## Element 1: Basic Information

### Applicant Information

1. **Library/Organization**
   - Fullerton Public Library

2. **Library’s DUNS Number**
   - 132997016

3. **Internet Web Site Address**
   - www.fullertonlibrary.org

4. **Project Coordinator Name & Title**
   - Chaunacey Dunklee, Digital Assets Manager

5. **Email Address**
   - chaunaceyd@ci.fullerton.ca.us

6. **Business Phone Number**
   - 714-738-3343

7. **Fax Number**
   - 714-447-3280

8. **Mailing Address**
   - PO Box or Street Address: 353 West Commonwealth Avenue
   - City: Fullerton
   - State: CA
   - Zip: 92832

### Project Information

9. **Project Title**
   - Craft, Construct, Create: A Modular Makerspace

10. **LSTA Funds Requested**
    - $21,000

11. **Cash Match**
    - $4,000

12. **In-Kind**
    - $41,080

13. **Total Project Cost**
    - $66,080

14. **Federal Library Services & Technology Act (LSTA) Purpose**
    - (Check one purpose which best describes the project)
    - ☑ Providing services to promote life-long learning

15. **California’s LSTA Goals**
    - (Check all that describe the project)
    - ☑ Literate California
    - ☑ 21st Century Skills
    - ☑ Community Connections
    - ☑ Content Creation/Preservation
    - ☑ Ensuring Library Access for All

16. **Number of persons served**
    - (The number of persons who use or will benefit directly from this project)
    - 1,250

17. **Congressional District(s) number**
    - 39

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:** Maureen Gebelein
   **Mailing Address:** (same as above)
   **City:**
   **Zip:**
   **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.**

We conducted a survey in the beginning of the year asking our patrons if they would use a makerspace, and, if so, what kinds of projects they would like to tackle. We received over 200 responses. 64% came from adults 35 and older, and an additional 16% of respondents were ages 18-34.

The responses formed an intriguing pattern: of the top 5 suggestions, 3 were “old-school” low-tech subjects (sewing, gardening, and cooking), and the other two were digital arts creation and 3D printing. In Fullerton, there is definitely a desire for a mix of “making.” It became apparent to us that adults want time to “play and make,” too. These survey results confirmed what many of us know - the growing maker movement has found a perfect home in libraries.

Our Library Board of Trustees agreed that Fullerton Public Library is the perfect entity to encourage creativity, community, and to demonstrate that our city library is much more than books. The Trustees are currently drafting Fullerton Public Library’s strategic plan. The Fullerton Public Library strategic plan focuses the library’s attention on the following goals:

- Encouraging discovery and growth
- Creating connections, and
- Making the library an inviting space

Additionally, "Craft, Construct, Create" directly backs elements of the California State Library's LSTA 5-Year Plan. This program will strongly support Goal VII - Community Connections, Programs I-III and VII (provide services to meet the changing needs of individuals as they move through different stages of life; encouraging volunteerism; encouraging the growth of small businesses; making local history more important and more accessible to all). Our project will also support Goal II - 21st Century Skills, Programs I, II, and IV (life-long learning; providing opportunities for learning diverse literacy skills; training and development for staff).

Throughout the year, Fullerton Public Library holds community celebrations, including Fullerton Reads (our local version of "One City, One Book") and our Summer Reading Clubs. Our "One Book" for this October is "Unbroken" by Laura Hillenbrand, and one of the ways we will use the maker modules is through demonstrating the use of food preservation during the war years. We will also be having a fashion show and will use the sewing module to demonstrate some of the techniques used to create the 40's "look." During next year's Summer Reading Club we plan to use the theme "Heroes" for children, teens, and adults. We will encourage patrons of all ages to make their own movies with the digital arts maker module (including the greenscreen), with accessories created with the 3D printer module.

