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

ELEMENT 1: BASIC INFORMATION

Applicant Information

1. Library/Organization
   Monterey Park Bruggemeyer Library

2. Library’s DUNS Number
   087187670

3. Internet Web Site Address
   http://www.ci.monterey-park.ca.us/Library

4. Project Coordinator Name & Title
   Jose R. Garcia - Acting Senior Library Clerk

5. Email Address
   jgarcia@montereypark.ca.gov

6. Business Phone Number
   626-307-1251

7. Fax Number
   626-288-4251

8. Mailing Address
   PO Box or Street Address
   318 S. Ramona Avenue
   City
   Monterey Park
   State
   CA
   Zip
   91754

Project Information

9. Project Title
   Teacher in a Tablet

10. LSTA Funds Requested
    $20,000

11. Cash Match
    $0

12. In-Kind
    $11,689

13. Total Project Cost
    $31,689

14. Federal Library Services & Technology Act (LSTA) Purpose
    (Check one purpose which best describes the project)
    ☑ Developing library technology, connectivity and services
    ☑ Providing targeted services to diverse populations or persons who have difficulty accessing services
    ☑ Providing services to promote life-long learning
    ☑ Developing public and private partnerships

15. California’s LSTA Goals
    (Check all that describe the project)
    ☑ Literate California
    ☑ 21st Century Skills
    ☑ 22nd Century Tools
    ☑ Content Creation/Preservation
    ☑ Bridging the Digital Divide
    ☑ Information Connections
    ☑ Community Connections
    ☑ Ensuring Library Access for All

16. Number of persons served
    (The number of persons who use or will benefit directly from this project)
    400

17. Congressional District (s) number
    27th District

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: Norma Arvizu
   Mailing Address (if different from above) same
   City Monterey Park
   Zip 91754
   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 Monterey Park Bruggemeyer Library serves a unique high-need population. The city of Monterey Park is home to approximately 61,000 residents with a high concentration on Asian immigrants. More than half the population is foreign born, the vast majority coming from Asia (84% as compared with 34% statewide). 76.6% of our population speaks a language other than English at home, Chinese being the predominant language at 74.6%. Additionally, 31% of households are linguistically isolated, meaning that no one over the age of 14 in these households speak English at all. That is three times higher than the state average of 10%. These statistics, coupled with the fact that our average household income in Monterey Park is approximately 11% less than the California average, means that free Adult Education programs and resources at the library are always in high demand. Such is the case for the English as a Second Language classes offered through the Literacy for All of Monterey Park (LAMP) program.

Operating out of the Monterey Park Bruggemeyer Library, the LAMP program has provided free high-quality, learner-centered literacy services to the San Gabriel Valley since 1984. An extensive ESL program provides all levels of English language classes that offer reading, writing and speaking skills. Each year we serve close to 1500 students who receive approximately 35,000 hours of instruction provided by 120 volunteers. Currently, we offer 10 ESL classes, 4 Citizenship Preparation classes and one-on-one Adult Basic Literacy Tutoring. Student recruitment has not been a necessity since so many students are aware of the library literacy programs' high level of student success rate. Students come from many surrounding cities outside of Monterey Park and some even come from out of state (currently we have a student from Texas and another from Utah who will return after completing the course). Because of this, our classes fill up quickly and the waiting list grows rapidly. At one point we had 400 students on our waiting list with a wait period ranging from 4 months to 1 year depending on the class. Our limited space and the high demand for literacy services has urged us to look to distance learning to accommodate more students.

We researched how other organizations were implementing distance learning and discovered a variety of methods such as video checkouts, software installed on computer workstations and Massive Open Online Courses (MOOCs). During our research we found that most of the content was more suitable for the intermediate to advance level students. However, our student population is unique in that 96% of our students are Asian, the majority of which are at the Phonics to emergent levels of ESL and our longest waiting lists are for those classes with a Chinese speaking teacher. This lead us to the idea of creating a distance learning program that would combine the various methods of delivery and would address the needs of those students at a lower level of ESL. The "Teacher in a Tablet" program would work as a loan program where all the content would be loaded onto the iPad and presented as a course through the iTunes U app. To accomplish this we would videorecord a teacher presenting lessons just as they would be presented to a class. In order for the student to "participate" we would need to create interactive assignments that can be completed on the iPad. These would be created with help from our partners from the Claremont Colleges who would use iBooks Author or other app development software to create content that is both interactive and bilingual. All the content would then be organized in a course sequence using iTunes U to manage the virtual classroom.

