

**CALIFORNIA STATE LIBRARY
FY 2014/15
LSTA PITCH AN IDEA GRANT APPLICATION**

ELEMENT 1: BASIC INFORMATION

Applicant Information

- | | |
|--|---|
| <p>1. Library/Organization
City of Commerce Public Library</p> <p>3. Internet Web Site Address
www.cocpl.org</p> <p>4. Project Coordinator Name & Title
Sonia Bautista, Senior Librarian</p> <p>6. Business Phone Number
323-722-6660</p> <p>8. Mailing Address
PO Box or Street Address
5655 Jillson St.</p> | <p>2. Library's DUNS Number
076943018</p> <p>5. Email Address
soniab@ci.commerce.ca.us</p> <p>7. Fax Number
323-724-1978</p> <p style="text-align: right;">City
Commerce</p> <p style="text-align: right;">State
CA</p> <p style="text-align: right;">Zip
90040</p> |
|--|---|

Project Information

9. **Project Title** PACE
10. **LSTA Funds Requested** \$20,000
11. **Cash Match** \$0
12. **In-Kind** \$8,245
13. **Total Project Cost** \$28,245
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)*
- | | |
|---|--|
| <input type="checkbox"/> Literate California | <input checked="" type="checkbox"/> Bridging the Digital Divide |
| <input checked="" type="checkbox"/> 21st Century Skills | <input type="checkbox"/> Information Connections |
| <input type="checkbox"/> 22nd Century Tools | <input checked="" type="checkbox"/> Community Connections |
| <input type="checkbox"/> Content Creation/Preservation | <input checked="" type="checkbox"/> Ensuring Library Access for All |
16. **Number of persons served** *(The number of persons who use or will benefit directly from this project)* 1200
17. **Congressional District (s) number** 40th
18. **Primary Audience for project** *(Check at least one, maximum of three)*
- | | |
|---|---|
| <input type="checkbox"/> Adults | <input type="checkbox"/> Public library trustees |
| <input checked="" type="checkbox"/> Children | <input type="checkbox"/> Rural Populations |
| <input type="checkbox"/> Institutionalized persons | <input type="checkbox"/> Senior Citizens |
| <input type="checkbox"/> Library Staff & Volunteers | <input type="checkbox"/> Statewide public |
| <input checked="" type="checkbox"/> Non/limited English speaking persons | <input type="checkbox"/> Urban populations |
| <input type="checkbox"/> People with special needs | <input checked="" type="checkbox"/> Young adults and teens |
| <input type="checkbox"/> Pre-school children | |
19. *This signature certifies that I have read and support this LSTA Grant Application.*
- Director Name:** Beatriz Sarmiento
- Mailing Address** _____ **City** _____ **Zip** _____
(if different from above)
- Director Signature:** _____ **Date:** _____

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 Commerce Public Library is in the City of Commerce, 15 minutes southeast of Downtown Los Angeles, with a population of 12,994 -- 38% of whom are 18 years of age and younger. It is predominantly a Hispanic community and the average household annual income is \$45,400.

The city has one central library and three branches. Each library is located in one of four main residential sections of the 6.5 square mile city, which is divided by large industrial use areas. There are two schools serving K-8 students within the city limits, with a total enrollment of 1,781 students. There are no high schools within the city, but the library serves students from several surrounding elementary, intermediate and high schools, providing outreach for a total of twelve public schools.

Part of the mission of the library is to be an institution of life-long learning, working to improve the quality of life of the people it serves in its residential communities. The proposed PACE (Project and Collaborative Education) Program funded by this grant will directly benefit students and residents in the City of Commerce and the surrounding cities.

The PACE Project will give students in grades K-12 the opportunity to use or check out items needed for their school assignments and projects. Students are required year-round to build and create many school projects such as the California Missions, Science Fair projects, outer space models, etc. Library staff have attended science fairs, Open House events, classrooms, and school tours where we have viewed students' work and projects on display. It is very evident which students have access to resources to enhance and complete top-quality assignments and which students do not. The majority of students do not have the means, equipment, space or money needed to purchase the resources they need to effectively complete their assignments. In all of our libraries, students repeatedly ask staff for construction paper, tape, flash drives, scissors, etc. Parents have also expressed the difficulty in providing these materials for their children because, in many cases, they have multiple school-aged children with multiple projects at one time. Providing an adequate space at home for students to work on projects individually or with a group is also an issue.

