



Library
COUNTY OF TULARE
AGENDA ITEM

BOARD OF SUPERVISORS

KUYLER CROCKER
District One
PETE VANDER POEL
District Two
AMY SHUKLIAN
District Three
EDDIE VALERO
District Four
DENNIS TOWNSEND
District Five

AGENDA DATE: July 30, 2019

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
CONTACT PERSON: Darla Wegener PHONE: 559 713-2721				

SUBJECT: Approve an agreement with the California State Library.

REQUEST(S):

That the Board of Supervisors:

1. Accept a grant award in the amount of \$100,000 from the California State Library for a Library Services and Technology Act (LSTA) Grant entitled "Read to Succeed Library & Literacy Mobile Unit," the purchase and customization of a vehicle to provide library and literacy services throughout the County; and
2. Authorize the Chairman to sign the LSTA Grant agreement/certification; and
3. Authorize the County Librarian, or designee, to execute and submit requests for payment necessary to secure LSTA grant funds and to implement the approved grant project.

SUMMARY:

In March 2019, the Tulare County Library prepared and submitted a letter of intent to the California State Library to apply for a Library Services and Technology Act (LSTA) grant in the amount of \$100,000. The proposed grant would be used to purchase and customize a vehicle, referred to as the "Read to Succeed Library and Literacy Mobile Unit," to provide library and literacy services throughout the County. The Library received notification that our letter was accepted and our application could move forward. On May 7, 2019, the Board authorized the Library to apply for the LSTA grant, and the application was submitted on May 20, 2019. On July 9, 2019, the Library received official notification of the State Library's approval of our grant application and an award of \$100,000 to support the proposed "Read to

SUBJECT: Approve an agreement with the California State Library.
DATE: July 30, 2019

Succeed Library & Literacy Mobile Unit.”

This LSTA grant provide funds during the Grant Period -- July 1, 2019 - August 31, 2020 to purchase a new vehicle for the purpose of providing Library and literacy outreach services. The goal is to provide these services and mobile internet access to those in the most rural and underserved areas of the community, where services are currently unavailable: remote small towns, labor camps, and farming communities. Adult, family, and early childhood literacy, citizenship information, English as a second language services, and GED/High school diploma tutoring, as well as Library and internet services, could be offered to every resident in Tulare County, which is both diverse and underserved due to economics and the considerable distance between the larger cities and smaller outlying communities. This vehicle could also assist with outreach efforts at community events, schools, etc.

As with many pass-through grants, please note that funding is contingent upon appropriation of sufficient funds by Congress.

The Library is working with General Services to complete the project.

FISCAL IMPACT/FINANCING:

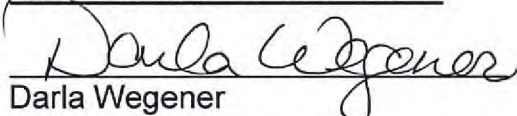
No Net County Cost to General Fund.

The Library’s Requested Budget for FY 2019/20 includes the grant activities and in-kind services up to \$93,765 that covers staffing and supplies not covered by the grant as outlined in the attached grant budget.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County’s five-year strategic plan addresses Economic Well Being Initiative #2 and Quality of Life Initiative #3. The grant specifically fulfills these initiatives by providing Library services to develop and sustain a well-qualified labor pool, library and literacy programs to raise literacy countywide, youth-related activities in small communities, and cultural education and recreational opportunities. By providing free and equal access to library services in rural and underserved areas of the community, the County can help to eliminate minority inequities.

ADMINISTRATIVE SIGN-OFF:


Darla Wegener
County Librarian

cc: County Administrative Office

Attachment(s) California State Library, Library Services and Technology Act (LSTA) Grant, Award Letter, and Agreement/Certification

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF APPROVE AN
AGREEMENT WITH THE CALIFORNIA
STATE LIBRARY .

)
) Resolution No. _____
) Agreement No. _____

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: JASON T. BRITT
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

* * * * *

1. Accepted a grant award in the amount of \$100,000 from the California State Library for a Library Services and Technology Act (LSTA) Grant entitled "Read to Succeed Library & Literacy Mobile Unit," the purchase and customization of a vehicle to provide library and literacy services throughout the County; and
2. Authorized the Chairman to sign the LSTA Grant agreement/certification; and
3. Authorized the County Librarian, or designee, to execute and submit requests for payment necessary to secure LSTA grant funds and to implement the approved grant project.

2. Library/Organization **Tulare County Library** 05/18/2019
by **Edward William** in **2019/2020 LSTA** id. 13154690
Competitive Grant Application
ewilliam1@co.tulare.ca.us

Original application 05/18/2019

1. Please indicate the grant opportunity for which you are applying: **Competitive Grants (Local)**

3. Project Title **Read to Succeed Library and Literacy - Mobile Unit**

4. Library's DUNS Number **946000545**

5. LSTA Funds Requested **\$100,000.00**

6. Library Director Name **Darla Wegener**

Library Director Title **County Librarian**

Library Director Email Address **dwegener@co.tulare.ca.us**

Library Director Business Phone Number **559-713-2721**

Library Director Street Address/P.O. Box **200 W. Oak Ave.**

Library Director City **Visalia**

Library Director Zip Code **93291**

7. Project Coordinator Name **Edward William**

Project Coordinator Title **Library Programs & Literacy Manager**

Project Coordinator Email Address ewilliam1@co.tulare.ca.us

Project Coordinator Business Phone Number 559-713-2745

Project Coordinator Street Address/P.O. Box (if different than above) 417 N. Locust St.

Project Coordinator City Visalia

Project Coordinator Zip Code 93291

8. California's LSTA Goals (choose only one) **Goal 1: California libraries provide equitable access to information, services, and resources in a trusted community space.**

9. Primary Audience(s) for Project

- Adults**
- Families**
- Immigrants/Refugees**
- Low Income**
- Non/Limited English Speaking**
- People with Disabilities**
- People with Limited Functional Literacy**
- Pre-School Children**
- Rural Populations**
- School Age Children**
- Senior Citizens**
- Unemployed**
- Young Adult and Teens**

10. Project Background and Summary

Tulare County's population is 465,861; 64.1% Hispanic, 28.7% White, and 3.14% Asian. 84.4% are U.S. citizens with 27.1% living below the poverty line which is 14% higher than the national average. More than half the population here (51.5%) speak a language other than English. The most common languages are Spanish (193,113 speakers), Portuguese (2,754 speakers), Tagalog (2,689 speakers) and Laotian (1,361 speakers).

The US Census reports the median income for Tulare County is \$44,871. In the region, 32% of adults lack basic literacy skills (nces.ed.gov) and 33.5% percent of children do not meet state standards in English Language Arts (www.ed-data.org). The unemployment rate for the region in 2018 was 9.4% (www.edd.ca.gov), more than double the State and Federal rates.

Students attending college in Tulare County graduate primarily from private for-profit, 2-year institutions or community colleges. There is

no State or private 4-year university in the county, except for California State University Fresno extension in Visalia. The closest college campuses are over 45 minutes away. 76.3% of people in Tulare County commute by driving alone, with the average commute time being 21.8 minutes. Only 0.9% of the population use public transportation as opposed to a 5.1% usage rate for the United States as a whole.