We believe that the success of this project will demonstrate the library's role as a community hub, and will bring new patrons into the library. We also believe that both patrons and staff will feel more comfortable with learning new skills in an inviting, low-stakes environment.
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.
   We will create maker modules and programming for adults and young adults to expand their experience and to provide an outlet for their creativity. We will train staff on the maker modules to not only encourage their creativity and grow necessary skills, but to also provide a safe way to experience "failing better" as a way of learning.

B. Project Activities/Methods – How will the project be carried out? Include major activities from the timeline.
   The very first activity will be to order the items that will make up the modules. During the first quarter, the project will focus on training staff in safety and using the modules. At the same time, we will be recruiting volunteers and planning specific programs. After staff is trained, we will train volunteers in safety and use of the modules. We also plan to hold our first digitization workshop and outreach event during the first quarter. Our first staff "petting zoo" will also occur during Q1.
   For the second quarter, we will focus on implementing the programs we planned during Q1. We will highlight the needlecrafts and kitchen arts module during Fullerton Reads (our version of "One Book, One Community") and holiday digitization and crafting workshops. We also anticipate this being the quarter that weekly crafting sessions (such as a lunchtime knitting group) will begin.
   For the third quarter, we will focus on getting ready for open workshop hours, including writing policies and procedures for unmediated (but supervised) use of the modules. Our second staff "petting zoo" will occur during Q3. We will also present the modules to Santiago Library System interest groups (Reference/Local History, Technology, Children, and YA). During Q3, we will also apply to be a poster or discussion session at CLA 2015.
   During the fourth quarter, we will begin our open workshop hours, as well as continuing our regular workshops and programming. We will also be integrating the modules into our 2015 Summer Reading Clubs (adult, teen, and children) by encouraging the use of the digital arts modules to create movies based on the theme of "heroes".
   Throughout the year, we will be marketing the workshops and services, as well as soliciting feedback from program participants. Additionally, we will be reporting to our Library Board of Trustees and support groups the successes we have achieved.

C. Anticipated Project Outputs – Measures of service or products provided.
   Our project outcomes are as follows:
   Quarterly digitization workshops (as part of the digital arts creation module) for patrons
   Add at least 100 community items to our Local History collection;
   Average a program/workshop/outreach event per month;
   At least 500 people interacting with the modules during the grant year;
   An increase of 15% of adults attending library programs.
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?
We will be using SurveyMonkey (www.surveymonkey.com), as well as paper evaluation forms, to survey program attendees as to their satisfaction both with the skills they learned. We will provide surveys after each program, except the ongoing weekly crafting clubs. Additionally, we will solicit in-person feedback from participants.

At least 75% of staff will report an increase in knowledge or skills from being trained on the modules
At least 50% of our participants will recognize the library’s role as a place of creation in the community
At least 60% of workshop participants will report an increase in knowledge or skills as a result of their attendance at our programs
At least 75% of workshop participants will describe the library's role in the community as "important" or "very important"

E. Complete the following sentence. This project will be successful if:
Staff and participants find our programming and/or use of the maker modules to be a valuable addition to their lives.
## ELEMENT 4: GRANT TIMELINE/ACTIVITIES
Show each major project activity and when it will be started and/or completed throughout the project. The timeline should correspond to the activities described in Planning and Evaluation. Please put an X in each pertaining month.

