

**CALIFORNIA STATE LIBRARY**  
**FY 2014/15**  
**LSTA COMPETITIVE GRANT APPLICATION**

**ELEMENT 1: BASIC INFORMATION**

**Applicant Information**

- |   |                          |       |       |     |                       |             |    |       |   |
|---|--------------------------|-------|-------|-----|-----------------------|-------------|----|-------|---|
| <p>1. <b>Library/Organization</b><br/>Library Foundation of Los Angeles</p> <p>3. <b>Internet Web Site Address</b><br/>http://lfla.org</p> <p>4. <b>Project Coordinator Name &amp; Title</b><br/>Christina Rice, Sr. Librarian, Photo Collection &amp; Archive Curator</p> <p>6. <b>Business Phone Number</b><br/>(213) 228-7403</p> <p>8. <b>Mailing Address</b><br/> <table border="0" style="width: 100%;"> <tr> <td style="width: 40%;">PO Box or Street Address</td> <td style="width: 20%;">City</td> <td style="width: 20%;">State</td> <td style="width: 20%;">Zip</td> </tr> <tr> <td>630 West Fifth Street</td> <td>Los Angeles</td> <td>CA</td> <td>90071</td> </tr> </table> </p> | PO Box or Street Address | City  | State | Zip | 630 West Fifth Street | Los Angeles | CA | 90071 | <p>2. <b>Library's DUNS Number</b><br/>861166288</p> <p>5. <b>Email Address</b><br/>crice@lapl.org</p> <p>7. <b>Fax Number</b><br/>(213) 228-7419</p> |
| PO Box or Street Address  | City                     | State | Zip   |     |                       |             |    |       |   |
| 630 West Fifth Street   | Los Angeles              | CA    | 90071 |     |                       |             |    |       |   |

**Project Information**

- Processing the Valley Times Newspaper Collection Photographs at the Los Angeles Public Library
9. **Project Title** Library
10. **LSTA Funds Requested** \$121,000
11. **Cash Match** \$50,000
12. **In-Kind** \$315,694
13. **Total Project Cost** \$486,694
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"/> <b>Literate California</b>                      | <input type="checkbox"/> <b>Bridging the Digital Divide</b>        |
| <input type="checkbox"/> <b>21<sup>st</sup> Century Skills</b>           | <input checked="" type="checkbox"/> <b>Information Connections</b> |
| <input checked="" type="checkbox"/> <b>22<sup>nd</sup> Century Tools</b> | <input type="checkbox"/> <b>Community Connections</b>              |
| <input checked="" type="checkbox"/> <b>Content Creation/Preservation</b> | <input type="checkbox"/> <b>Ensuring Library Access for All</b>    |
16. **Number of persons served** *(The number of persons who use or will benefit directly from this project)* 3,857,799
17. **Congressional District (s) number** 34
18. **Primary Audience for project** *(Check at least one, maximum of three)*
- |  |  |
|--|--|
| <input checked="" type="checkbox"/> <b>Adults</b>                    | <input type="checkbox"/> <b>Public library trustees</b>      |
| <input type="checkbox"/> <b>Children</b>                             | <input type="checkbox"/> <b>Rural Populations</b>            |
| <input type="checkbox"/> <b>Institutionalized persons</b>            | <input type="checkbox"/> <b>Senior Citizens</b>              |
| <input type="checkbox"/> <b>Library Staff &amp; Volunteers</b>       | <input checked="" type="checkbox"/> <b>Statewide public</b>  |
| <input type="checkbox"/> <b>Non/limited English speaking persons</b> | <input checked="" type="checkbox"/> <b>Urban populations</b> |
| <input type="checkbox"/> <b>People with special needs</b>            | <input type="checkbox"/> <b>Young adults and teens</b>       |
| <input type="checkbox"/> <b>Pre-school children</b>                  |  |
19. *This signature certifies that I have read and support this LSTA Grant Application.*

**Director Name:** John Szabo

**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.**

For the very first time, Processing the Valley Times Newspaper Collection Photographs at the Los Angeles Public Library project will make readily accessible to the public, researchers and the educational community approximately 45,000 photographs from the collection. This will be achieved by augmenting the existing Los Angeles Public Library (LAPL) staff and equipment resources with the professional contract services of an archivist and a cataloger to process the collection and hasten the timeframe within which LAPL can then digitize and make these images accessible to the public. Once complete, the images will be freely accessible through the LAPL website with high-resolution files available for a fee.

