category</th>
<th>Column B LSTA</th>
<th>Column C Cash Match</th>
<th>Column D In-Kind</th>
<th>Column E Total (B+C+D = E)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries &amp; Benefits</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Senior Librarian, Youth Services - 200hrs at $55.41 per hour</td>
<td>$0</td>
<td>$0</td>
<td>$11,082</td>
<td>$11,082</td>
</tr>
<tr>
<td>Youth Services Librarians (6) - 10hrs each at $48.20 per hour</td>
<td>$0</td>
<td>$0</td>
<td>$2,892</td>
<td>$2,892</td>
</tr>
<tr>
<td>Youth Services LAII - 50 hrs at $38.48 per hour</td>
<td>$0</td>
<td>$0</td>
<td>$1,924</td>
<td>$1,924</td>
</tr>
<tr>
<td>Library Volunteers (7) for 20hrs each at $24.75 per hour</td>
<td>$0</td>
<td>$0</td>
<td>$3,465</td>
<td>$3,465</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$0</td>
<td>$0</td>
<td>$19,363</td>
<td>$19,363</td>
</tr>
</tbody>
</table>

**Explanation:**
The Project Manager, Senior Librarian Heather Fitchow, will spend 220 hours at $55.41 meeting with the Tween Advisory Board, community partners, youth services staff, providing outreach to schools to promote the program, meeting with program facilitators, ordering supplies, supervising programming and other tasks as needed. The Youth Services Librarians (6) will spend 10 hours each at $48.20 per hour providing outreach, promote the Project at the branches, assist with recruitment of the Tween Advisory Board, help to facilitate one program each and other tasks as needed. The Youth Services LAII will spend 50 hours at $38.48 to assist with volunteer organization and recruitment, staff the Youth Services Desk during the absence of the Youth Services Supervisor, compile statistics, and assist with program set-up and facilitation. The Tween Advisory Committee (7 tweens) will spend 20 hours each at $24.75 per hour providing input on "Renissance Tween Project", assisting with PR and working as liaisons to their schools.

<table>
<thead>
<tr>
<th><strong>Library Materials</strong></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Renaissance Tween Collection - fiction &amp; non-fiction (75 books)</td>
<td>$950</td>
<td>$0</td>
<td>$0</td>
<td>$950</td>
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<tr>
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<td>$0</td>
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<td>$0</td>
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</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$950</td>
<td>$0</td>
<td>$0</td>
<td>$950</td>
</tr>
</tbody>
</table>

**Explanation:**
The grant will purchase a Renaissance Tween collection of 75 books (approximately $13 per book adding up to $950 total. These books themes will support the programs highlighted in the Renaissance Tween events including arts and crafts, music, fitness, martial arts, self defense, self-esteem, and careers.

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

<table>
<thead>
<tr>
<th>Contracted Services</th>
<th>Column B</th>
<th>Column C</th>
<th>Column D</th>
<th>Column E (B+C+D = E)</th>
</tr>
</thead>
<tbody>
<tr>
<td>United Studios of Self - Defense Program facilitator</td>
<td>$400</td>
<td>$0</td>
<td>$15,000</td>
<td>$15,400</td>
</tr>
<tr>
<td>City of Torrance Print Services - Graphic Design and Printing</td>
<td>$0</td>
<td>$0</td>
<td>$1,200</td>
<td>$1,200</td>
</tr>
<tr>
<td>Creative Writing program facilitator</td>
<td>$400</td>
<td>$0</td>
<td>$400</td>
<td>$800</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><strong>$800</strong></td>
<td><strong>$0</strong></td>
<td><strong>$16,600</strong></td>
<td><strong>$17,400</strong></td>
</tr>
</tbody>
</table>

**Explanation:**
The United Studios of Self-Defense will provide a program for Renaissance Tween and will offer participating tweens a coupon for services equal to $300 in lessons and supplies per attendee. The City of Torrance will provide a graphic designer and print services to create PR materials to promote the Renaissance Tween Program for a cost of approximately $1200.

<table>
<thead>
<tr>
<th>Supplies</th>
<th>Column B</th>
<th>Column C</th>
<th>Column D</th>
<th>Column E (B+C+D = E)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books for book discussions and journals</td>
<td>$1,340</td>
<td>$0</td>
<td>$0</td>
<td>$1,340</td>
</tr>
<tr>
<td>Renaissance Tween Advisory Board meeting supplies</td>
<td>$300</td>
<td>$0</td>
<td>$0</td>
<td>$300</td>
</tr>
<tr>
<td>Renaissance Tween program supplies</td>
<td>$800</td>
<td>$0</td>
<td>$0</td>
<td>$800</td>
</tr>
<tr>
<td>Demco® Mobile Slatwall Display</td>
<td>$810</td>
<td>$0</td>
<td>$0</td>
<td>$810</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$3,250</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$3,250</strong></td>
</tr>
</tbody>
</table>

**Explanation:**
Each participating tween will receive a book and a journal to document their participation in the Renaissance Tween program. A budget of $300 has been established for the Renaissance Tween Advisory Board monthly meetings. $800 will be spent on supplies for the Tween Renaissance programs (10). $810 will be used to purchase a Slatwall Mobile Display to promote the Renaissance Tween program and to highlight materials purchased for the Tween Renaissance project grant.

<table>
<thead>
<tr>
<th>Other Charges</th>
<th>Column B</th>
<th>Column C</th>
<th>Column D</th>
<th>Column E (B+C+D = E)</th>
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</thead>
<tbody>
<tr>
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<td><strong>Subtotal</strong></td>
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FUTURE FUNDING
Briefly describe how this project will be financially supported in the future.

Future Renaissance Tween (tween) programs will be folded into our annual Youth Programming which is funded by the Friend of the Torrance Library. The Friends currently fund all childrens and adult programming for the Torrance Public 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.
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]

Date: 7/30/14
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, 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.

<table>
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<th>Torrance Public Library</th>
<th>Renaissance Tween</th>
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<tr>
<td>Hillary Theyer</td>
<td>City Librarian</td>
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