The Library will provide various craft and project supplies, such as construction paper, scissors, foam board, poster board, colored pencils, markers, and more. The Library will also provide lap tops with needed software and flash drives for middle and high school students. Supplies will be available in a bag to check out, as well as in supply carts and bags that will be available to use in the library. PowerPoint classes will be offered once a month to teach students how to create engaging presentations. Space to create projects will also be provided.

With this project, the library will provide for the socio-economic needs of the school-age population to produce projects as part of the school curriculum. These needs are expected to increase as local schools implement the mandated Common Core Standards which increase the focus on project-based learning in the classroom and for assignments. With the PACE Project, the library will strengthen its support for education in the community and help parents support their children's learning by providing the materials and space the students need, but their families cannot afford. The project will remove one barrier beyond their control (lack of access to supplies and equipment) that prevents students from producing high-quality work. In this way, the PACE Project would help give all students, regardless of family income and resources, a chance to succeed and "level the playing field" for all students. When students are provided ready access to materials and resources, they will not have to worry about finding the resources to complete their projects, and they can focus on the intellectual work of planning and completing them. We hope they will also become more excited and engaged learners, as a result.

This proposal fulfills the LSTA purpose of life-long learning and to expand services for learning as well as equal access to educational resources and noted in Program I in Goal BII: Community Connections. Not only are we providing the tools, supplies and equipment for the student's work but also providing a place where they can meet to socialize and complete their projects with fellow classmates.

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 City of Commerce Public Library’s PACE (Projects and Collaborative Education) Project will provide the necessary resources for K-12 students to successfully create projects and presentations that are assigned to them throughout the school year.

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

The PACE Project will begin by meeting with local school teachers to find out what types of supplies students typically use or are needed for assigned projects, which will help us finalize our draft list of supplies to purchase. Next, all Library staff will be informed about the project and the upcoming needs. Based on the supplies we see the students need and input from teachers, we will purchase and catalog the supplies and create the home kits that will be available for check out. We will create a student survey to be completed by students who participate in the PACE Project. A survey will also be created for parents of student participants. A “project corner” will be created at our four branch libraries, where students can reserve a space to work on their projects. Staff will be trained on how to supply the materials, check out procedures, and how to refill supplies as needed. Librarians will conduct at least twelve school visits throughout the year to advertise the PACE Project to students and teachers. PACE Project supplies and spaces will begin to be available for use in late August. Fifteen PowerPoint classes will be offered, beginning in August. Staff will record the number of students using the supplies and checking out the home kits. In April, a survey for teachers will be created to evaluate the success of the program. The survey will be distributed in May and a full evaluation of the program will take place in June.

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

- 20 PACE kits will be created and divided among the four libraries available for checkout
- 15 computer classes on PowerPoint will be held
- 110 students will participate in our PowerPoint workshops
- 2 staff trainings will be held
- Approximately 300 kits will be checked out during the 48 weeks
- 12 school visits will be held to inform students and teachers about the PACE Project

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?

After utilizing the PACE Project, 90% of students will feel confident about their work and the projects they have created. Also, 90% of students will feel more comfortable with team-building projects in the future. After attending our computer workshops, 85% of students will feel more confident in their computer knowledge with the skills they learned. After students have participated in the PACE Project, 85% of parents will feel more at ease when their children are assigned projects, knowing that the library is a safe environment that will help meet the needs of their children. By the end of the school year, 80% of teachers will feel more at ease and optimistic about assigning projects to their students. To measure these outcomes, we will ask participants, their parents, and their teachers to complete surveys and/or be interviewed on the effectiveness of the program.

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

This project will be successful if students utilize the supplies we provide to create higher quality projects and presentations, if they utilize the space we offer to collaborate on and create their projects, and if they learn new skills and technologies through the classes offered and the equipment made available, as measured by statistical measures and surveys. This project will be successful if students continue to feel comfortable working as a group or team in other settings in the future, if parents continue to feel comfortable bringing their children to the library, and if teachers continue to promote the library as a resource for completing assignments and learning new skills, as measured by surveys and interviews.

