

CALIFORNIA STATE LIBRARY
FY 2014/15
LSTA STATEWIDE GRANT APPLICATION

ELEMENT 1: BASIC INFORMATION

Applicant Information

- | | | | |
|--|--|-------|------------|
| 1. Library/Organization
Pacific Library Partnership | 2. Library's DUNS Number
830926072 | | |
| 3. Internet Web Site Address
plpinfo.org | | | |
| 4. Project Coordinator Name & Title
Barclay Ogden, Coordinator | 5. Email Address

crowe@plsinfo.org | | |
| 6. Business Phone Number
650-349-5538 | 7. Fax Number
650-349-5089 | | |
| 8. Mailing Address | | | |
| PO Box or Street Address | City | State | Zip |
| 2471 Flores St. | San Mateo | CA | 94403-2273 |

Project Information

9. **Project Title** California DPLA Service Hub
10. **LSTA Funds Requested** \$211,860
11. **Cash Match** \$0
12. **In-Kind** \$129,003
13. **Total Project Cost** \$340,863
14. **Federal Library Services & Technology Act (LSTA) Purpose** (Check one purpose which best describes the project)
- Developing library technology, connectivity and services
 - Providing targeted services to diverse populations or persons who have difficulty accessing services
 - Providing services to promote life-long learning
 - Developing public and private partnerships
15. **California's LSTA Goals** (Check all that describe the project)
- | | |
|---|--|
| <input type="checkbox"/> Literate California | <input type="checkbox"/> Bridging the Digital Divide |
| <input type="checkbox"/> 21 st Century Skills | <input type="checkbox"/> Information Connections |
| <input type="checkbox"/> 22 nd Century Tools | <input type="checkbox"/> Community Connections |
| <input checked="" type="checkbox"/> Content Creation/Preservation | <input type="checkbox"/> Ensuring Library Access for All |
16. **Number of persons served** (The number of persons who use or will benefit directly from this project) 5500
17. **Congressional District (s) number** _____
18. **Primary Audience for project** (Check at least one, maximum of three)
- | | |
|--|--|
| <input type="checkbox"/> Adults | <input type="checkbox"/> Public library trustees |
| <input type="checkbox"/> Children | <input type="checkbox"/> Rural Populations |
| <input type="checkbox"/> Institutionalized persons | <input type="checkbox"/> Senior Citizens |
| <input checked="" type="checkbox"/> Library Staff & Volunteers | <input type="checkbox"/> Statewide public |
| <input type="checkbox"/> Non/limited English speaking persons | <input type="checkbox"/> Urban populations |
| <input type="checkbox"/> People with special needs | <input type="checkbox"/> Young adults and teens |
| <input type="checkbox"/> Pre-school children | |
19. *This signature certifies that I have read and support this LSTA Grant Application.*

Director Name: Linda Crowe

Mailing Address _____ **City** _____ **Zip** _____
(if different from above)

Director Signature: _____ **Date:** _____

ELEMENT 2: PROJECT BACKGROUND AND SUMMARY

Describe how this project was identified as a need, how it relates to your strategic plan, and what will be accomplished if this project is implemented. Should relate to activities in the timeline (Element 4) and include statistical info to support project. Limit to one page and use 12 point font.

The Digital Public Library of America (DPLA) is a collaborative project to create a union catalog (metadata repository) that enables users with single searches (rather than multiple searches in multiple catalogs) to discover digital resources nationwide. Each metadata record in the repository links via a url to its digital object, which is hosted on servers managed by the collaborating institutions and organizations that contribute the metadata.

To participate in the DPLA, California is creating “content hubs” in organizations with 250,000 or more digital objects. The content hubs interface directly with the DPLA to contribute their records; to date in California, the University of Southern California, the California Digital Library, and the Internet Archive are exploring roles as content hubs.

For institutions and organizations with fewer than 250,000 digital objects, California needs to develop “service hubs” that aggregate smaller collections of digital objects and contribute metadata to the DPLA on behalf of these organizations in order to reduce the number of organizations with which the DPLA interfaces directly. The goal of this project is to design and implement a prototype service hub to help ensure the survival of and continuing access to these digital collections and to maximize participation of smaller organizations in the DPLA.