**Background:** The Valley Times was published as a daily newspaper from 1946-1970, with coverage focused on all the communities in the San Fernando Valley, and reached a peak circulation of 52,216 in 1963. The photos from the Valley Times are truly unique and illuminate the history of innovation in photo journalism during this time. These one-of-a-kind images, many which have not been seen for decades, if ever, were taken by the newspaper's staff photographers, who were the first to regularly use 35mm film. This development led to pictorial spreads unlike any in the Los Angeles region and uniquely document a region experiencing tremendous change in the post-World War II era.

**Significance:** The Valley Times photograph collection is a snapshot of the post-War suburban growth that was felt by cities throughout the country and for which the San Fernando Valley was a California and national model. All aspects of this growth are represented in the Valley Times collection, including land development, business, politics, youth culture, social organizations, sports, religion, civil rights, and specific industries such as aerospace, real estate, banking, and motion pictures that were the economic engines of California.

The Library Foundation of Los Angeles (LFLA) was incorporated in 1992 as a nonprofit organization that provides critical private sector support to the LAPL resulting in free programs, resources and services available to thousands of adults, children and youth in Los Angeles. This mission is accomplished through fundraising, advocacy and innovative programs that strengthen the Library and promote greater awareness of its valuable resources. Founded in 1872, and now one of the city's most valued cultural and educational institutions, the LAPL serves the largest and most diverse constituency of any public library in the US. The mission is to provide free and easy access to information, ideas, books and technology that enrich, educate and empower every individual in the city's diverse communities. LAPL maintains an archive of over 3 million photographs: 94,337 are in a searchable online collection that is viewed an average of 900,000 times every month. The collection focuses on the history of Southern California, including extensive images from the Los Angeles Herald Examiner and Security Pacific National Bank Collection. The Valley Times Collection greatly supplements these two existing collections that do not contain much about this geographic region in the post-war time.

**Project need:** Staff of the LAPL Photo Collection have identified that the Valley Times Collection fills a gap in LAPL's holdings regarding both the time period and this large geographic area of the city that is under-represented in study of its history and contribution to Los Angeles. The Collection is currently stored in poor conditions in original folders with acidic newspaper clippings filed adjacent to the prints, and was identified by trained staff as high need for archival stabilization and preservation. In late 2012, LAPL reinforced its commitment to "building a digital library," which was identified as one of four strategic goals in 2010, by assigning permanent full-time staff to the Digitization Department. The contract archivist will attend to these critical preservation needs, organize the physical collection to make it navigable by staff, and prepare images for digitization. The contract cataloger will supplement existing digitization staff to expedite the creation of descriptive records. This in turn, will ensure greater discoverability by members of San Fernando Valley's current population of 1.7 million, as well as by the general public throughout the city, state, and internationally.

## **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 the Processing the Valley Times Newspaper Collection Photographs at the Los Angeles Public Library project is to preserve the estimated 70,000 photographic prints in the collection and digitize approximately 45,000 photographs that were taken by Valley Times photographers. The end result will be a rich resource for historians, genealogists, sociologists, architects, etc. interested in studying post-War suburban growth in terms of both the built environment and the changing socio-economic roles of the population, particularly women. By augmenting existing LAPL staff and equipment resources with the professional contract services of an archivist and a cataloger (specific duties are outlined in section B), these images, which have largely been unseen for decades, will be freely accessible through the LAPL website with high-resolution files available for a fee.