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.

Activity	2014/15											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Meet with local school teachers and find out what type of supplies students use	x	x										
Inform all library staff of LSTA grant	x											
Purchase supplies	x											
Create home kits and catalog each kit	x	x										
Check out kits to students and/or parents		x	x	x	x	x	x	x	x	x	x	x
Create surveys for participating students and parents		x										
Create a "project corner" at the branches		x										
Distribute supplies to the other three branches		x										
Train specific staff on how to supply and how to check out supplies to students		x					x					
Advertise to local schools at beginning of school year and during assemblies		x	x				x		x			
Create a quick tips handout on PowerPoint and Prezi			x									
Create flyers and Promote PowerPoint Classes at all local High Schools			x	x	x		x	x	x	x	x	x
PowerPoint Classes will be held at the four libraries			x	x	x		x	x	x	x	x	x
Re-stock (purchase) of supplies needed				x	x	x	x	x	x	x	x	x
Record number of students using supplies/checking out home kits		x	x	x	x	x	x	x	x	x	x	x
Create year end survey for teachers										x		
Distribute survey to teachers										x	x	
Evaluate project											x	x
LM												

ELEMENT 5: BUDGET

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

Column A	Column B	Column C	Column D	Column E
Budget Category	LSTA	Cash Match	In-Kind	Total (B+C+D = E)
Salaries & Benefits				
2 Librarians - 65 hours total over 48 weeks	\$0	\$0	\$2,275	\$2,275
1 Part Time Librarian - 45 hours total over 48 weeks	\$0	\$0	\$1,350	\$1,350
4 Library Assistants - 180 hours total over 48 weeks	\$0	\$0	\$4,620	\$4,620
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$8,245	\$8,245
Explanation:				
2 Librarians will meet with local teachers, conduct staff training, order and buy all materials, promote and outreach the project at all 12 local schools, create surveys, set up laptops and gather final reports.				
1 Part time librarians will teach all computer classes, promote and outreach to all 12 local schools.				
4 library assistants (1 assistant per branch) will put together the kits, distribute the kits to all library branches, re-stock kits, show students how to use equipment, gather surveys.				
Library Materials				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0
Explanation:				
Equipment (Items over \$5,000 per unit)				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0
Explanation:				

Operating Expenses

Column A Budget Category	Column B LSTA	Column C Cash Match	Column D In-Kind	Column E Total (B+C+D = E)
Contracted Services				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0
Explanation:				
Supplies				
Craft Materials, supplies, storage items	\$12,304	\$0	\$0	\$12,304
1 Storage Unit for Supplies	\$859	\$0	\$0	\$859
200 USB Drives	\$1,390	\$0	\$0	\$1,390
	\$0	\$0	\$0	\$0
Subtotal	\$14,553	\$0	\$0	\$14,553
Explanation:				
School supplies and craft material will be the key components to the PACE Project. The storage unit will be needed to store all the materials. USB drives will be used for those students who need to save their work and also for those students attending the Powerpoint presentations. Please see attached list, Element 6: Project Supplies and Other Charges for a detailed accounting of projected craft materials and supplies. The price total includes tax but please note that it does not include shipping. We estimate \$460 in shipping for all material purchased. The remaining amount, approximately \$2000, will be used to replenish any supplies and craft material needed during the year.				
Other Charges				
1 Cricut Machine and 2 Cartridges	\$439	\$0	\$0	\$439
11 Laptops - Chromebooks, Netbooks with a mouse each	\$3,395	\$0	\$0	\$3,395
6 Microsoft Office Suite and 6 Printshop programs	\$1,139	\$0	\$0	\$1,139
1 Laminator and Pouches	\$474	\$0	\$0	\$474
Subtotal	\$5,447	\$0	\$0	\$5,447
Explanation:				
Cricut machine will be used for students to create designs and lettering for their projects. The laptops (2 at each branch and 5 at Central Library with Microsoft Office Student Suite and Printshop) will be available for in library use only for those students that need it to create and complete their school projects and assignments. Laminator will only be available at Central Library for students to laminate their work. Please see attached list, Element 6: Project Supplies and Other Charges for a detailed accounting of projected charges of equipment and other materials. The price total includes tax but please note that it does not include shipping. All library computers, ebook readers, tablets or any other devices capable of connecting to the Internet via wired, wifi or cellular networks, including those used solely by staff, will comply with CIPA (Children's Internet Protection Act) requirements.				
Operating Expenses Subtotal	\$20,000	\$0	\$0	\$20,000
Project Total (Salaries & Benefits, Materials, Equipment, and Operating Expenses)	\$20,000	\$0	\$8,245	\$28,245
Indirect Cost (up to 10%)	\$0	\$0	\$0	\$0
Grant Totals	\$20,000	\$0	\$8,245	\$28,245