By implementing this new program we will be able to offer not only English literacy but also Digital literacy services to many more students who cannot attend our regular classes or those who simply prefer to learn independently. It will also open up many possibilities for growth as we can later develop courses for various levels of ESL and include other subjects such as Citizenship Preparation. Lastly, the iTunes platform could potentially allow us to reach learners not only locally but all across California and even worldwide!
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 Monterey Park Library's "Teacher in a Tablet" program will provide an interactive and structured curriculum of basic English Literacy instruction through distance learning to allow for adults who are at the emergent levels of ESL and cannot attend the classes offered in our facility to improve their ability to read, write and speak English.

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

July 2014: Create an advisory group/production team to establish roles including acquisitions, curriculum, content creation, translation, videography, loan preparation and student assessment. Seek candidates for ESL Instructor.

August 2014: Purchase a Canon EOS 70D DSLR camera for filming and a Mac computer for video editing and original content creation. Interview candidates and contract an instructor to develop the course.

September 2014: Create the course outline and prepare lesson plans. Research available digital material such as ebooks, apps and websites and screen for usability.

October 2014: Meet with Claremont College students to develop an app that can be used in conjunction with the lessons.

November 2014 - January 2015: Videorecord the lessons and create assignments for each lesson that can be performed with an iPad.

December 2014 - Develop policy and procedure for loaning iPads. Purchase 10 iPads, 10 protective cases and supplies for processing and loaning iPads.

January 2015: Final editing of videos, creating course sequence. Purchase storage tray for charging and syncing iPads. Adjust the settings in each iPad to be CIPA compliant from any source of Internet connectivity. Limit the apps that can be accessed with the iPads with Apple's Mobile Device Management System.

February 2015: Compile all digital material into iTunes U to present it as a course. Load content onto iPads.

March 2015: Train staff on loan procedures and use of iPad. Select participants at adequate level for distance learning with iPads. Begin loaning iPads.

April-June 2015: Create surveys to receive feedback from participants. Administer post-test to assess gains. Make any modification necessary.

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

- A Beginning Literacy level ESL course will be created and accessible via iTunes U
- 10 iPads will be loaded with the content and loaned to students
- 50 students will have completed the course and assessed for gains by the end of June 2015
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?

- Upon completion of the course the student will demonstrate an increase in ability and willingness to speak English.
- 75% of the participants who complete the course will demonstrate a significant learning gain (5 or more point increase) on their Post-Test moving from Beginning Literacy Level to Beginning Low level of ESL.
- 50% of participants will feel more comfortable using tablets and other technology.
- 75% of the students will be willing to further their knowledge by taking other classes offered by the library and literacy program.
- 25% of those participating will be willing to try other Open Education Resources and alternative methods of learning.
- 25% of participants will have more confidence in their conversation skills and will be willing to improve their life through naturalization, higher education or better jobs.
- All participants will receive a Pre and Post-Test to assess knowledge gains and will be asked to complete a survey to measure a change in attitude.

