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

ELEMENT 1: BASIC INFORMATION

Applicant Information
1. Library/Organization
   Monterey County Free Libraries
2. Library’s DUNS Number
   120391552
3. Internet Web Site Address
   www.montereycountyfreelibraries
4. Project Coordinator Name & Title
   Cathy Andrews, Librarian II
5. Email Address
   AndrewsCS@co.monterey.ca.us
6. Business Phone Number
   831-883-7597
7. Fax Number
   831-883-7574
8. Mailing Address
   PO Box or Street Address
   188 Seaside Circle
   City
   Marina
   State
   CA
   Zip
   93933

Project Information
9. Project Title
   Speak Up!
10. LSTA Funds Requested
    $7,250
11. Cash Match
    $0
12. In-Kind
    $51,162
13. Total Project Cost
    $58,412
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
   ☒ Bridging the Digital Divide
   ☒ 21st Century Skills
   ☒ Information Connections
   ☒ 22nd Century Tools
   ☒ 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) 100
17. Congressional District (s) number 20
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: Jayanti Addleman
   Mailing Address (if different from 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.

More than 3,000 square miles in extent, Monterey County includes some of California’s richest and poorest residents. Life experience, education, and opportunities differ greatly as one moves from the self-assured comfort of towns on the Peninsula, like Carmel-By-The-Sea, to the hardscrabble energy of agricultural communities, such as Greenfield, that dominate the rest of the county.

While three of the most affluent communities along the coast have municipal libraries, as does the city of Salinas, the Monterey County Free Libraries (MCFL) serve the balance, with 17 branches in cities, small towns, and crossroads across the breadth of the county.

The Salinas Valley is known as the “salad bowl of the world” because of the ubiquitous vegetable farms made familiar through the writings of John Steinbeck. Agriculture is one of the main employers in Monterey County, and farm workers’ lives still reflect many of the characteristics illustrated in his novels, though there have been some changes. Advances in mechanization make the planting easier, and make it possible to process the vegetables and fruit right in the field, but it’s still stoop-labor that harvests the crops. Most of the farm workers are originally from Mexico, with nearly half from the indigenous communities of Mexico.

One valuable way to understand the communities we serve is to examine information about the languages at use in the county. Data shows that, county-wide, 52.5% of residents speak a language other than English at home. Crucially, the communities we serve range as high as 88% speaking a language other than English. In addition, 86.8% of those speaking a language other than English speak Spanish, and 7.9% speak an Asian language.

Closer examination of the towns we serve shows that in a few communities, essentially 100% of non-English speakers are speaking Spanish. In some working-class coastal communities there is a recognizable percentage using Asian languages, but across our service area Spanish is the dominant non-English language.

People across Monterey County want familiar things: a better job, a better life for their children, a chance to participate in their community. Most understand that improving their English language skill is crucial to achieving these goals. They may be teaching themselves English, attending adult school classes, or participating in tutoring programs through the library. With family, friends, and co-workers speaking a language other than English, they have few opportunities to practice what they are learning, which makes it much more difficult to retain what they are working so hard to achieve. Add to that the fact that more than half of those speaking another language speak English less than "very well", and the challenge is clear. Many see the library as a place that can help them with this, which is why MCFL is responding by establishing Conversation Groups at our 10 largest branches.

Conversation Groups are a chance for English language learners to practice speaking English in a supportive, low-risk environment. The focus is on communicating meaning with the current skills the learner has. Trained volunteers who act as facilitators help create an environment where all have a chance to participate, and all have a chance to increase their confidence and comfort with spoken English. These volunteers are recruited as much for their friendliness and willingness to draw others out as for their fluency (and comfort) in English. Volunteers, and branch staff who will provide support for their Group, will be trained in best practices, and in practical skills helpful in creating the learning environment.