<table>
<thead>
<tr>
<th>Activity</th>
<th>2014/15</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>July</td>
</tr>
<tr>
<td>Place orders for supplies and library materials</td>
<td>X</td>
</tr>
<tr>
<td>Makerspace policies and procedures written and approved by the Library Board</td>
<td>X</td>
</tr>
<tr>
<td>Project manager training on Sketch-up, Tinker CAD and other 3D design programs</td>
<td>X</td>
</tr>
<tr>
<td>Modules assembled and inventoried</td>
<td>X</td>
</tr>
<tr>
<td>Key staff members trained on detailed use of equipment</td>
<td>X</td>
</tr>
<tr>
<td>Resource/instructional bibliographies created for modules</td>
<td>X</td>
</tr>
<tr>
<td>Marketing items (including press releases) written and approved by Director</td>
<td>X</td>
</tr>
<tr>
<td>Volunteers recruited</td>
<td>X</td>
</tr>
<tr>
<td>All staff &quot;petting zoo,&quot; demonstrating use of equipment and safety procedures</td>
<td>X</td>
</tr>
<tr>
<td>Volunteers trained in use of safety items, as well as module items</td>
<td>X</td>
</tr>
<tr>
<td>Public digitization workshops held</td>
<td>X</td>
</tr>
<tr>
<td>Weekly crafting sessions begin</td>
<td>X</td>
</tr>
<tr>
<td>Quarterly reporting to California State Library</td>
<td>X</td>
</tr>
<tr>
<td>Application entered for presenting at CLA 2015</td>
<td>X</td>
</tr>
<tr>
<td>Modules demonstrated to other SLS member libraries</td>
<td>X</td>
</tr>
<tr>
<td>Open workshop hours begin</td>
<td>X</td>
</tr>
</tbody>
</table>
### ELEMENT 5: BUDGET

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

<table>
<thead>
<tr>
<th>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>Salaries &amp; Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Manager (average 40 hours/month in maintaining project)</td>
<td>$0</td>
<td>$0</td>
<td>$23,530</td>
<td>$23,530</td>
</tr>
<tr>
<td>Non-regular project assistant (average 50 hours/month)</td>
<td>$8,000</td>
<td>$0</td>
<td>$0</td>
<td>$8,000</td>
</tr>
<tr>
<td>Professional librarians (average 20 hours/month)</td>
<td>$0</td>
<td>$0</td>
<td>$15,600</td>
<td>$15,600</td>
</tr>
<tr>
<td>Library Director</td>
<td>$0</td>
<td>$0</td>
<td>$1,200</td>
<td>$1,200</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$8,000</td>
<td>$0</td>
<td>$40,330</td>
<td>$48,330</td>
</tr>
</tbody>
</table>

**Explanation:**
- Project Manager - With benefits, she has an hourly salary of $49.01. 480 hours @ $49.01 = $23,525.
- Staff librarians - Training and/or programming, at least 20 hours per month. With benefits, the librarians have an average hourly wage of $32.50. 480 hours @ $32.50 = $15,600.
- Library Director - Review plans, reports and other administrative items for approximately 1.5 hours per month. With benefits, she has an hourly wage of $66.25. 18 hours @ $66.25 = $1,192.50
- We are requesting $8,000 in non-regular hours for training and assistance at programs and outreach events. With benefits, non-regular Library Technical Assistants average a wage of $16.80 per hour, this will allow approximately 475 hours of assistance during the life of the grant. These funds will provide additional hours for existing staff members to attend and conduct training sessions, staff outreach events, and assist with other grant-related tasks.

<table>
<thead>
<tr>
<th>Library Materials</th>
<th>[1,000]</th>
<th>[1,000]</th>
<th>[0]</th>
<th>[2,000]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books, ebooks, and periodicals related to making and creativity</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$0</td>
<td>$2,000</td>
</tr>
</tbody>
</table>

**Explanation:**
- To boost the Fullerton Public Library collection of maker instructional and inspirational materials. This will generate greater interest in - and interaction with - the makerspace and its programs.

<table>
<thead>
<tr>
<th>Equipment (Items over $5,000 per unit)</th>
<th>[0]</th>
<th>[0]</th>
<th>[0]</th>
<th>[0]</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Explanation:**
- N/A
### Operating Expenses

<table>
<thead>
<tr>
<th>Budget Category</th>
<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></td>
<td>Income</td>
<td>LSTA</td>
<td>Cash Match</td>
<td>In-Kind</td>
<td>Total (B+C+D = E)</td>
</tr>
<tr>
<td><strong>Contracted Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructors to conduct workshops and programming for modules.</td>
<td>$0</td>
<td>$0</td>
<td>$750</td>
<td>$750</td>
<td></td>
</tr>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
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<tr>
<td>$0</td>
<td>$0</td>
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<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$0</td>
<td>$0</td>
<td>$750</td>
<td>$750</td>
<td></td>
</tr>
</tbody>
</table>

**Explanation:**
This cost is to provide instructor fees for community experts to lead workshops in their area of expertise.