In the 4,824 square miles, the Library works hard to provide access to information, library materials, and services to 347,273 citizens in communities with populations 136,246 to less than 100. The Library provides 20 services points through a main branch in Visalia, 16 rural branch libraries, and four book vending machines. While the Library provides access opportunities for residents in our service area, we continue to explore other opportunities that can reach more of the 62 census designated communities in the county.

This bookmobile program aligns with the library's long term objectives of removing barriers to library services. A most recent example is the elimination of patron fines, which will be implemented July 1, 2019. The library is making successful efforts to broaden ease of access to the library, and we believe bookmobile service furthers our reach to meet the needs of our community. Working with our County and local partners the Library can assess where we are most needed and what services to provide will be determined.

A bookmobile unit for the county allows the Library to reach communities that do not have access to our services. The main reasons for this service include the remoteness of rural locations in our county, difficulty traveling to a local library branch, or economic hardships. Many of these residents would greatly benefit from library services that include access to books and materials, online library services, internet, family and early literacy, and adult literacy program services (job resume building skills, demonstration of the library's online learning tools). As a library tool, it can help us reach communities in need throughout the county.

Working with our County and local partners, the Library can use data, input from partners, community groups, county departments, and citizens to determine regular stops and outreach opportunities. The Library will continually identify new communities to meet needs with the bookmobile services. The initial plan is to provide a minimum of two visits per week for up to 2-4 hours per visit and outreach. These visits are in rural communities without current library services with populations around 3,000 or less such as Goshen, Richgrove, Woodville, Plainview, Ducor, and Tooleville to name a few.

The Library will provide the specific needs for a bookmobile to General Services (GSA) so an RFP can be issued for the acquisition. This is expected to occur during the initial half of the grant year. The Library and GSA determines the details and dates construction, inspection, and delivery of the vehicle. Once received, the Library requires preparation time for staff to prepare the bookmobile and

training before opening to the community.

A determiner of our success will be general attendance and surveys that reflect the County's strategic goals to improve quality of life and economic well-being. Integrated in the County's goals the Library's annual budget goals listed are in line with creating a bookmobile program:

Increase and improve County residents' access and usage of library and literacy services, resources, and programs.

Improve County resident's well-being and quality of life through partnerships and programs.

Enhance library engagement with children, tweens, teens, and adults through library and literacy programs and services.

Increase access to library and literacy services, resources, and programs for under-served groups and communities.

11. Project Intent

Institutional Capacity: Improve library operations

12. Project Purpose

Tulare County Library will purchase a bookmobile vehicle through its General Services (GSA) to meet the needs of its rural communities. This includes the purchase of a library collection for the vehicle while also rotating general collections for community visits. The Library will work to train its staff in the general use of the bookmobile and programming needs for those community visits. Partnerships will be established with organizations throughout the county and cultivated in the future to grow this program.

Many places in the outlying areas of the county without a library or literacy center (remote small towns, rural schools, community center, labor camps, and farming communities) desperately need our services. It is vital that adult literacy, family literacy, citizenship, English as a second language, GED/High school diploma tutoring and internet services are available to everyone in a socially and economically diverse and underserved county.

Benefits to residents include access to library collections, free education through the demonstration library online learning programs, assisting underserved populations, and connecting services to communities. Community partners include Tulare County Health and Human Services Agency and Tulare County Office of Education.

The primary benefit being improving the quality of life of our citizens.

13. Anticipated Project Outputs

Our main project output is the acquisition of the bookmobile unit. A bookmobile is essential for promoting literacy in the rural areas of Tulare County. It will also serve as an essential resource for library services. The rural areas in the county we are focusing on consist of unincorporated communities such as Tooleville, Badger, Kaweah, Lemon Cove, and Camp Nelson. Areas where library services should be offered.

As an outreach and promotional tool, the bookmobile will initially make a minimum of two visits per week for up to 2-4 hours per visit in rural communities (towns, schools, community centers, etc.) with some weeks allowing additional visits or one time outreach opportunities. This is in line with our rural branch operation. Additional visits center on community events like health fairs, school literacy nights, and town meetings. Every visit provides benefits to the communities, including job resources information, story times, outreach/promotional, Internet access, Career Online High School scholarships promotion to potential adults, and online library tools (includes online catalog, job searches, databases, etc.).

Our minimum project output would be to serve an average of 25 community members per stop or event. Additional outputs as part of services include having 2 or more laptops or devices, wireless access, books, literacy materials, craft supplies, and toys for use by patrons. The service would also access already available resources like STEM materials, book club kits, community information sessions, etc. Statistics on usages will be kept to show this output.

14. Outcomes

Goal 1: Outcome 1b: Californians view their libraries as trusted community spaces.

Goal 2: Outcome 2a: Californians discover and participate in essential literacy opportunities at their libraries.

Outcomes
Explanation

The library's bookmobile unit will expand access information, services, and resources to underserved areas and be visible to the community in a variety of ways; scheduling visits to known locations within rural communities, visiting schools, and attending community events. This will help us meet the outcome of becoming a trusted community space in the county, which also encourages the public to visit any of our 17 library branches. (Goal 1: Outcome 1b)

The bookmobile will promote and share one of the county library's core services of adult and family literacy to the public. This would allow us to promote and share the services that adults could use at our branch libraries, while also recruiting volunteers for our literacy program. As learning opportunities are a critical piece of our literacy service, the library will be able to provide learning opportunities in these areas, where little to no resources are available. (Goal 2: Outcome 2a)

As the bookmobile unit is a library and literacy space and resource, the Library could clearly meet most of the outcomes above in more or lesser ways. Each is dependent on the needs of the communities visited.

15. Future Funding:
Briefly describe how this project will be financially supported in the future, should it prove successful.

Tulare County Library provides initial and ongoing operational and maintenance funding starting the first year and following the years the bookmobile is in operation. The General Services Agency Fleet Services Division provides the necessary maintenance and repairs of county vehicles. The Library provides technology, a core collection of library books and materials, and all other operational supplies to use for outreach, visits, and programs. Funding for ongoing operations may come from a variety of sources including the Tulare County Library, Friends of the Library groups, Tulare County Library Foundation, First Five Tulare County, or United Way. The organizations as well as others in the county have provided generous support for our programs in the past.

Activities

What activities will be used to accomplish your project and achieve your outcomes? Per IMLS, Activities are actions through which the Intent (see 11 above) of a project is accomplished, and which account for at least 10% of the total amount of resources committed to the project. IMLS has identified four types of Activities and associated Modes (methods by which the Activity is carried out). Select all that apply to your project and provide descriptions for each. Put multiples of Activity types together; for example, if you are providing both Instruction programs and presentations, check both boxes and provide a brief description for each.

16. Instruction Activity - Involves an interaction for knowledge/skill transfer and how learning is delivered or experienced. (Check all that apply and provide a description for each including whether the format will be in-person, virtual, or both)

Program

Instruction Description

The bookmobile program is provided in person with library staff. The programs provide instructions to the public on service use, including but not limited to book and materials, laptops/device use, online access, story time, and literacy related services.

Staff assigned will assist patrons, for example by teaching them how to use the library's catalog system, library checkout and return policies, and other related library materials use. They will show how patrons can access the online databases and services, particularly resources such as Learning Express and Pronunciator to acquire new language skills or improve English literacy skills, life long learning tools, and the library's online job search tools.

At least quarterly, staff will provide Early Literacy Training (ELT) to parents and caregivers that instructs them in basic knowledge to teach their children early literacy concepts. Storytimes provided will expand on those concepts and teach children using child development tools and concepts.