Reflecting the demands of an increasingly digital society, and the number of valuable digital tools for language learning, we will also create a demonstration project in four of the Conversation Groups to explore the use of technology both to enhance learning, and to give the participants a way to carry on with their practice outside of meetings, or if they are no longer able to attend.

MCFL is committed to serving our communities across the county. Conversation Groups meet a particular need of our patrons, and carry forward our Strategic Plan goal of enhancing literacy across Monterey County.
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 establish weekly Conversation Groups for adults at 10 branch libraries, providing English language learners with a supportive environment in which to improve their conversational skills. The groups will typically meet in 10 week sessions. The volunteer-led groups, through practice and activities, will help learners gain confidence in their ability to participate in, and make themselves understood, in English conversations. Additionally, participants in the 4 Tech "Pilot" Groups will learn to use technology to enhance their self-directed language learning.

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

Planning is actively underway for launching Conversation Groups at 10 MCFL branches. Branch Managers have received an initial orientation to Conversation Groups from Cathy Andrews (Librarian II, Literacy), covering the purpose and structure of this language learning strategy; the orientation focused on best practices for: creating groups to serve unique branch patron needs, recruiting and training volunteers to lead, supporting the groups over the course of a typical year, and resources for promoting and managing their branch's group.

Sources for the resources needed for the "Tool Kits" and "Learning Kits" are being identified. Tool Kits are the carts stocked with materials the facilitators will use each week as they lead their group; Learning Kits are theme-based collections of real-world materials to assist in discussions, and will be available for checkout to the facilitators as they request them. Materials and supplies for these two different sets of resources for the groups will be ordered and ready for use by August. Items needed for the Tech Pilot Groups are being sourced and will also be ready for use by August.

Volunteer facilitator recruitment will start in July, with the goal of getting two facilitators for each group. Methods will include press releases, listings in community event calendars, flyers at branches and in local communities, and internet-based efforts including: VolunteerMatch, our local Volunteer Center (United Way) site, Craigslist, Facebook, and other social media tools. Recruitment will continue as needed over the course of the year.

Initial training for volunteer facilitators and staff liaisons will be created during July, and will be offered during August and September. A manual is being created for facilitators and will be utilised during the initial training. Tech Group facilitators will have an additional training on practical use of the tech tools with their Conversation Group. This is anticipated for August and September as well.

Cathy Andrews (MCFL) and Susanne Crichton (high-skill volunteer with Literacy) will be visiting the Conversation Groups over the course of the year, including as they launch, to assist facilitators getting off the ground and then other visits as appropriate for the group's schedules. Erik Thurman (MCFL Branch Manager) will be part of the visits to the Tech Groups.

Cathy, Susanne, and Erik are meeting regularly to plan and implement the support, training, and assessment of the Conversation Groups, and will continue to meet to evaluate progress.

Opportunities for the facilitators and branch staff to meet for further training, for exchanging ideas, and for providing feedback on needs and challenges will be provided twice during the grant period.
C. **Anticipated Project Outputs – Measures of service or products provided.**
   Number of Conversation Groups created: 10
   Number of Participants: 10 groups x 10 people each = 100 people
   Number of Volunteer Facilitators: 10-20 (1-2 per groups)
   Number of Tool Kits created: 10
   Number of Learning Kits created: 20
   Number of Meetings: 10 groups x three 10-week sessions per group = 300

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?**
   Outcomes will be measured by self-assesment, using pre- and post-tests with a simple scale. Literacy levels will vary among participants, so the scales will be like other ones we have used, including both words and symbols for the participants to choose from. A comment area will be included, and those with limited writing skills will receive assistance from classmates, library staff, or the facilitators, per their comfort in sharing feedback. By July 31, 2015, we anticipate:
   --75% of participants that attend 10 or more sessions over the 11 months of the grant will report increasing their confidence when engaging in English language conversations by one level.
   --50% that attend 10 or more sessions will report increasing their ability to convey their meaning in a conversation by one level.
   --25% of the Digital Literacy pilot group that attend 10 or more sessions will report increasing their skill with tablets and learning apps by one level.
   --80% that attend 10 or more sessions will report increasing their comfort and familiarity with library resources by one level.

