CALIFORNIA STATE LIBRARY  
FY 2014/15  
LSTA STATEWIDE GRANT APPLICATION  

ELEMENT 1:  BASIC INFORMATION

Applicant Information
1. Library/Organization  
   Rancho Cucamonga Library Services  
2. Library’s DUNS Number  
   7052970  
3. Internet Web Site Address  
   www.rcpl.lib.ca.us  
4. Project Coordinator Name & Title  
   Margaret Hatanaka, Children's Librarian  
   Kristin Brailey, Clerk  
5. Email Address  
   margaret.hatanaka@cityofrc.us  
   kristin.brailey@cityofrc.us  
6. Business Phone Number  
   909-477-2720, x5016, x5057  
7. Fax Number  
   909-477-270, x5016, x5057  
8. Mailing Address  
   PO Box or Street Address  
   7368 Archibald Avenue  
   City  
   Rancho Cucamonga  
   State  
   CA  
   Zip  
   91730  

Project Information
9. Project Title  
   21st Century Libraries: Programs in a Box  
10. LSTA Funds Requested  
    $5,000  
11. Cash Match  
    $1,100  
12. In-Kind  
    $6,795  
13. Total Project Cost  
    $12,895  
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)  
    250  
17. Congressional District (s) number  
    26  
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:  
   Robert Karatsu  
   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.

The City of Rancho Cucamonga received a grant from the State Library for “Pop-Up RC: mobile city services.” In a 2013 community needs assessment, there was significant data that showed the need to more city services and outreach efforts throughout the community. The Pop-Up RC has been designed to bring a variety of city services out to the community. The Pop-Up RC will be a Wi-Fi hotspot and be a flexible space that can offer a variety of programs and services – such as pet micro-chipping, permit applications, Sidewalk CPR, and Library services. In anticipation of the Pop-Up RC, Library staff decided to take advantage of the IDEO grant opportunity to test several Pop-Up programs by taking the Library out to parks around the city in order to test with preschool and afterschool ages; reading stories, doing crafts, and hands-on science experiments. The Pop-Up Library programs proved to be incredibly successful with the public and provided Library staff with valuable data and feedback that can be used when the Pop-Up RC is launched. One drawback that staff found (and has noticed each time we do some form of outreach) is how staff intensive providing creative and robust outreach experiences can be, from planning programs, purchasing and gathering of supplies, transportation, set up, conducting programs and finding staff who were available to provide the programs as well as substitute staff to cover service desks. A means of streamlining the process was deemed necessary to make Pop-Up programming sustainable. Pop-Up Programs in a Box is our solution.

Pop-Up Programs in a Box is a grab-and-go program that is thematically age appropriate and self-contained in a box, at-the-ready for a park visit, school visit, bookmobile visit, or any community visit. Each box would contain an inventory of items and relevant instructions, allowing any staff person to execute the program easily. We also think that these Programs in a Box will be of great use on programming days when a staff person calls in and someone needs to do a program at the last minute. Examples of the Programs in a Box are:

- In Your Face Science - program geared towards the school-aged children. The box would include paper airplanes, 3-D images and optical illusions, puzzles, and a modified “Physics to Win It” game and instruction sheet. This type of program would be ideal for an afterschool park visit. Material would be approximately $250.

- Exploring Colors - program geared towards families with children ages 3-11 years old. This box includes an array of books to be read aloud, crafts related to colors, props that enable children to explore color mixing and combinations, and songs with props related to color and movement. Activities would include read books, games, crafts, color exploration through props, and songs. This would be ideal for a park or special event visit. Material costs would be approximately $400.

- Music Box - program geared towards families with children ages 3 – 8 years old. This box includes a variety of musical instruments that enable children to explore their creativity and expression with music. This program will be popular anywhere (parks, schools, special events). Material costs would be approximately $500.

During the year, staff will utilize the boxes during outreach visits to local schools, community centers, resource fairs and Headstart locations. The boxes would also be available to other departments such as Community Services for their programming needs. Storytellers may also use the boxes as resources for their weekly Storytimes. Once the contents of the boxes are complete, a training will be offered for staff so they are all familiar with the contents and feel confident in providing a Pop-Up program. The Programs in a Box would allow library staff to Pop-Up “on the fly” at community and library events and provide the community with fun, educational and interactive programs. During the first three months of the grant, staff will order all the materials for the Programs in a Box, and create a schedule with some potential "pop-up" dates (leaving some to be spur of the moment). During months 4-5, project staff will train all programming staff on the use of these Programs in a Box, as well as, test each of the kits at programs and outreach events. During the last 4 months, staff will use the kits at programs and events throughout the City, as well as in the Library (at least 15 programs, using the kits will be presented).
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 purpose of Programs in a Box is to create exciting, educational, versatile and self-contained programs for children of all ages (and their families in many cases) to be used during outreach visits and during regular library programs that will educate, inform, and engage children and their families.

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

- Re-evaluate data gathered from pop-up programs during FY 13-14
- Identify approximately 12-15 Programs in a Box to be created
- Identify appropriate supplies, materials, books, and activities for each Box
- Procure aforementioned supplies, including replacement supplies
- Create training (how-to) materials for each box
- Identify regularly scheduled programs where Programs in a Box can be tested
- Identify outreach opportunities to use Programs in a Box, including those where Community Services can borrow them (not all will be scheduled since some will be in the true tradition of spur of the moment "pop-up")
  - Use each of the Programs in a Box
  - Restock each of the Boxes with replacement parts

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

- Minimum of 12-15 Program Boxes will be created
- Minimum of 5 programs will be presented at the Library using Programs in a Box
- At least 25 children will be served during each program at library programs
- Minimum of 5 programs will be Pop-Up style in the park using Programs in a Box
- At least 10-15 children will be served during each program at park visits
- Minimum of 5 programs will be at Special Events throughout the City using Programs in a Box
- At least 25 children will be served during each program at Special Events

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?