Guest instructors, authors, and performers used in conjunction with the bookmobile service can expand educational opportunities. This can include an introduction to wildlife, writing, crafts, and other educational interests.

Content Activity -
Involves the
acquisition,
development, or
transfer of
information and how
it is made
accessible. (Check
all that apply and
provide a description
for each below
including whether the
format will be
physical, digital, or
both)

**Acquisition
Lending**

Content Description

Library staff will be responsible for the collection development of the library items. Similar to the development of a new branch collection, this collection will require staff researching a collection that reflects the rural communities needs, which they can borrow. Items borrowed may be tracked differently from regular library branch use. Since this is a small collection, staff will rotate physical materials from the larger library system.

In addition, staff will look at digital collections and resources that can be accessed in these areas. This would include resources in both English and Spanish, including eBooks and eAudiobooks, language learning tools, literacy resources, and traditional reference collections.

Planning &
Evaluation Activity -
Involves design,
development, or
assessment of
operations, services,
or resources. Check
all that apply and
provide a description
of each including
whether the format
will be in-house or
third-party.

n/a

Planning &
Evaluation
Description

N/A

Procurement - Institutional Capacity Intent Only. Includes acquiring or leasing facilities; purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure. (Provide a description)

Procurement

Procurement Description

Library staff is coordinating with General Services and Purchasing Departments for the acquisition of the bookmobile unit. They are responsible for assisting the Library with the specifics on the vehicle, the purchase, and setup of the vehicle which will include the storage and displaying of library items, small area for sitting, the installation of power setup for laptops/tablets, and WiFi access. Carts, rolling crates, and other easily movable items that can be used for shelving, supplies, etc. to roll out for events. Depending on cost, we anticipate providing space for a small group of 2-4 people to be able to sit inside. This could allow for tutoring, English language learning circles, crafts, resume help, etc. The IMLS logo design according to IMLS standards will be part of the wrap. An installation of the vehicle's wrap is included as part of the RFP, with an option of it being done by a local vendor. Additional specifics will be considered once funding is assured. The attached is a possible example of a vehicle with different specifications. The costs supplied by general services range from \$110,000 to \$175,000. The Library is planning on spending no more the \$125,000 for the vehicle.

17 - 19. Partnership/Grant Timeline/Budget Summary

[Tulare_1920CompAppPartnerTimelineBudget_3.doc](#)

20. Additional Materials/Attachments

[Mathews_Sample_Drawing.PDF](#)

[Mathews_Sample_Photos.docx](#)

[TulareCounty-US Census.xlsx](#)

[National_Center_for_Education_Statistics_-_Tulare_County.xlsx](#)

21. Certification & Signature

[201920LSTACertificationTCL.pdf](#)

**2019/20 LSTA COMPETITIVE GRANT
PARTNERSHIP FORM**

Library/Organization	Tulare County Library
Project Title	Read to Succeed Library and Literacy - Mobile Unit

Partner Name	Organization Type (see instructions for valid entries)	Legal Type (see instructions for valid entries)	Role on Project	Resources That Partner Will Contribute (materials/funds/staff)

Please list informal partners here - organizations that support your project but with whom you have no formal project agreement in place. Describe how their contributions will help achieve the project's outputs and outcomes. Attach letters of support.

Tulare County Office of Education (promoting early and adult/parent literacy), Mothering Heights, Imagine U, Women Infant Children (WIC), Community Services Employment Training (CSET), Turning Point, and Tulare County Mental Health Services are all organizations that support our bookmobile project. Working with these groups and other partners the Library will achieve the project's outputs and outcomes by providing different information, material, resources to extend in to the remote and rural communities in Tulare County. By providing information and resources for all types of literacy including health literacy, financial literacy, developmental literacy, family literacy, early literacy, and adult literacy, this service will help a new segment of learners discover and participate in essential literacy opportunities. We are also actively pursuing partnerships with other organizations. In addition, the Library's support groups, including the Foundation and Friends are essential partners dedicated to this project and the goals of the Library.

**2019/20 LSTA COMPETITIVE GRANT
TIMELINE**

Using this table, please briefly describe your major project activities and when they will occur (the grant period starts July 1, 2019 and ends August 31, 2020).

Activity	Month Started	Month Ended
Notification of grant award	7-2019	7-2019
Review award with County Counsel	7-2019	8-2019
Take to the BOS to accept and request to prepare RFP	8-2019	9-2019
Work with General Services and Purchase to prepare RFP with specifications and Vendor options	7-2019	9-2019
Finalize and open RFP requests to Vendors	9-2019	11-2020
Answer Vendor questions and if scheduled attend Vendor meeting	9-2019	10-2020
Receive RFP proposals for review and decision	10-2019	11-2019
Follow County procedures to award contract to bidder, including legal and BOS	11-2019	12-2019
Meetings with Tulare County General Services (TCGS) and vendor about project	1-2020	6-2020
Purchase and gather supplies, collections, and equipment (laptops, hotspots, etc)	02-2020	06-2020
Work with staff and partners to determine locations and schedules	9-2019	5-2020
Receive vehicle and inspect, request changes or fixes before final acceptance	5-2020	6-2020
Accept vehicle as required by County and begin warranty period	5-2020	6-2020
Prepare vehicle for service-train staff, finalize schedule, load collections, supplies, and equipment, test equipment, and implement a "test run"	5-2020	6-2020
Pre opening day tours for BOS, Library Advisory Board, Foundation, Friends	5-2020	5-2020
Opening day event at first stop or outreach event	6-2020	6-2020
Begin regular service, collecting statistics and surveys	7-2020	7-2020
Finalize grant requirements and submit final grant reports	9-2020	9-2020
Provide 6 month evaluation of overall project from statistics and surveys	2-2021	3-2021
Evaluate partnerships and bookmobile site visits every 3 to 6 months	7-2020	7-2025
Prepare publicity for the project	05-2019	8-2020

**2019/20 LSTA COMPETITIVE GRANT
BUDGET**

The budget should clearly identify the amounts requested and from what sources.

Budget Category	LSTA	Cash Match & In-Kind	Total
Salaries/Wages/Benefits			
Library Assistant II 200 hrs \$25 per hr .1 FTE	\$0	\$5,000	\$5,000
Library Services Specialist I 300 hrs \$32 per hr .15 FTE	\$0	\$9,600	\$9,600
Library Program and Literacy Specialist 300 hrs \$42 per hr .15 FTE	\$0	\$12,600	\$12,600
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$0	\$27,200	\$27,200

Description: The Library is designating current library and literacy staff to the bookmobile. This staff is responsible for the preparation, driving, and on-site programs planning and implementation of the bookmobile operations. The above hourly figures include costs for both salary and benefits. Overall costs would remain similar once service is in place with different percentages from staff levels.

Consultant Fees			
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0

Description:

Budget Category	LSTA	Cash Match & In-Kind	Total
Travel			
Fuel Usage	\$0	\$5,000	\$5,000
Air travel to vendor for inspection (2 employees)	\$0	\$1,500	\$1,500
Lodging at vendor location (2 nights)	\$0	\$500	\$500
Meals	\$0	\$150	\$150
Transportaion at vendor location	\$0	\$100	\$100
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$0	\$7,250	\$7,250

Description: We estimate \$5000.00 for annual fuel usage of the van for the operating Fiscal Year 2020-21. The vehicle is planned for 2 visits per week with average round travel trips of 100 miles. Fuel economy of vehicle estimated at 15 mpg at \$4.00 US gallons. Also included is the cost to travel to the vendor for an inspection before delivery.