E. **Complete the following sentence. This project will be successful if:**
   This project will be successful if ten branches launch volunteer-based conversation groups; if participants attend regularly, and perceive they are gaining skills and confidence in conversational settings, and if the pilot groups are able to integrate tech tools as a useful part of increasing conversation skills.
**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>Aug</td>
</tr>
<tr>
<td>Create training and recruitment materials and tools</td>
<td>x</td>
</tr>
<tr>
<td>Select and order materials for Tool Kits, Learning Kits, and white boards</td>
<td>x</td>
</tr>
<tr>
<td>Select and order materials for Tech Pilot Groups</td>
<td>x</td>
</tr>
<tr>
<td>Assemble Tool Kits and Learning Kits</td>
<td>x</td>
</tr>
<tr>
<td>Promote Groups to recruit volunteers</td>
<td>x</td>
</tr>
<tr>
<td>Promote Groups to inform public and recruit learners</td>
<td>x</td>
</tr>
<tr>
<td>Create assessment tests (pre-and post-tests)</td>
<td>x</td>
</tr>
<tr>
<td>Train volunteers and staff</td>
<td>x</td>
</tr>
<tr>
<td>Administer pre-tests</td>
<td>x</td>
</tr>
<tr>
<td>Administer post-tests</td>
<td>x</td>
</tr>
<tr>
<td>Conversation Groups meet</td>
<td>x</td>
</tr>
<tr>
<td>Meet with volunteers and staff for feedback and training</td>
<td>x</td>
</tr>
<tr>
<td>Planning and implementation team meets</td>
<td>x</td>
</tr>
<tr>
<td>Visit groups at launch and throughout year as needed</td>
<td>x</td>
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</tbody>
</table>
# 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 | | | | |
| Cathy Andrews, Orquidea Olvera, Erik Thurman | $0 | $0 | $14,866 | $14,866 |
| Susanne Crichton | $0 | $0 | $4,688 | $4,688 |
| Volunteer Facilitators (10) | $0 | $0 | $31,608 | $31,608 |
| | $0 | $0 | $0 | $0 |
| Subtotal | $0 | $0 | $51,162 | $51,162 |

**Explanation:**
Cathy and Orquidea are MCFL employees working with the Literacy Program, and Erik is a branch manager. Cathy & Orquidea will do the bulk of the ordering, planning, assembly & other support services. Cathy will lead the training for volunteers and staff, joined by Orquidea, Erik, and volunteer Susanne Crichton as appropriate, and is creating the training manual, flyers, and other tools. Erik and Susanne will be the primary trainers/mentors for the 4 Tech Groups. We anticipate 250 hours @ $48.13 for Cathy, 47 hours @ $24.81 for Orquidea, 35 hours @ $47.67 for Erik. Susanne will also lead one of the 10 Conversation Groups, as well as acting as a mentor for the facilitators of the other groups. She will assist in collecting data & anecdotal stories to document the program. We anticipate 178 hours @ $26.34 for Susanne. Volunteer Facilitators will contriubtre 120 hours each, @ $26.34. We will have at least one for each group (10 total, $3,1608), and hope to have 2 for each group (20 total, $63,216).

<table>
<thead>
<tr>
<th>Library Materials</th>
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<tbody>
<tr>
<td>Books</td>
<td>$510</td>
<td>$0</td>
<td>$0</td>
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<td></td>
<td>$0</td>
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<tr>
<td>Subtotal</td>
<td>$510</td>
<td>$0</td>
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**Explanation:**
Reference books to assist volunteer facilitators in preparing for Conversation Group meetings will be added to the non-circulating MCFL literacy collection (for example, American English idioms, common ESL phrases, etc.). There will be 10 copies of 5 different titles; the books range in price from $6 each, to $25 each, giving a grand total of $510.