FUTURE FUNDING

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

Taking into account the surveys and the success of the program, we will evaluate the PACE Project and estimate how much money it will take to continue the project. We would concentrate on purchasing materials with the library's operating funds as feasible. We would look at the library's own budget and identify what amounts can be used for the PACE Project. Also, we would target local businesses for donations. Having the surveys and knowing how successful the program is, we would be able to share those findings with possible future donors.

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.
4. It will comply with Section 504 of the Rehabilitation Act of 1973, as amended, 20 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.
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, of 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, of 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.

<u>City of Commerce Public Library</u> Library/Organization	<u>PACE</u> Project Name	
<u>Sonia Bautista</u> Printed Name of Authorized Representative	<u>Senior Librarian</u> Title	
<u>Mailing Address (if different than page 1)</u>	<u>City</u>	<u>Zip</u>
<u>Signature of Authorized Representative</u>	<u>Date</u>	

SUPPLIES

<u>Item</u>	<u>Quantity</u>	<u>Price</u>	<u>Total</u>	<u>Vendor</u>
Colorations Marker Caddy (#MARCAD)	1	\$19.99	\$19.99	Discount School Supply Store
Crayola Washable Conical Tip Markers- Set of 12 (#WCCR12)	40	\$5.99	\$239.60	Discount School Supply Store
Expo Chisel Tip Dry- Erase Markers (#EXPOPACK)	2	\$14.99	\$29.98	Discount School Supply Store
Crayola Crayons Individual Packs (#C24)	80	\$1.99	\$159.20	Discount School Supply Store
Crayola Colored Pencils (#CPEN24)	40	\$4.79	\$191.60	Discount School Supply Store
Colorations Construction Paper Classroom Pack- 2500 Sheets (#MAJORPAK)	4	\$62.99	\$251.96	Discount School Supply Store
Heavyweight Construction Paper E-Z Order (#9ALL)	5	\$27.16	\$135.80	Discount School Supply Store
Make- it -yourself Cardstock- 100 Sheets (#CARDSTOCK)	10	\$11.99	\$119.90	Discount School Supply Store
White Card Stock- 100 Sheets (#WCSTOCK)	5	\$12.99	\$64.95	Discount School Supply Store
Tri- Fold Display Boards set of 30 (#DISPLAY)	8	\$93.99	\$751.92	Discount School Supply Store
Economy Weight Poster Board- 50 Sheets (#EWB)	4	\$29.99	\$119.96	Discount School Supply Store
Little Colorful Card Stock Shapes-n 5,000 Pieces (#FRIENDLY)	4	\$6.99	\$27.96	Discount School Supply Store
Friskars 5" Preschool Scissors (#FSKPSET)	6	\$26.99	\$161.94	Discount School Supply Store