Supplies/Materials			
Collection	\$0	\$5,000	\$5,000
Program Office Supplies	\$0	\$10,000	\$10,000
Two laptops	\$0	\$1,000	\$1,000
WiFi HotSpots	\$0	\$500	\$500
Small printer	\$0	\$200	\$200
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$0	\$16,700	\$16,700

Description: The initial collection purchase consists of 100-250 items and supplemented with selections from the library's current collection of books, audio-books, and audio-visual items. Two tables, six chairs, rolling crates, and general library and office suplies will be purchased. At least two laptops are included for staff and patron. Internet WiFi Hotspot devices are provided for staff and patron.

Budget Category	LSTA	Cash Match & In-Kind	Total
Equipment (\$5,000 or more per unit)			
Bookmobile vehicle w/exterior design	\$100,000	\$25,000	\$125,000
			\$0
			\$0
	\$0	\$0	\$0
Subtotal	\$100,000	\$25,000	\$125,000

Description: The bookmobile will be selected from vendor that provides internal and exterior customizations to meet the specifications requested by the Library and GSA. The unit can securely transport carts, tables, collections, and supplies needed for both a pop-up or on-site visit and also act as library space. It will house the initial bookmobile collection of 100-250 items (books, audiobooks, etc.), and include the storage and displaying of library items, small area for tables and chairs, the installation of power setup for laptops/tablets, WiFi access, carts, rolling crates, and other movable items.

Services			
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0

Description:

Project Total		\$100,000	\$76,150	\$176,150	
Indirect Cost Rate Applied	0.1 %	Indirect Cost	\$0	\$17,615	\$17,615
Check one: <input type="checkbox"/> No Indirect <input type="checkbox"/> Federally negotiated indirect cost rate * <input checked="" type="checkbox"/> Indirect proposed cost rate * * please attach supporting documentation if required					
Description: The cost of Library Administration, County Counsel, General Services, Purchasing, and Board of Supervisors time toward the project.					
Grand Total		\$100,000	\$93,765	\$193,765	

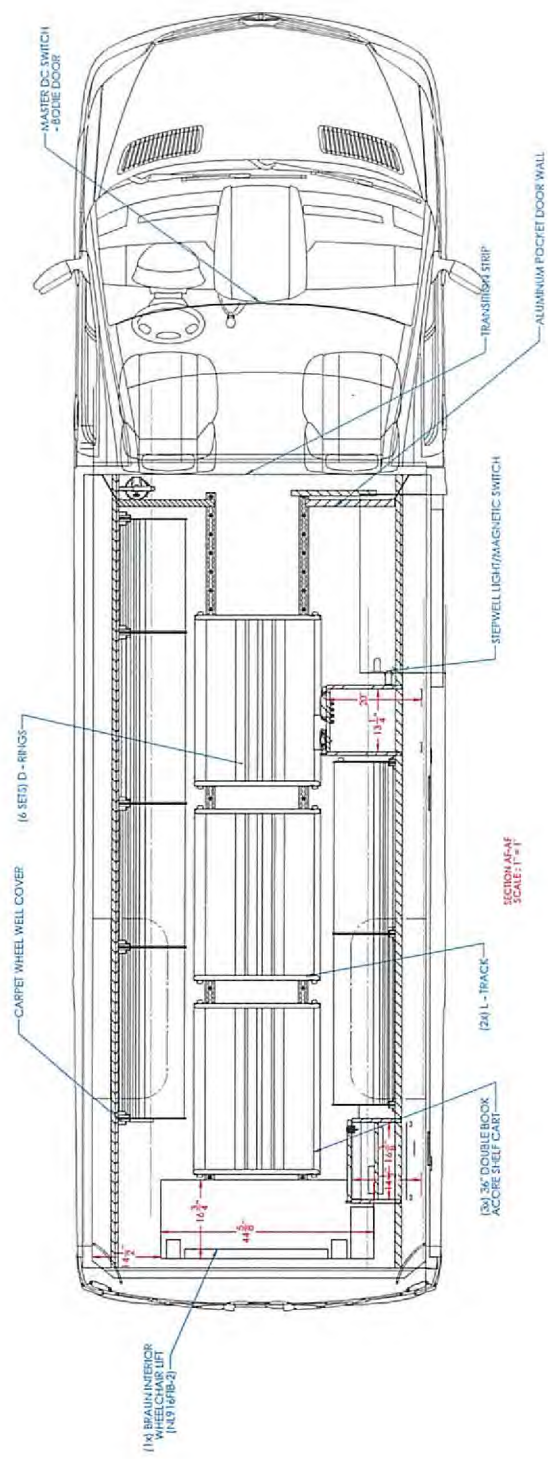




Solar Panels







**- MAPLE TRIM
- SPRINTER TRIM**

YOUR VEHICLE WILL BE BUILT ACCORDING TO THE DRAWING!
 All dimensions are approximate. This vehicle is a representation of your final vehicle. Upon arrival at our facility, we will inspect the layout of your vehicle including but not limited to door locations, wheel well locations, and interior wall paneling. We will provide you with a list of modifications and callouts. Callouts are modified or substituted changes in design layout by a revised drawing for your review before production begins. Modifications to the drawing are subject to change. Your signature and approval as representative of MATHEWS SPECIALTY VEHICLES. Your signature confirms that this drawing is accurate to your design/layout expectations.

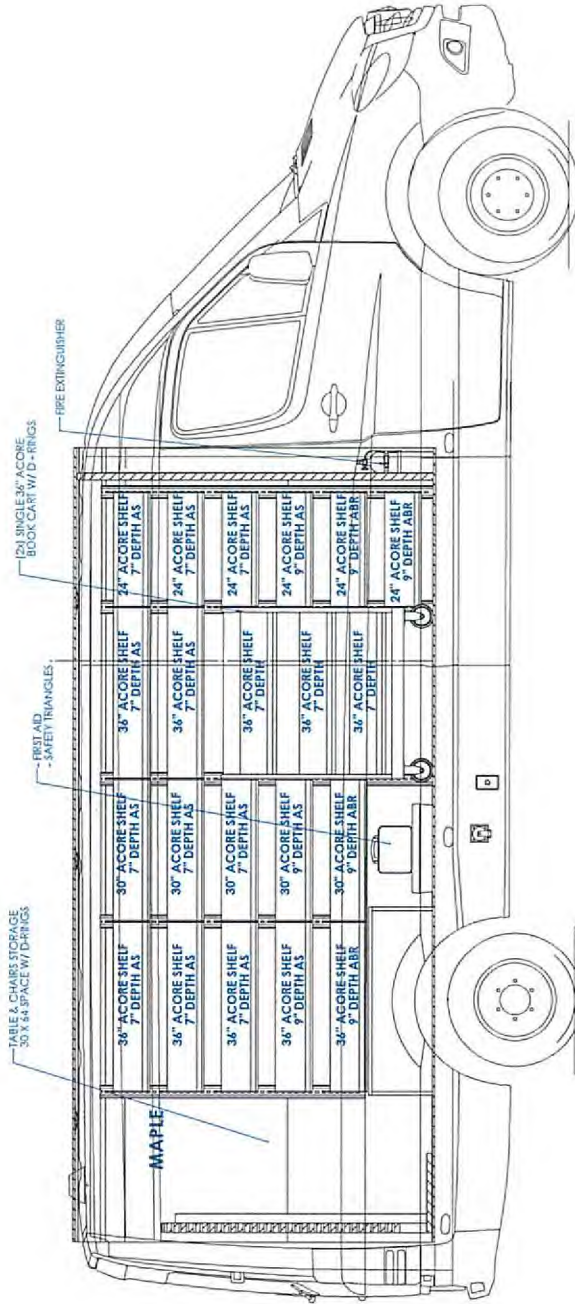
PLAN VIEW

- Approved as drawn with NO changes
 - Approved as drawn with noted changes
- Signature _____ Date _____