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

<table>
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<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>
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<tbody>
<tr>
<td>Contracted Services</td>
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<tr>
<td></td>
<td>$0</td>
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<tr>
<td>Subtotal</td>
<td>$0</td>
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<td>$0</td>
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<tr>
<td>Explanation:</td>
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**Supplies**

<table>
<thead>
<tr>
<th>Material Description</th>
<th>Column B</th>
<th>Column C</th>
<th>Column D</th>
<th>Column E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials for use with groups</td>
<td>$3,092</td>
<td>$0</td>
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<tr>
<td>Computer Apps</td>
<td>$240</td>
<td>$0</td>
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<td>$240</td>
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<tr>
<td>Subtotal</td>
<td>$3,332</td>
<td>$0</td>
<td>$0</td>
<td>$3,332</td>
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</tbody>
</table>

**Explanation:**

Materials for groups include the creation of "Tool Kits" for 10 Group Facilitators (a collapsible cart stocked with reference books, office supplies, a world map, and other materials) that would be used during groups exercises, for $846. Four white boards for branches without one will be purchased ($1200). Also included are materials for creating 2-each of "Learning Kits" on 10 themes, which contain real-life items useful in talking about common topics, (wax fruit, seasonal holiday items, such as Valentine's cards, and similar) for $1046.

We have identified four types of apps for use in the four Tech Pilot Groups: for language learning, for use by facilitators during group meetings (such as showing part of a movie to provide a shared discussion opportunity), for creating group projects demonstrating skills (e.g. groups create a booklet of stories, or a short video), and to assist the facilitators with planning sessions or getting support in their work. The majority of apps we have vetted are free, or have a free version that we can test before purchasing. Prices on apps vary widely, from $.99 to $10.99. We anticipate purchasing 4 "sets" of apps (5-10 in each set) for $60 per Tech Pilot Group, for a total of $240.

**Other Charges**

<table>
<thead>
<tr>
<th>Description</th>
<th>Column B</th>
<th>Column C</th>
<th>Column D</th>
<th>Column E</th>
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</thead>
<tbody>
<tr>
<td>Mileage</td>
<td>$1,008</td>
<td>$0</td>
<td>$0</td>
<td>$1,008</td>
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<tr>
<td>Projectors</td>
<td>$2,400</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Subtotal</td>
<td>$3,408</td>
<td>$0</td>
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</table>

**Explanation:**

Mileage is for Cathy Andrews and Susanne Crichton. Cathy anticipates 5 trips to all 10 sites in order to train staff and volunteers, to help launch each group, and to assist on understaffed days (1125 miles total). Susanne anticipates 3 trips to each of 9 sites (she will lead the group at the 10th site). Her trips will be for training and mentoring, and to assist with data and anecdotal information on participant achievement (675 miles total). Mileage total will be 1800 miles, and is calculated at $0.56 per mile rate.

The 4 projectors ($600 each) will be used by volunteers in a pilot project in four of the groups, and will be used to play portions of pertinent movies, tv episodes, or other videos that would serve as examples of speech, or as departure points for discussion.

**Operating Expenses Subtotal**

| Column | $6,740 | $0  | $0  | $6,740 |

**Project Total**

| Column | $7,250 | $0  | $51,162 | $58,412 |

**Indirect Cost (up to 10%)**

| Column | $0  | $0  | $0  | $0  |

**Grant Totals**

| Column | $7,250 | $0  | $51,162 | $58,412 |
FUTURE FUNDING
Briefly describe how this project will be financially supported in the future.
This grant will provide much of the on-going infrastructure crucial to the sustainability of the Conversation Groups. Funding for future years is expected to be a combination of MCFL library support, Foundation for MCFL support, and other grant sources, such as the Community Foundation for Monterey County.

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)

   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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<th>Monterey County Free Libraries</th>
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