- All staff trained on using the Programs in a Box will have an increased knowledge in the subject areas of each box (science, music, art, etc.). This increase will be measured through discussion before and after with staff and traininers.
- At least 50% of children that attend a programs will have an increased knowledge in the subject areas of each box. This increase will be measured in a variety of ways, depending on the type of program they attend (in-library, outreach, etc.) and the age of the audience. Measurement methods will include discussion before/after event, short surveys, and observation.
E. Complete the following sentence. This project will be successful if:

… library staff continue what was started and learned during the design thinking training/project and turn knowledge / data into something tangible and engaging for the public

… Programs in a Box are on target and successfully used at regular and pop-up programs

… library staff present an engaging CLA program that showcases the design thinking process alongside partner libraries at annual conference in November 2014

… children and families feel a sense of joy when participating in a program that uses the Programs in a Box
**ELEMENT 4:  GRANT TIMELINE/ACTIVITIES**

Show each major project activity and when it will be started and/or completed throughout the project. The timeline should correspond to the activities described in Planning and Evaluation. Please put an X in each pertaining month.

<table>
<thead>
<tr>
<th>Activity</th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>June</th>
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</thead>
<tbody>
<tr>
<td>Re-evaluate data gathered from pop-up programs during FY 13-14</td>
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<td>X</td>
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<tr>
<td>Identify approximately 15 Programs in a Box to be created</td>
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<tr>
<td>Identify appropriate supplies, materials, books, and activities for each Box</td>
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<td>Procure aforementioned supplies, including replacement supplies</td>
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<td>Create training (how-to) materials for each box</td>
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<td>Conduct training for library staff</td>
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<td>Identify regularly scheduled programs where Programs in a Box can be tested</td>
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<td>Identify outreach opportunities to use Programs in a Box</td>
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<td>Use each of the Programs in a Box</td>
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<td>Restock each of the Boxes with replacement parts</td>
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# 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>
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<td><strong>Salaries &amp; Benefits</strong></td>
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<tr>
<td>Part Time Library Assistant</td>
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<tr>
<td>Librarian</td>
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<td>$0</td>
<td>$2,925</td>
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<tr>
<td>Library Clerk</td>
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<td>$1,200</td>
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<td><strong>Subtotal</strong></td>
<td>$0</td>
<td>$0</td>
<td>$5,295</td>
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</table>

**Explanation:**
- Library Assistant ($18 x 65 hrs) - hours for part time and full time (backfill time) staff to be trained on using kits, hours for part time staff to present programs, and backfill for full time staff to present programs.
- Librarian - ($45 x 65 hrs) - staff time to organize kits, create instructions, create training, present programs.
- Library Clerk ($30 x 40hrs) - staff time to organize kits, create instructions, assist with training, and create collateral materials (this is the clerk that worked on the design thinking project).

| Library Materials | | | | |
| Books, DVDs, CDs for Programs in a Box | $500 | $0 | $0 | $500 |
| | $0 | $0 | $0 | $0 |
| | $0 | $0 | $0 | $0 |
| **Subtotal** | $500 | $0 | $0 | $500 |

**Explanation:**
Books, etc. - subject specific materials for Programs in a Box.

| 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>
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<tbody>
<tr>
<td><strong>Contracted Services</strong></td>
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<td><strong>Subtotal</strong></td>
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<td><strong>Explanation:</strong></td>
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<td><strong>Supplies</strong></td>
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<tr>
<td>Programs in a Box</td>
<td>$4,500</td>
<td>$1,100</td>
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<td>$5,600</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td>$4,500</td>
<td>$1,100</td>
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<td>$5,600</td>
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<td><strong>Explanation:</strong></td>
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<tr>
<td>Programs in a Box</td>
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<tr>
<td>$4,500 - materials for at least 6 kits (craft supplies, science supplies, music instruments, boxes, etc.)</td>
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<td>$1,100 for replacement parts for future use.</td>
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<td><strong>Other Charges</strong></td>
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<tr>
<td>CLA Conference</td>
<td>$0</td>
<td>$0</td>
<td>$1,500</td>
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<td><strong>Subtotal</strong></td>
<td>$0</td>
<td>$0</td>
<td>$1,500</td>
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<td><strong>Explanation:</strong></td>
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<tr>
<td>Registration ($400) for two staff to attend CLA Conference</td>
<td></td>
<td>Travel / Hotel - ($1,100) for two staff</td>
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<tr>
<td><strong>Operating Expenses Subtotal</strong></td>
<td>$4,500</td>
<td>$1,100</td>
<td>$1,500</td>
<td>$7,100</td>
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<tr>
<td><strong>Project Total</strong></td>
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<tr>
<td>(Salaries &amp; Benefits, Materials, Equipment, and Operating Expenses)</td>
<td>$5,000</td>
<td>$1,100</td>
<td>$6,795</td>
<td>$12,895</td>
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<tr>
<td><strong>Indirect Cost (up to 10%)</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td><strong>Grant Totals</strong></td>
<td>$5,000</td>
<td>$1,100</td>
<td>$6,795</td>
<td>$12,895</td>
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</tbody>
</table>
FUTURE FUNDING

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

This project, for the most part, will be self-sustaining with the Programs in a Box. The ongoing costs on this project will be for replacement pieces for the Programs in a Box, as well as staff time to conduct programs. As long as these kits are successful and the programs useful, the library budget will absorb any ongoing costs, as the library has done with such projects as the Play and Learn Islands, Staff Innovation Fund, etc.

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;
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 (GRANTEE 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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