PROJECT: **CATAWBA COUNTY LIBRARY**

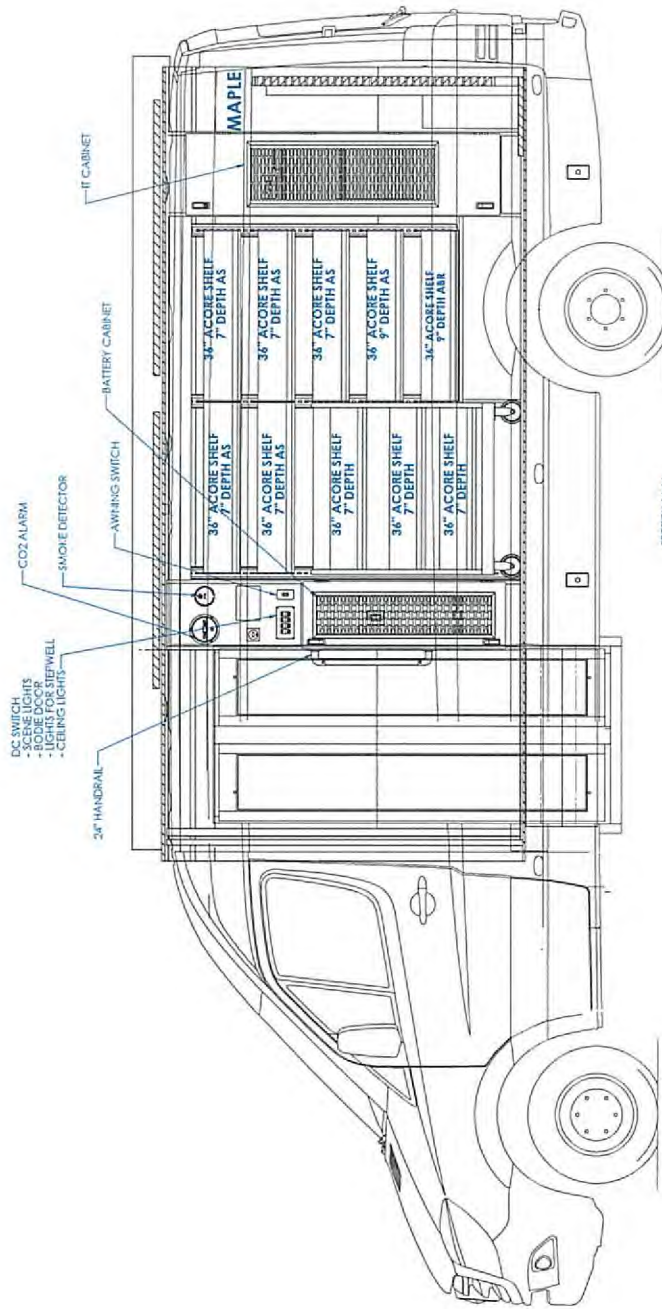
MATHEWS SPECIALTY VEHICLES
 101 S. Sving Road
 Greensboro, NC 27409
 www.matthewsvehicles.com

SHEET: **1 OF 8**
 DRAWN BY: **TRAVIS PRESSLEY**
 DRAWN DATE: **7/19/2018**
 SCALE: **1/2"=1'**
 REV. DATE: **7/24/2018**
 REV. DESCRIPTION: **REVISED FOR MATHEWS SPECIALTY VEHICLES CONSTRUCTION**



SECTION A-B
SCALE: 1" = 1'

<p>YOUR VEHICLE WILL BE BUILT ACCORDING TO THE DRAWING!</p> <p>All dimensions are approximate. The physical measurements of your final vehicle may vary. We are not responsible for any changes to your vehicle including but not limited to door locations, window locations, and locations with these measurements. All changes will be notified of substantial changes in design layout by a revised drawing for your review before production begins. Modifications to the design layout are subject to change without notice. Your signature represents approval of MATTHEWS SPECIALTY VEHICLES. Your signature confirms that this drawing is accurate to your design/layout expectations.</p>		<p>DRIVER SIDE INTERIOR VIEW</p> <p>Date _____</p> <p><input type="checkbox"/> Approved as drawn with NO changes <input type="checkbox"/> Approved as drawn with noted changes</p> <p>Signature _____</p>		<p>PROJECT: CATAWBA COUNTY LIBRARY</p> <p>MATTHEWS SPECIALTY VEHICLES</p> <p>101 S. Swing Road Greensboro, NC-27407 www.matthews.com</p>		<p>SHELL: LTR</p> <p>DRAWN BY: TRAVIS PRESLEY</p> <p>REV. DESCRIPTION: _____</p> <p>DATE: 7/18/2018</p>		<p>DRG NUMBER: _____</p> <p>SCALE: 1 1/2" = 1'</p> <p>REV. DATE: 7/20/2018</p>		<p>SHEET: 2 OF 8</p>	
---	--	--	--	--	--	--	--	--	--	-----------------------------	--



SECTION A-A
SCALE 1/2"=1'

YOUR VEHICLE WILL BE BUILT ACCORDING TO THE DRAWING!
 All dimensions are based on the physical requirements of your vehicle. The physical requirements of your vehicle (including but not limited to door location, wheel well size and location, wall thickness, ceiling height, etc.) may vary from the drawing. Any changes in design layout by a revised drawing for your review before production begins. Modifications to the drawing are the responsibility of the customer. Your signature represents that this drawing is accurate to your design/layout expectations.

PASSENGER SIDE INTERIOR VIEW
 Approved as drawn with NO changes
 Approved as drawn with noted changes
 Signature _____
 Date _____