California has been an early adopter of digitization projects to increase access to its documentary heritage. Some 90 libraries and archives participated in the Local History Digital Resources Project (LHDRP) alone, spanning 2000-2011. However, unlike the LHDRP, which aggregated digitized objects as part of the California Digital Library’s Online Archives of California and Calisphere, some digitization projects created digital resources that no longer are available publicly. These institutions, libraries and archives without robust digital infrastructures, proved that a need exists for a service to help ensure that digital objects are properly created, managed, and preserved in order to achieve continuing access.

California already has two centralized services for creation and management of digital objects whose experience can help guide development of a DPLA service hub. The complexity and cost of digitizing and providing online access to newspapers and audiovisual recordings has led to the California Digital Newspaper Collection and the California Audiovisual Preservation Project (CAVPP). Both projects respond to media at extreme risk of loss and both projects aggregate and preserve individual collections to reduce costs and ensure continuing access.

The CAVPP service model helps institutions select important Californiana moving image and sound recordings to be preserved; provide care for original recordings; and create metadata. On behalf of its partners, 75 institutions and organizations to date, the CAVPP specifies and contracts for digitization services, inspects and ships original recordings, undertakes quality control on digital products and metadata, uploads files to host servers, preserves digital files and associated metadata, and seeks grant funding to help support the work. To minimize costs, the CAVPP uses a “distributed” model; it has designed and assembled a network of component digitization, metadata, hosting, and preservation services rather than build its own digital infrastructure. The cost savings enable a high proportion of CAVPP funds to be directed to content creation, as well as provide the CAVPP with nimbleness to adopt new component services as technology improves and costs drop.

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 goal of this Project is to design and implement a prototype service hub to help ensure the survival of, and continuing access to, digitized Californiana in California libraries, as well as to maximize participation of smaller libraries in the DPLA. For institutions and organizations with fewer than 250,000 digital objects, beginning with California libraries that have been past recipients of LSTA funding for projects to digitize and provide online access to Californiana, the Project will develop a service hub that aggregates smaller collections of digital objects and their metadata, contributes metadata to the DPLA on behalf of these organizations (in order to reduce the number of organizations with which the DPLA interfaces directly), hosts a reliable site for public access to the digitized documents, and provides digital preservation services.

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

Building on the CAVPP model, the Project has identified several specific activities to plan and create a prototype service hub.

1. Identify partners and compile partner service needs. In order to keep the prototype service manageable, its initial scope will be limited to Californiana and its initial scale to a group of partners selected for their interest and ability to participate. Organizations that have had LSTA-funded digitization projects will be sought for inclusion in order to leverage past investments in digitization of Californiana (see attached list of institutions). Limiting the service to Californiana and to selected partners enables the prototype to develop the full scope of hub partner services without a threat of being overwhelmed by non-Californiana digital content that partners ultimately will want to contribute to the DPLA. Further, limiting the initial service to Californiana helps ensure that California's arguably primary responsibility for Californiana will be addressed with its limited resources.
2. Identify, evaluate, and contract for infrastructure services: persistent identifiers, file verification and integrity, project management software; metadata hosting/management; content hosting/management; and digital preservation. One strategy to explore is contracting for infrastructure services from California content hubs to avoid duplicating infrastructure services already in place at content hubs. If they are interested-- and the infrastructure services are available when needed for the prototype service hub-- California content hubs would bid on providing services to the California service hubs. Alternatively, contracts could be awarded to providers anywhere (including content hubs and service hubs in other states, the Mountain West Digital Library, for example) that offer economical services, saving California resources to maximize content creation.
3. Develop and implement procedures for aggregation of content and metadata at the service hub and for interfacing with the DPLA metadata repository. Aggregating digital objects and their metadata likely will require conversion into standardized forms. Uploading and managing content and metadata files will require both online and offline methods, depending on size and quantity of files.
4. Identify and implement partner services: training and consulting; quality control for files and metadata; centralized digitization services; and support for community outreach. Building on existing community digitization centers, collaborations, and projects would multiply the productivity of the service hub which, rather than duplicating efforts already underway, then could emphasize partner services and help support the partners' work to create community engagement.