<table>
<thead>
<tr>
<th>Supplies</th>
<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>3D Printing Module and general supplies</td>
<td>$6,510</td>
<td>$0</td>
<td>$0</td>
<td>$6,510</td>
<td></td>
</tr>
<tr>
<td>Kitchen Arts Module</td>
<td>$510</td>
<td>$0</td>
<td>$0</td>
<td>$510</td>
<td></td>
</tr>
<tr>
<td>Needle Arts Module</td>
<td>$1,630</td>
<td>$0</td>
<td>$0</td>
<td>$1,630</td>
<td></td>
</tr>
<tr>
<td>Digital Arts Creation Module</td>
<td>$3,350</td>
<td>$3,000</td>
<td>$0</td>
<td>$6,350</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$12,000</td>
<td>$3,000</td>
<td>$0</td>
<td>$15,000</td>
<td></td>
</tr>
</tbody>
</table>

**Explanation:**
General supplies: "Roadie" cases to store and transport modules to events, and for future inter-library checkout (3 cases for needle arts, 4 for other modules) $1399.65 (7 @ $199.99 ea.); storage boxes $314.80; outreach tables/canopies $757.94. 3D printer module: 3D MakerBot printer (5th gen) 1@ $2754.05; MakerCare Protection Plan (Insurance, 1-year) @ $332.5; Shipping Insurance $8.55; plastic spools for printing $939.18. Digital arts module: GoPro camera and accessories $369.87; 2 microphones @ $99.99 ea.; archival-quality scanner $2616; tripod $25.74; green screen kit $129.99; 1 iMac (cash match); 2 iPads (cash match). Kitchen arts module: food dehydrator and dehydrator accessories $223.83; Egg-bot and Egg-bot accessories $281.95. Needle arts module: 3 sewing machines and cases @ $206.96 ea.; 1 serger $191.53; 3 irons and ironing boards @ $76.13 ea.; sewing accessories (scissors, awls, etc.) $585.19.

<table>
<thead>
<tr>
<th>Other Charges</th>
<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>N/A</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
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<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

**Explanation:**
N/A

| Operating Expenses Subtotal | $12,000 | $3,000 | $750 | $15,750 |

<table>
<thead>
<tr>
<th>Project Total</th>
<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>(Salaries &amp; Benefits, Materials, Equipment, and Operating Expenses)</td>
<td>$21,000</td>
<td>$4,000</td>
<td>$41,080</td>
<td>$66,080</td>
<td></td>
</tr>
<tr>
<td>Indirect Cost (up to 10%)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grant Totals</th>
<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>$21,000</td>
<td>$4,000</td>
<td>$41,080</td>
<td>$66,080</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FUTURE FUNDING

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

Fullerton Public Library is dedicated to ensuring the mobile maker-space succeeds and grows. We are already brainstorming programs that we can implement even after June 30, 2015.

After the initial investment, we do not anticipate any major funding needs until we create new modules. Replacing consumables for the current grant can be procured through the library's "normal" budget channels.

We enjoy the generous support of both the Fullerton Library Foundation and the Friends of the Fullerton Public Library, and both have indicated that they will assist in funding the makerspace modules in the future.

Additionally, the city of Fullerton is seeing its economic future grow brighter, and we anticipate this leading to increased library funding in the upcoming years. Library Trustees have also volunteered to lobby the City Council for additional library funding to support the maker modules.

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

<table>
<thead>
<tr>
<th>Fullerton Public Library</th>
<th>Craft, Construct, Create: A Modular Makerspace</th>
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<tr>
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<tr>
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<td>City</td>
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<tr>
<td>Signature of Authorized Representative</td>
<td>Date</td>
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