PROJECT
 CATAMBA COUNTY LIBRARY
 MATTHEWS SPECIALTY VEHICLES

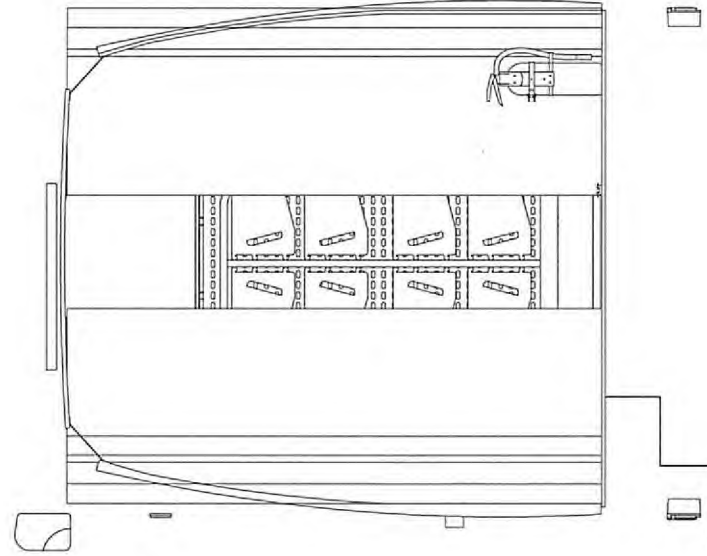
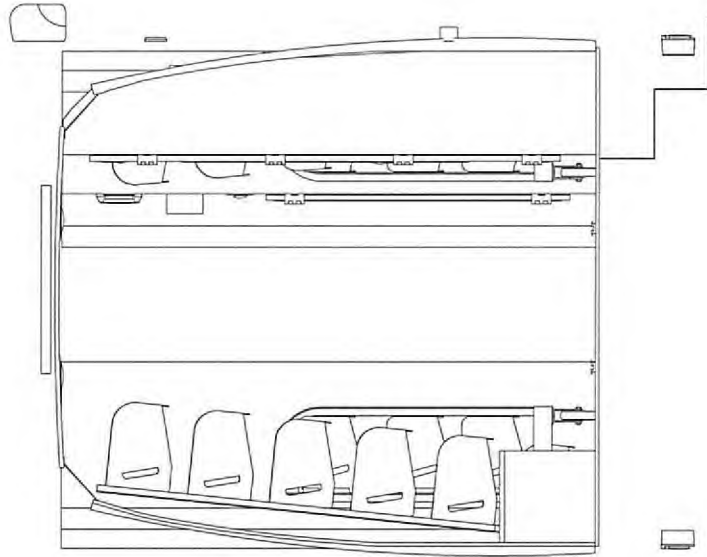
101 S. Swing Road
 Greensboro, NC 27409
 www.msvvehicles.com

SHEET
 DRAWN BY TRAVIS PRESLEY
 LTR
 C

WEIGHT
 DRAWN DATE 7/18/2018
 REV DESCRIPTION
 REV DATE 9/29/2018

DRG NUMBER
 SCALE 1/2"=1'
 REV DATE 9/29/2018

SHEET
 3 OF 8



YOUR VEHICLE WILL BE BUILT ACCORDING TO THIS DRAWING!

All dimensions are in inches. The project is the result of your input upon order at our facility. We are offering this design layout of your vehicle including but not limited to door locations, wheel well size and location, wall thickness, ceiling height, and notified of substantial changes in design layout by a revised drawing for your review before production begins. Modifications to representative of MATHHEWS SPECIALTY VEHICLES. Your signature confirms that this drawing is accurate to your design/layout specification.

BULKHEAD VIEWS

--- Approved as drawn with NO changes
 - - - Approved as drawn with rolled changes

Signature _____ Date _____

PROJECT

CATAWBA COUNTY LIBRARY
 MATTHEWS SPECIALTY VEHICLES

SHELL

DRAWN BY: LTR
 LTR C

101 S. Swing Road
 Greensboro, NC-27407
 www.mathhews.com

WEGHT

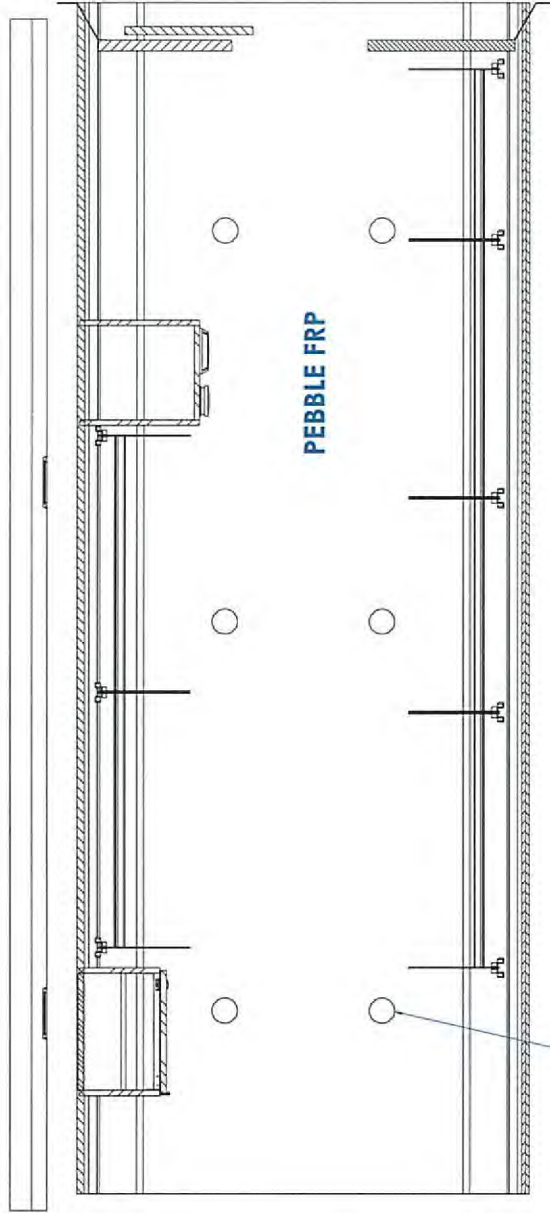
DRAWN BY: TRAVIS PRESSLEY
 DRAWN DATE: 7/18/2018
 REV DESCRIPTION: 1/17/21

DRG NUMBER

SCALE: 1/16"=1'
 REV DATE: 9/24/2018

SHEET

4 OF 8



SECTION MARK
SCALE: 1/16" = 1"

(a) 6" ORION LIGHT

YOUR VEHICLE WILL BE BUILT ACCORDING TO THIS DRAWING!
 All dimensions are approximate. The physical measurements of layout of your vehicle including but not limited to door locations, wheel well size and location, wall thickness, ceiling height, and other details may vary from the design layout. Modifications to this drawing for your review before production begin. Modifications to this drawing after production begins will be at your own risk. We are not responsible for any errors or omissions in this drawing. We are not responsible for any damage to your vehicle or any other property. We are not responsible for any delay in the construction of your vehicle. We are not responsible for any other consequences of this drawing. We are not responsible for any other consequences of this drawing. We are not responsible for any other consequences of this drawing.