The Project will take two years to fully implement:

Stage 1: Planning (July – September 2014)

- Identify and select partners to participate in prototype service.
- Compile partner service needs to contribute files to the service hub.
- Identify and specify infrastructure services needed for aggregation.
- Meet with Project Advisory Ctte.

Stage 2: Development and Implementation (July 2014 – June 2015)

- Contract for infrastructure services.
- Develop and implement procedures for aggregating partners' files (using files of 5 partners).
- Develop and implement procedures for uploading and managing metadata to be contributed to the DPLA repository.
- Develop preservation service.

Stage 3: Operation (at scale) and Evaluation (July 2015 – June 2016)

- Aggregate digital files from all partners participating in the prototype service.
- Contribute metadata to DPLA repository.
- Implement preservation service.
- Develop partner services.
- Deliver California DPLA workshops to identify new service hub partners.
- Calculate costs for maintenance of the service hub databases and for expansion to accommodate additional partners and collections.
- Evaluate the "distributed" service hub model against alternatives available at the time.

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

Outputs the first year (Stages 1 and 2) will include:

- * 20 institutions with digital Californiana collections will be identified and signed on as partners.
- * Contracts for service hub infrastructure services will be developed and awarded.
- * Procedures for partners to upload digital objects and their metadata will be developed.
- * Web pages for the Project and its procedures will be created.
- * 5 trial aggregations will be completed.
- * Procedures for digital preservation will be developed.
- * Plans for further development will be created based on Project advisory ctte. input

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?

Libraries with digitized collections will have the knowledge they need to take appropriate action to ensure that their digital files remain accessible online, to preserve digital assets for future access, and to participate in the DPLA to maximize the discoverability of the digital assets. The outcomes will be measured by the success of the partners' use of the service hub.

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

Libraries protect and preserve their heritage collections from disaster and deterioration through digitization, online public access, and digital preservation so these irreplaceable resources documenting the story of California survive to be studied and enjoyed by current Californians as well as by future generations.

ELEMENT 4: GRANT TIMELINE/ACTIVITIES

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

Activity	2014/15											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Identify and select partners to participate in prototype service	x	x	x									
Compile partner service needs to contribute files to the service hub.	x	x	x	x								
Identify and specify infrastructure services needed for aggregation.	x	x	x	x	x	x	x	x	x	x	x	x
Contract for infrastructure services.				x	x	x	x	x	x	x	x	x
Develop and implement procedures for aggregating partners' files.	x	x	x	x	x	x	x	x	x	x	x	x
Develop and implement procedures for uploading metadata to DPLA.	x	x	x	x	x	x	x	x	x	x	x	x
Develop preservation service.							x	x	x	x	x	x
Meet with Project advisory ctte.	x	x					x	x				

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				
Linda Crowe, Project Director (2%)	\$0	\$0	\$3,261	\$3,261
Benefits @ 25%	\$0	\$0	\$815	\$815
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$4,076	\$4,076
Explanation:				
Library Materials				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0
Explanation:				
Equipment (Items over \$5,000 per unit)				
LTO drive with software	\$8,000	\$0	\$0	\$8,000
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$8,000	\$0	\$0	\$8,000
Explanation:				
LTO drive will be used to store aggregated files from partners as received while creating the prototype service hub.				