Friskars Ecoworks 8" Teachers Scissors (#ECOWORKS)	10	\$5.99	\$59.90	School Supply Store Discount
Mavalus White Removable Poster Tape- Set of 3 (#MWHITE)	4	\$13.99	\$55.96	School Supply Store Discount
Mavalus Removable Poster Tape- Set of 3 (#MAVALUS)	6	\$13.99	\$83.94	School Supply Store Discount
Krazy Cut Scissors- Set of 12 (#KRAZYCUT)	4	\$18.49	\$73.96	School Supply Store Discount
Colored Masking Tape & Easy Loading Dispenser (#TAPESET)	6	\$44.90	\$269.40	School Supply Store Discount
Colored Masking Tape & Easy Loading Dispenser (#DISTAPE)	4	\$73.99	\$295.96	School Supply Store Discount
Craft Glue Dots School Value Pack- Set of 600 (#GDOTSLP)	20	\$10.99	\$219.80	School Supply Store Discount
Colorations No- Mess Craft Adhesive Rollers- Set of 6 (#ADROLL)	20	\$7.99	\$159.80	School Supply Store Discount
Elmer's Washable School Glue (#4EL)	25	\$0.98	\$24.50	School Supply Store Discount
Elmer's .24oz. Clear or Purple Glue Sticks- Set of 30 (#ELMWHITE)	15	\$15.99	\$239.85	School Supply Store Discount
Colorations Glitter Glue 4oz.- Set of 6 (#GGST)	10	\$11.99	\$119.90	School Supply Store Discount
Interlocking Stacking Containers- Set of 4 (#STACK)	4	\$19.99	\$79.96	School Supply Store
Do-A-Dot Art! Markers Classroom Pack- Set of 25	1	\$64.99	\$64.99	Discount

(#DOTART)				School Supply Store Discount
9 x 12 Color- Coded Construction Paper Organizer (#JPAP)	5	\$69.95	\$349.75	School Supply Store Discount
Colorations Incredible Foam Dough Large Classroom Pack (#FOAMDO)	6	\$57.99	\$347.94	School Supply Store Discount
Colorations Incredible Foam Dough Classroom Pack (#FOAMMIX)	4	\$37.99	\$151.96	School Supply Store Discount
Pipe Cleaners- 100 or 1,000 Pieces (#IPCSET)	4	\$18.79	\$75.16	School Supply Store Discount
Pound of Poms (#POUNDPOM)	4	\$16.99	\$67.96	School Supply Store Discount
Rainbow Feathers Classroom Pack- 8 oz. (#BIGFEAT)	4	\$17.99	\$71.96	School Supply Store Discount
Easy Felt Sheets 6x9- 100 Sheets (#EZFELT)	4	\$18.99	\$75.96	School Supply Store Discount
Natural Craft Stick Classroom Pack- 1,200 Pieces (#CPCS)	3	\$24.99	\$74.97	School Supply Store Discount
Colored Craft Stick Classroom Pack- 1,200 Pieces (#COOLWOOD)	2	\$24.99	\$49.98	School Supply Store Discount
Carry-All Teacher's Tote (JJ- 594)	8	\$39.99	\$319.92	School Supply Store Discount
File Holder Teacher's Tote (FF-336)	12	\$24.99	\$299.88	School Supply Store Discount
Easy- Lock Storage Caddies (ES-256)	8	\$9.99	\$79.92	School Supply Store
Storage Mobile Organizer (FF-407)	4	\$99.50	\$398.00	Discount