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

This project will be successful if the participants demonstrate a significant gain in English literacy skills as measured by the Comprehensive Adult Student Assessment Systems (CASAS) competency-based test used by the National Reporting System for Adult Education to measure an English Language learners' reading comprehension with a focus on letter and word recognition and the concepts and conventions of print.
**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>Create advisory group</td>
<td></td>
</tr>
<tr>
<td>Meet with advisory group</td>
<td></td>
</tr>
<tr>
<td>Purchase Mac Computer and Camera</td>
<td></td>
</tr>
<tr>
<td>Contract instructor for ESL</td>
<td></td>
</tr>
<tr>
<td>Create course outline</td>
<td></td>
</tr>
<tr>
<td>Research and purchase books, apps and other supplemental material</td>
<td></td>
</tr>
<tr>
<td>Meet with Claremont College Students and agree on role</td>
<td></td>
</tr>
<tr>
<td>Develop original curricula and student assignments</td>
<td></td>
</tr>
<tr>
<td>Create videos of lessons</td>
<td></td>
</tr>
<tr>
<td>Create course sequence</td>
<td></td>
</tr>
<tr>
<td>Compile all material into iTunes U</td>
<td></td>
</tr>
<tr>
<td>Order tablet storage cabinet</td>
<td></td>
</tr>
<tr>
<td>Order library circulation supplies (bags, labels, barcodes, security strips)</td>
<td></td>
</tr>
<tr>
<td>Purchase 10 iPads</td>
<td></td>
</tr>
<tr>
<td>Purchase 10 cases for iPads</td>
<td></td>
</tr>
<tr>
<td>Process iPads for library loan</td>
<td></td>
</tr>
<tr>
<td>Load content onto iPads</td>
<td></td>
</tr>
<tr>
<td>Train staff on procedures</td>
<td></td>
</tr>
<tr>
<td>Select participants and conduct pre-test assessment</td>
<td></td>
</tr>
<tr>
<td>Loan tablets</td>
<td></td>
</tr>
<tr>
<td>Post-test participants and receive feedback</td>
<td></td>
</tr>
<tr>
<td>Create progress report for funding sources</td>
<td></td>
</tr>
</tbody>
</table>
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><strong>Salaries &amp; Benefits</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Coordinator, Jose Garcia: 400 hrs @ $24.65</td>
<td>$0</td>
<td>$0</td>
<td>$9,860</td>
<td>$9,860</td>
</tr>
<tr>
<td>Literacy Administrator, Norma Arvizu: 40 hrs @ $33/hr</td>
<td>$0</td>
<td>$0</td>
<td>$1,320</td>
<td>$1,320</td>
</tr>
<tr>
<td>Volunteer Consultants from Claremont Colleges: 20 hours @ $22.55/hr</td>
<td>$0</td>
<td>$0</td>
<td>$451</td>
<td>$451</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$0</td>
<td>$0</td>
<td>$11,631</td>
<td>$11,631</td>
</tr>
</tbody>
</table>

**Explanation:**
Project Coordinator, Jose Garcia, will devote approximately 400 hours of his working time to the Teacher in a Tablet project. Literacy Administrator, Norma Arvizu, will spend approximately 40 hours assessing the curriculum. The Claremont College students will spend approximately 20 hours to develop content for student assignments to be used in conjunction with the lessons.

| Library Materials | | | | |
| $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 |
| **Subtotal** | $0 | $0 | $0 | $0 |

**Explanation:**
## 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 (B+C+D = E)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contracted Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bilingual ESL Instructor (flat rate)</td>
<td>$5,000</td>
<td>$0</td>
<td>$0</td>
<td></td>
<td>$5,000</td>
</tr>
<tr>
<td></td>
<td>$0</td>
<td>$0</td>
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<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$5,000</td>
<td>$0</td>
<td>$0</td>
<td>$5,000</td>
<td></td>
</tr>
</tbody>
</table>

**Explanation:**
The library will contract an ESL instructor to develop the Beginning Literacy level course for Chinese speakers. The instructor will be responsible for creating lesson plans and presenting them while being videorecorded.

<table>
<thead>
<tr>
<th>Supplies</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10 iPad Otterbox Cases</td>
<td>$1,089</td>
<td>$0</td>
<td>$0</td>
<td></td>
<td>$1,089</td>
</tr>
<tr>
<td>1 Charging and storage tray for tablets</td>
<td>$1,308</td>
<td>$0</td>
<td>$0</td>
<td></td>
<td>$1,308</td>
</tr>
<tr>
<td>Circulation supplies (bags, labels, stamps)</td>
<td>$0</td>
<td>$0</td>
<td>$58</td>
<td>$58</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$2,397</td>
<td>$0</td>
<td>$58</td>
<td>$2,455</td>
<td></td>
</tr>
</tbody>
</table>

**Explanation:**
The library will purchase 10 protective cases for the iPads to prevent accidental damage ($99.90 each plus tax and shipping), 1 charging tray that charges 10 tablets and stores them securely ($1199.95 plus tax and shipping), and supplies to process them for library loan.