Operating Expenses

Column A Budget Category	Column B LSTA	Column C Cash Match	Column D In-Kind	Column E Total (B+C+D = E)
Contracted Services				
Project management and coordination	\$118,800	\$0	\$0	\$118,800
Contract infrastructure services	\$26,600	\$0	\$0	\$26,600
Consultants (website and programming)	\$17,000	\$0	\$0	\$17,000
DPLA participants @ \$20,000/participant	\$0	\$0	\$100,000	\$100,000
Subtotal	\$162,400	\$0	\$100,000	\$262,400
Explanation: Project management and coordination: manager, 4 days/ mo @ \$1100/day; coordinator, 40 hrs/week @\$33/hr. Contract infrastructure services: metadata management (CONTENTdm: 50,000 records, \$21,600, 1 st year only-- \$5,500/year thereafter); content hosting/management, including persistent identifiers (USC: 5TB \$5,000/yr.) Consultants: website creation (Tech Liminal, \$2,000); custom programming to normalize and upload metadata files (Mountain West Digital Library, \$15,000)				
Supplies				
Office supplies	\$1,000	\$0	\$0	\$1,000
Portable hard drives	\$2,000	\$0	\$0	\$2,000
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$3,000	\$0	\$0	\$3,000
Explanation:				
Other Charges				
Travel	\$12,000	\$0	\$0	\$12,000
DPLA Advisory Cttee meetings	\$7,200	\$0	\$13,200	\$20,400
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$19,200	\$0	\$13,200	\$32,400
Explanation: Travel: three round trips to Salt Lake City to MWDL, manager and coordinator @ \$1,000/trip; meetings with individual partners, 10 @ \$600 DPLA Advisory Cttee. meetings: 2 meetings x 6 advisors x \$600/trip				
Operating Expenses Subtotal	\$184,600	\$0	\$113,200	\$297,800
Project Total (Salaries & Benefits, Materials, Equipment, and Operating Expenses)				
	\$192,600	\$0	\$117,276	\$309,876
Indirect Cost (up to 10%)	\$19,260	\$0	\$11,727	\$30,987
Grant Totals	\$211,860	\$0	\$129,003	\$340,863

FUTURE FUNDING

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

The DPLA prototype service hub will provide evidence of the operational and economic feasibility of a statewide service to accommodate online access and digital preservation needs for California's digitized collections. If successful, the service hub will constitute a common good, a set of services used by many libraries and by many more library patrons in search of online resources. Consequently, it likely will require ongoing government funding.

ELEMENT 6: ATTACHMENTS

If you have additional resources that support your grant, please attach after this page

ELEMENT 7: INTERNET CERTIFICATION FOR APPLICANT PUBLIC LIBRARIES FY 2014/15

Check the Appropriate Library Type

Public Library Academic K-12 Multi-type Special/Other

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

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

Signature of Authorizing Official

Date

ELEMENT 8: ASSURANCES

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

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.
3. It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-sided activity.
4. It will comply with Section 504 of the Rehabilitation Act of 1973, as amended, 20 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.
5. It will comply with Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.
6. It will comply with the Age Discrimination Act of 1975, as amended, 42 U.S.C 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
7. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
8. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
9. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
10. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
11. It will give the sponsoring agency or the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant.
12. It will comply with all requirements by the Federal-sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
13. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of violating facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
14. It will comply with the flood insurance purchase requirements of Section 102(a) requires, on or after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
15. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

ELEMENT 9: CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTER; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82 “New Restrictions on Lobbying,” and 34 CFR Part 85, “Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants).” The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Institute of Museum and Library Services determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code and implemented at 34 CFR Part 82 for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer of employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into or any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL “Disclosure Form to Report Lobbying,” in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110–

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, of local) with commission of any of the offenses enumerated in paragraph

(2)(b) of this certification; and

- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, of local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

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

A. The applicant certifies that it will or will continue to provide a drug-free workplace by;

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about-
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, OLS/State Programs Division, Institute of Museum and Library Services, 1100 Pennsylvania Avenue, N.W., Room 802, Washington, DC 20506. Notice shall include the identification number(s) of each affected grant

- (f) Taking one of the following action, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted-
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency.
 - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation or paragraphs (a),(b),(c),(d),(e), and (f).
- B. The grantee may insert in the space provided below the site(s) for the performance or work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

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

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

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

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction to: Director, OLS/State Programs Division, Institute of Museum and Library Services, 1100 Pennsylvania Avenue, N.W., Room 802, Washington, DC 20506. Notice shall include the identification number(s) of each affected grant.

4. FEDERAL DEBT STATUS

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

ELEMENT 9: CERTIFICATION

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

<u>Pacific Library Partnership</u> Library/Organization	<u>California Preservation Program</u> Project Name
<u>Linda Crowe</u> Printed Name of Authorized Representative	<u>Chief Executive Officer</u> Title
<u>Mailing Address (if different than page 1)</u>	<u>City</u> <u>Zip</u>
<u>Signature of Authorized Representative</u>	<u>Date</u>