CEILING PLAN VIEW

- Approved as drawn with NO changes
- Approved as drawn with noted changes

Signature _____
 Date _____

PROJECT

CATAWBA COUNTY LIBRARY

101 S. Swing Road
 Greensboro, NC-27407
 www.m1vehic1es.com

MATTHEWS SPECIALTY VEHICLES

SHELL

LTR C

WEIGHT

TRAVIS PRESSLEY

DRG NUMBER

7/18/2018

SCALE

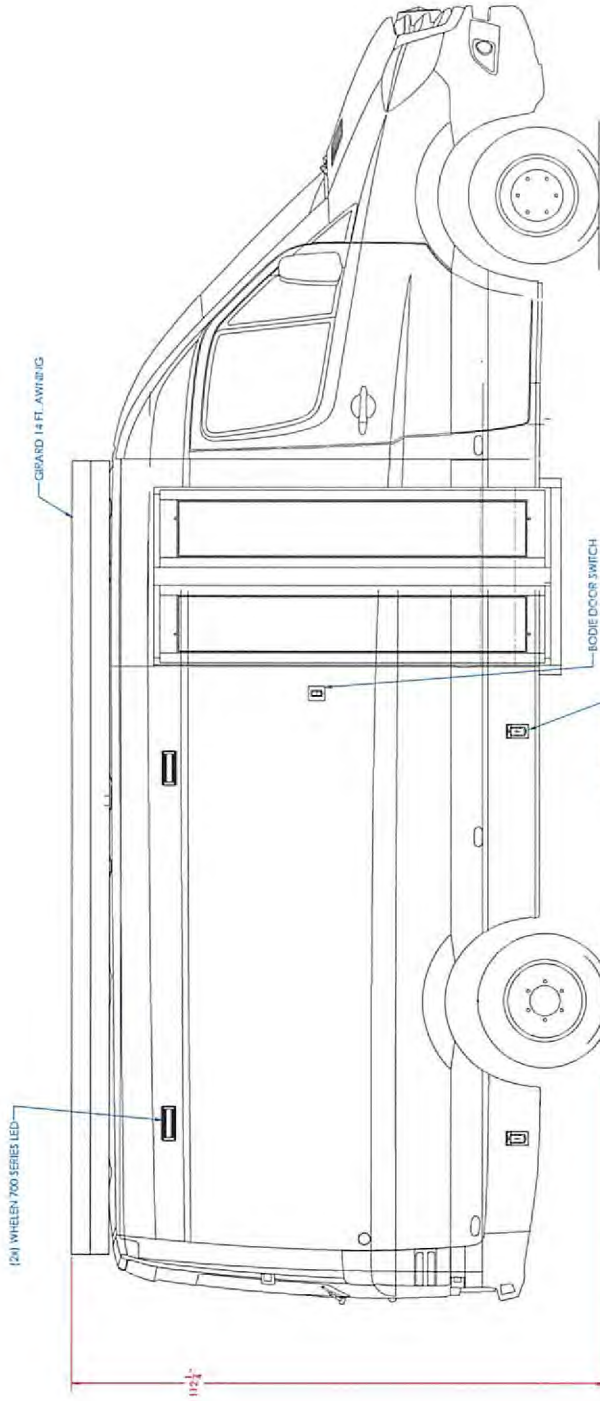
1/16"=1"

REV DATE

9/24/2018

SHEET

5 OF 8



SCALE : 1" = 1'

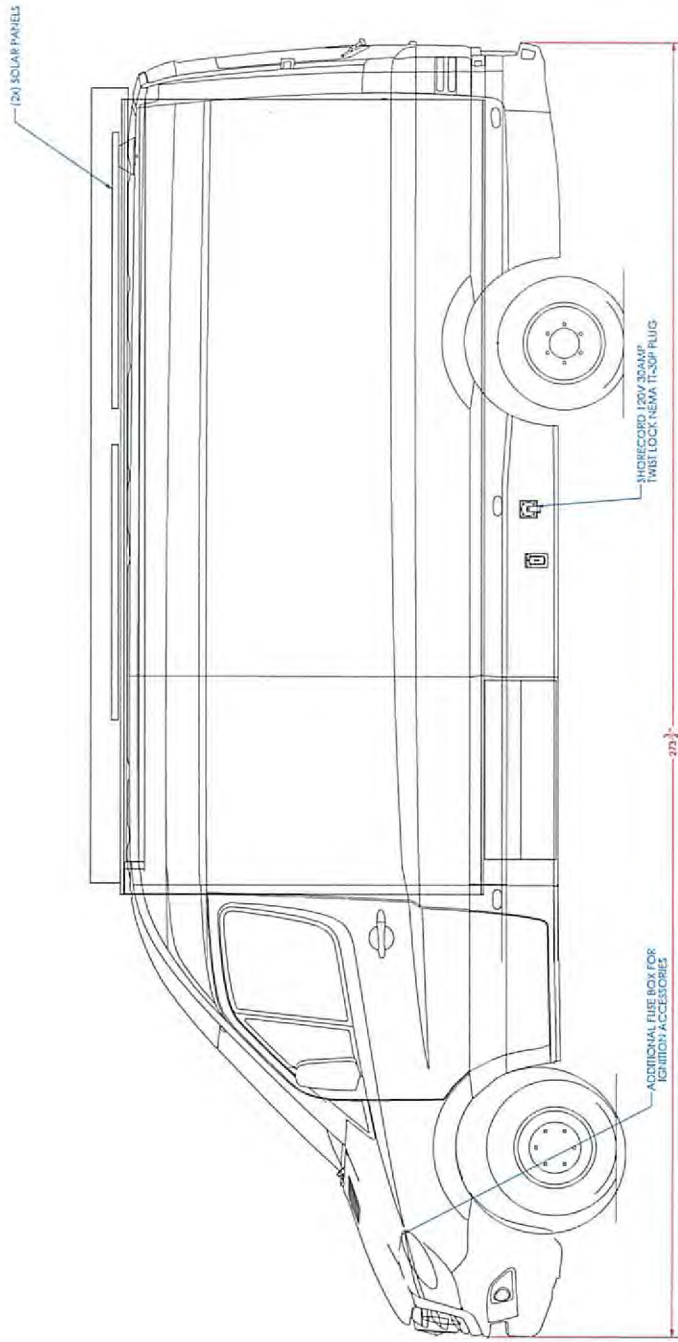
YOUR VEHICLE WILL BE BUILT ACCORDING TO THIS DRAWING!
 All dimensions are in inches. The physical dimensions of your job upon arrival at our facility will be based on the design layout of your vehicle including but not limited to door locations, wheel well size and location, wall thickness, ceiling height, and notified of substantial changes in design layout by a revised drawing for your review before production begins. Modifications to representative of MATHIEWS SPECIALTY VEHICLES. Your signature confirms that this drawing is accurate to your design/layout expectations.

CEILING PLAN VIEW
 Approved as drawn with NO changes
 Approved as drawn with noted changes
 Signature _____
 Date _____

PROJECT
 CATAWBA COUNTY LIBRARY
 MATHIEWS SPECIALTY VEHICLES
 101 S. Swing Road
 Greenville, NC 27409
 www.mathiewsvh.com

SHELL
 DRAWN BY: TRAVIS PRESSELEY
 LTR: C
WEIGHT
 DRAWN DATE: 7/18/2018
 REV DESCRIPTION: 9/24/2018
DRG NUMBER
 SCALE: 1/2"=1'
 REV DATE: 9/24/2018
 THIS SHEET IS FOR INFORMATION PURPOSES ONLY. IT IS NOT TO BE USED FOR ANY OTHER CONSTRUCTION.

SHEET
 6 OF 8



SCALE: 1" = 1'

YOUR VEHICLE WILL BE BUILT ACCORDING TO THIS DRAWING!

All dimensions are approximate. The physical measurements of your shell upon arrival at our facility could affect the design layout of your vehicle including but not limited to door locations; window locations; interior paneling; and suspension systems. You will be notified of substantial changes in design layout by a revised drawing for your review. We reserve the right to make modifications to the design for fit, form, or function. Modifications to the design are the responsibility of the customer. Your signature represents that this drawing is accurate to your design/requirements.

CEILING PLAN VIEW

- Approved as drawn with NO changes
 - Approved as drawn with noted changes
- Signature _____ Date _____

PROJECT

CATAWBA COUNTY LIBRARY
 MATTHEWS SPECIALTY VEHICLES
 101 S. Swing Road
 Cabarrus, NC 27409
 www.msvvehicles.com

SHELL

DRAWN BY: IRVING PRESLEY
 LTR: C
 REV DATE: 9/24/2018

WEIGHT

DRAWN DATE: 7/18/2018
 REV DESCRIPTION: NONE

DRG NUMBER

SCALE: 1 1/2"=1"
 REV DATE: 9/24/2018

SHEET

7 OF 8

THIS VEHICLE IS NOT BEING DESIGNED OR BUILT FOR ANY OTHER PURPOSES OR APPLICATIONS. IT IS NOT TO BE USED FOR ANY OTHER APPLICATIONS.