<table>
<thead>
<tr>
<th>Other Charges</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Mac Computer</td>
<td>$2,585</td>
<td>$0</td>
<td>$0</td>
<td></td>
<td>$2,585</td>
</tr>
<tr>
<td>Apps, ebooks and computer software</td>
<td>$842</td>
<td>$0</td>
<td>$0</td>
<td></td>
<td>$842</td>
</tr>
<tr>
<td>Canon EOS 70D Camera for filming</td>
<td>$1,538</td>
<td>$0</td>
<td>$0</td>
<td></td>
<td>$1,538</td>
</tr>
<tr>
<td>10 iPad Airs 32GB + Apple Care</td>
<td>$7,638</td>
<td>$0</td>
<td>$0</td>
<td></td>
<td>$7,638</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$12,603</td>
<td>$0</td>
<td>$0</td>
<td>$12,603</td>
<td></td>
</tr>
</tbody>
</table>

**Explanation:**
The library will purchase one 27-inch iMac computer with 3.2GHz Quad-core Intel Core i5. This will only be used in the library and thus the internet filtering will be done through the server. In addition to the hardware we will purchase video editing software (Final Cut Pro X - $299.99) along with apps to create digital content for use on the iPad and ebooks (in quantities of 10, one for each iPad) that can be used along with the curriculum. We will also purchase a Canon EOS 70D Camera to film high-quality lesson videos ($1349 plus tax and shipping). The library will also purchase 10 iPad Air (@ $599.00 each + tax) with accidental coverage ($99.00 each), which will be loaded with an ESL course to loan to students to study at home or on their own time. Restrictions will be enabled and password protected in the settings of each iPad to limit adult content to be CIPA compliant from any source of Internet connectivity.

| Operating Expenses Subtotal       | $20,000  | $0       | $58      | $20,058  |                      |

<table>
<thead>
<tr>
<th>Project Total</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Salaries &amp; Benefits, Materials, Equipment, and Operating Expenses)</td>
<td>$20,000</td>
<td>$0</td>
<td>$11,689</td>
<td>$31,689</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Indirect Cost (up to 10%)</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grant Totals</strong></td>
<td>$20,000</td>
<td>$0</td>
<td>$11,689</td>
<td>$31,689</td>
<td></td>
</tr>
</tbody>
</table>
FUTURE FUNDING
Briefly describe how this project will be financially supported in the future.
This program will be integrated as part of the Distance Learning component of the library's literacy program. The Library Literacy staff will commit to develop more content every year for various levels of ESL based upon the original model. Additionally, the Monterey Park Library will set aside funds each year to purchase more iPads to add to the collection.

ELEMENT 6: ATTACHMENTS
If you have additional resources that support your grant, please attach after this page

ELEMENT 7: INTERNET CERTIFICATION FOR APPLICANT
PUBLIC LIBRARIES FY 2014/15
Check the Appropriate Library Type
☐ Public Library ☐ Academic ☐ K-12 ☐ Multi-type ☐ Special/Other

As duly authorized representative of the applicant library, I hereby certify that: (check only one of the following boxes)

A. ☑ The applicant library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.

B. ☐ The requirements of Section 9134 (f)(1) of the Library Services and Technology Act do not apply to the applicant library because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct cost associated with accessing the Internet for a public library or public elementary school or secondary school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.

______________________________  ______________________________
Signature of Authorizing Official  Date
ELEMENT 8: ASSURANCES

The applicant assures and certifies that it will comply with the regulations, policies, guidelines and requirements, as they relate to the application, acceptance and use of Federal funds for this federally assisted project. Also the Applicant assumes and certifies:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

2. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.

3. It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-sided activity.


5. It will comply with Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.

6. It will comply with the Age Discrimination Act of 1975, as amended, 42 U.S.C 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.

7. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.

8. It will comply with the provisions of the Hatch Act which limit the political activity of employees.

9. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.

10. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

11. It will give the sponsoring agency or the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant.

12. It will comply with all requirements by the Federal-sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.

13. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of violating facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

14. It will comply with the flood insurance purchase requirements of Section 102(a) requires, on or after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

15. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 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)

   318 S. Ramona Avenue
   Monterey Park, CA
   Los Angeles County, 91754

   Check □ if there are workplaces on file that are not identified here.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction to: Director, OLS/State Programs Division, Institute of Museum and Library Services, 1100 Pennsylvania Avenue, N.W., Room 802, Washington, DC 20506. Notice shall include the identification number(s) of each affected grant.

4. FEDERAL DEBT STATUS

The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any Federal debt.
**ELEMENT 9: CERTIFICATION**

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

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<td>City Librarian</td>
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<th>Signature of Authorized Representative</th>
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