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

There are three project steps:

- 1) Processing the Collection (contract archivist) will re-house the collection in an archival-safe manner, arrange photos in the original order that may have been altered, assign a unique number to each image and prepare photos for digitization, including selecting appropriate images, identifying rights issues, and conducting research for images when necessary.
- 2) Digitizing the Collection (LAPL personnel) will scan all selected photographs and upload the images to the Library's servers.
- 3) Cataloging the Collection (contract and existing LAPL personnel) will create searchable records for each individual image described in MARC (Machine Readable Cataloging) format according to the AACR2 (Anglo American Cataloging Rules) standard.

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

By July 2015, two-thirds of the collection will be processed (approximately 47,000 images) with appropriate images from the collection prepared for digitization. The original prints will be housed in archival folders organized by accession number. A project exhibition will open in July 2014 and be on display at Central Library for public viewing and by December 2014 an integrated marketing plan to promote awareness of the entire Valley Times collection, including digital and print formats will be complete. By July 2015, 7,800 additional images and detailed records will have been cataloged, digitized, and uploaded to the Library's website, bringing the total to 14,000 images online.

**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?**

The project will increase the awareness and knowledge by the general population of the history of the San Fernando Valley and its contribution to the development of suburbanization in the post-War era bringing forward this under-represented history and valuable information. This outcome will be measured by an increase of searches and viewing of the online collection by 40% over two years (or 4.6 million more views than in 2013) as well as an increase in requests for reproduction and usage permission of Valley Times photographs by 50% in the next 3 years. Additionally, we will use the Counting Opinions software to survey users of the online photo collection regarding their awareness of the Valley Times images.

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

The collection is completely preserved in an archival safe manner, the images are readily available to the general public via the LAPL website, and are being used by those interested parties.

## 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
23,000 Valley Times photos will be processed and re-housed (phase 1 complete)	x											
2,000 images will be cataloged and digitized (phase 1 complete)	x											
Exhibit at the History & Genealogy Department in Central Library	x	x	x	x	x	x						
Valley Times poster session at 9 <sup>th</sup> Annual LA Archives Bazaar (pending approval)				x								
23,000 additional Valley Times photos will be processed and rehoused (phase 2)	x	x	x	x	x	x	x	x	x	x	x	x
7,800 additional images will be cataloged and digitized (phase 2)		x	x	x	x	x	x	x	x	x	x	x
Complete an integrated marketing/promotion plan for awareness of the Collection						x						
Publication of print on demand photo book focusing on Valley Times collection		x										
Meet with Advisory Council to determine add'l funding & marketing opportunities			x				x				x	
Coordinate programs and displays with LAPL branches in the Valley			x	x	x	x	x					
Highlights of newly digitized images posted to the <a href="http://www.valleytimes.org">www.valleytimes.org</a>	x		x		x		x		x		x	
Quarterly e-newsletters sent to Photo Friends subscribers detailing progress	x				x				x			
Install Counting Opinions Survey onto photo database launch page												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)
<b>Salaries &amp; Benefits</b>				
entral Library Director (project oversight at .025FTE)	\$0	\$0	\$3,850	\$3,850
Sr. Librarian/Collection Curator (project management @ .1 FTE)	\$0	\$0	\$9,178	\$9,178
Digitization Staff	\$0	\$0	\$121,649	\$121,649
Fringe benefits and taxes for all Library personnel 42.02%	\$0	\$0	\$56,591	\$56,591
<b>Subtotal</b>	\$0	\$0	\$191,268	\$191,268
<p><b>Explanation:</b>            City of Los Angeles and the Public Library are committed to significant in-kind personnel associated with the Valley Times Collection project.</p> <p>The Digitization staff are:            Librarian III /Digitization Coordinator will process the digital files and metadata oversight (.1 FTE or \$8,688 value)            Library Assistants will develop metadata descriptions (1.5 FTE or \$89,450 value)            Scanning/Digitization Technician for digitization of photographs (.5 FTE or \$23,511 value)</p>				
<b>Library Materials</b>				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
<b>Subtotal</b>	\$0	\$0	\$0	\$0
<p><b>Explanation:</b></p>				
<b>Equipment (Items over \$5,000 per unit)</b>				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
<b>Subtotal</b>	\$0	\$0	\$0	\$0
<p><b>Explanation:</b></p>				