Tabletop Easel (#651-595)	4	\$14.99	\$59.96	School Supply Store Office Depot
Post-It Dry Erase Table Top (#991-330)	4	\$38.65	\$154.60	Depot Office
Post-It Easel Pad (#126-345)	2	\$93.26	\$186.52	Depot Office
Five Star® Xpanz™ Zipper Pouch, Assorted Colors (751231)	20	\$7.49	\$149.80	Office Depot
Monaco Deluxe HangUp Bag 7-1/2"x10" (WE13591690)	7	\$4.69	\$32.83	Demco
Monaco Deluxe HangUp Bag 9-1/2"x12" (WE13591700)	7	\$4.94	\$34.58	Demco
Scotch® 665 Permanent Double-Sided Tape, 1/2" x 250", Box Of 3 (391775)	15	\$6.99	\$104.85	Office Depot Discount School Supply Store
1/2" Color Masking Tape Set of 10 (#CLRMSET)	4	\$26.99	\$107.96	
School Smart Paper Edger Scissors with Oak Stand - Set of 24 B003U6QLMC	1	\$32.99	\$32.99	Amazon
School Smart Paper Edger Scissors - Set of 6 B003U6SNCI	3	\$8.12	\$24.36	Amazon
Westcott Paper Trimmer With Titanium Bonded Cut And Score B000GP5L3U	5	\$5.81	\$29.05	Amazon
Pepperell Shoebox Activity Kit B00BGX3MFK	8	\$14.99	\$119.92	Amazon
Martha Stewart Crafts Large Circle Cutter B0044JOO3M	5	\$15.21	\$76.05	Amazon
Neenah Astrobrights® Bright Color Paper, 8 1/2" x 11", 24 Lb, Assorted Colors 170719	4	\$14.79	\$59.16	Office Depot Discount School Supply Store
Heavyweight Construction Paper E-Z Order 12x18 (#12ALL)	1	\$55.16	\$55.16	Discount School Supply Store
Colored Coded Construction Paper Organizer 12x18 (#JORG)	2	\$82.95	\$165.90	School Supply Store Discount School Supply Store
Classroom Supply Caddy (#PP-268)	4	\$4.99	\$19.96	Store
Astrobrights® Cover Stock, 8 1/2" x 11", 65 Lb, Solar Yellow 424367	2	\$15.99	\$31.98	Office Depot
Astrobrights® Cover Stock, 8 1/2" x 11", 65 Lb, Lunar Blue 424152	2	\$15.99	\$31.98	Office Depot
Astrobrights® Cover Stock, 8 1/2" x 11", 65 Lb, Terra Green 423545	2	\$15.99	\$31.98	Office Depot
Astrobrights® Cover Stock, 8 1/2" x 11", 65 Lb, Re-	2	\$15.99	\$31.98	Office Depot

Entry Red 424241

Full-Color Domed Pocket Tape Measure	5	\$1.98	\$9.90	Office Depot
24 Creative Plastic Stencils from Highlights B000QE2L8E	4	\$15.51	\$62.04	Amazon
Smoothfoam 12-Pack Balls Crafts Foam for Modeling, 2-Inch, White B00A2GITKU	8	\$16.62	\$132.96	Amazon
Case Logic AUA-311 11.6-Inch Laptop and iPad Slim Case (Black) B009PIORNE	11	\$18.99	\$208.89	Amazon
Energizer® Max® Alkaline AA Batteries, Pack Of 16	1	\$15.99	\$15.99	Office Depot
Atlantic Metal Industries Heavy-Duty Mobile Storage Cabinet	1	\$859.00	\$859.00	Office Depot
Swing USB Drive 2GB (4imprint)	200	\$6.95	\$1,390.00	4Imprint
			\$10,606.39	

	9.25%
\$981.09	Tax
\$11,587.48	TOTAL

Shipping is not included.

OTHER CHARGES

<u>Item</u>	<u>Quantity</u>	<u>Price</u>	<u>Total</u>	<u>Vendor</u>
Cricut Explore + Best-Selling Fonts Set	1	\$339.00	\$339.00	Cricut.com
Cricut Cartridges	2	\$49.50	\$99.00	Cricut.com
Acer Aspire One AO756-2626 11.6-Inch Laptop	6	\$340.00	\$2,040.00	Amazon.com
Samsung Chromebook (Wi-Fi, 11.6-Inch)	5	\$240.00	\$1,200.00	Amazon.com
Microsoft Office Home and Student 2013 (1PC/1User)	6	\$140.00	\$840.00	Amazon.com
Laminator - Fusion 3100L 12"	1	\$349.00	\$349.00	Office Depot
Laminator Pouches Letter Size - 50 pack	2	\$37.00	\$74.00	Office Depot
Laminator Pouches Legal Size - 50 pack	1	\$50.00	\$50.00	Office Depot
The Print Shop 3.5 Deluxe [Download]	6	\$50.00	\$300.00	Amazon.com
HP x3000 Optical Mouse (H2C22AA#ABL) B009T8BCD8	12	\$13.00	\$156.00	Amazon.com

\$5,447.00	9.25%
\$503.85	Tax
\$5,950.85	Total

Shipping is not included.

Breakdown	\$11,587.0	
:	0	Supplies
	\$5,950.00	Other Charges
		approximate
	\$462.00	shipping
		money used to replenish need supplies
	\$2,000.00	throughout the year
	\$20,000.0	TOTAL Grant
	0	Money