## Operating Expenses

Column A Budget Category	Column B LSTA	Column C Cash Match	Column D In-Kind	Column E Total (B+C+D = E)
<b>Contracted Services</b>				
Contract Archivist	\$50,000	\$50,000	\$0	\$100,000
Contract Cataloger	\$60,000	\$0	\$0	\$60,000
Research database subscriptions pro-rated per year	\$0	\$0	\$44,031	\$44,031
	\$0	\$0	\$0	\$0
<b>Subtotal</b>	\$110,000	\$50,000	\$44,031	\$204,031

**Explanation:**

Archivist (\$50,000 for one year, 40 hrs/week) will process the Valley Times Collection and identify/select the appropriate images for digitization and online accessibility

Cataloger (\$60,000 for one year, 40 hrs/week) to expedite cataloging and accessibility of images.

Cash match accounts for funding already raised and applied towards the project.

Where there is minimal information about a photograph in the collection, further research will be performed using the database subscriptions (L.A. Times Historical, L.A. Sentinel, and Access Newspaper Archives) to create a fuller record for the collection catalog

<b>Supplies</b>				
Archival envelopes (20,000 units)	\$0	\$0	\$3,000	\$3,000
Mylar Sleeves	\$0	\$0	\$341	\$341
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
<b>Subtotal</b>	\$0	\$0	\$3,341	\$3,341

**Explanation:**

The collection needs to be completely rehoused in archival safe folders and mylar. The majority of the collection has already been rehoused in mylar, though it is absent from some folders.

<b>Other Charges</b>				
Publicity and promotion of Valley Times Collection	\$0	\$0	\$1,500	\$1,500
Operational Costs (rent, utilities associated with library personnel)	\$0	\$0	\$67,200	\$67,200
Scanner, desktop light box, photo loop	\$0	\$0	\$3,854	\$3,854
Adobe Software Suite	\$0	\$0	\$4,500	\$4,500
<b>Subtotal</b>	\$0	\$0	\$77,054	\$77,054

**Explanation:**

Dedicated promotion will increase the awareness of the Valley Times Collection.

The other items are necessary in order to complete the digitization process and are provided in-kind by the Library.

<b>Operating Expenses Subtotal</b>	\$110,000	\$50,000	\$124,426	\$284,426
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<b>Project Total</b> (Salaries & Benefits, Materials, Equipment, and Operating Expenses)	\$110,000	\$50,000	\$315,694	\$475,694
<b>Indirect Cost (up to 10%)</b>	\$11,000	\$0	\$0	\$11,000
<b>Grant Totals</b>	<b>\$121,000</b>	<b>\$50,000</b>	<b>\$315,694</b>	<b>\$486,694</b>

## **FUTURE FUNDING**

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

The Los Angeles Public Library is committed to the ongoing in-kind support by current staff, utilizing the Photo Collection and digitization departments to create online access of the photographs of the Valley Times Collection. LAPL will build off the necessary work completed by the archivist and cataloger (that LAPL cannot do with existing resources) to complete the digitization of the photographs of the Valley Times Collection and make them accessible to the public. The Library Foundation of Los Angeles, Photo Friends and the Valley Times Advisory Committee are also committed to future fundraising, if and as necessary, to complete this project as quickly as possible.

## **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.

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Signature of Authorizing Official

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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.

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### **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.

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### **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)

630 W. Fifth Street

Los Angeles

CA 90071

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.