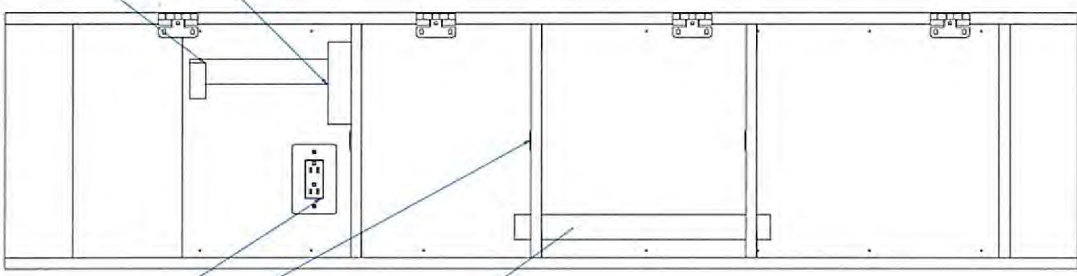
SURGE PROTECTOR

PEPLINK

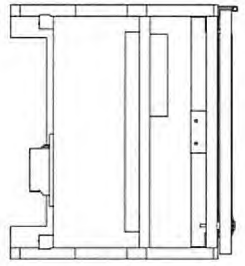
SINGLE GANG RECP.

(3x) 1/4" WIRE GROMMET

LARGE SURGE PROTECTOR



TOP VIEW

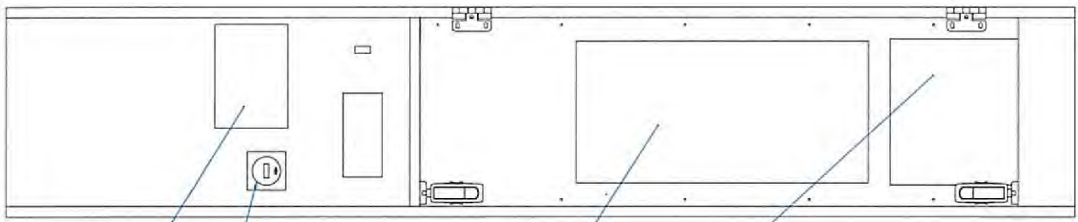


SOLAR CHARGE CONTROLLER

BATTERY MONITOR

MULTIPLUS INVERTER 20VA

(2) SOLAR BATTERIES



SCALE : 3" = 1'

YOUR VEHICLE WILL BE BUILT ACCORDING TO THIS DRAWING!
 All dimensions are in inches. The physical measurements of your vehicle are subject to our facility. We will allow the design layout of your vehicle including but not limited to door locations, wheel well size and location, wall thickness, ceiling height, and other details. We reserve the right to make any changes without notified of substantial changes in design layout by a revised drawing for your review before production begins. Modifications to this drawing after approval are at your own risk. Your signature represents approval of MATTHEWS SPECIALTY VEHICLES. Your signature confirms that this drawing is accurate to your design/layout expectations.

PLAN VIEW

- Approved as drawn with NO changes
- Approved as drawn with noted changes

Signature

Date

PROJECT

CATAWBA COUNTY LIBRARY

101 S. Swing Road
 Catawba, NC-27027
 www.mtvehicles.com

MATTHEWS SPECIALTY VEHICLES

SHELL

LTR

C

WEIGHT

DRAWN BY

IRABUS PRESLEY

DRG NUMBER

SCALE

1/2"=1'

REV DATE

REV DESCRIPTION

7/24/2018

SHEET

8 OF 8

Fact	Fact Note	Tulare County, California	Value Note for Tulare County, California
	Population estimates, July 1, 2018, (V2018)	465,861	
	Population estimates base, April 1, 2010, (V2018)	442,181	
	Population, percent change - April 1, 2010 (estimates base) to July 1, 2018, (V2018)	5.40%	
	Population, Census, April 1, 2010	442,179	
	Persons under 5 years, percent	8.20%	
	Persons under 18 years, percent	30.90%	
	Persons 65 years and over, percent	11.10%	
	Female persons, percent	50.00%	
	White alone, percent	88.30%	
	Black or Af (a)	2.20%	
	American I (a)	2.80%	
	Asian alone (a)	4.00%	
	Native Haw (a)	0.20%	
	Two or More Races, percent	2.60%	
	Hispanic or (b)	64.70%	
	White alone, not Hispanic or Latino, percent	28.60%	
	Veterans, 2013-2017	14,200	
	Foreign born persons, percent, 2013-2017	22.40%	
	Housing units, July 1, 2017, (V2017)	148,994	
	Owner-occupied housing unit rate, 2013-2017	56.20%	
	Median value of owner-occupied housing units, 2013-2017	\$180,200	
	Median selected monthly owner costs -with a mortgage, 2013-2017	\$1,345	
	Median selected monthly owner costs -without a mortgage, 2013-2017	\$381	
	Median gross rent, 2013-2017	\$877	
	Building permits, 2017	1,314	
	Households, 2013-2017	135,144	
	Persons per household, 2013-2017	3.35	
	Living in same house 1 year ago, percent of persons age 1 year+, 2013-2017	87.30%	
	Language other than English spoken at home, percent of persons age 5 years+, 2013-20:	51.50%	
	Households with a computer, percent, 2013-2017	80.90%	
	Households with a broadband Internet subscription, percent, 2013-2017	69.60%	
	High school graduate or higher, percent of persons age 25 years+, 2013-2017	68.60%	
	Bachelor's degree or higher, percent of persons age 25 years+, 2013-2017	13.80%	
	With a disability, under age 65 years, percent, 2013-2017	8.60%	
	Persons without health insurance, under age 65 years, percent	8.80%	
	In civilian labor force, total, percent of population age 16 years+, 2013-2017	58.50%	
	In civilian labor force, female, percent of population age 16 years+, 2013-2017	50.10%	

Total accor (c)	451,880
Total healt (c)	1,610,236
Total manl (c)	8,362,447
Total merc (c)	3,890,547
Total retail (c)	3,903,527
Total retail (c)	\$8,637
Mean travel time to work (minutes), workers age 16 years+, 2013-2017	22.5
Median household income (in 2017 dollars), 2013-2017	\$44,871
Per capita income in past 12 months (in 2017 dollars), 2013-2017	\$18,962
Persons in poverty, percent	24.00%
Total employer establishments, 2016	6,301
Total employment, 2016	94,534
Total annual payroll, 2016 (\$1,000)	3,705,558
Total employment, percent change, 2015-2016	0.40%
Total nonemployer establishments, 2016	19,951
All firms, 2012	23,310
Men-owned firms, 2012	12,168
Women-owned firms, 2012	8,115
Minority-owned firms, 2012	11,023
Nonminority-owned firms, 2012	11,406
Veteran-owned firms, 2012	1,677
Nonveteran-owned firms, 2012	20,452
Population per square mile, 2010	91.7
Land area in square miles, 2010	4,824.22
FIPS Code	"06107"

NOTE: FIPS Code values are enclosed in quotes to ensure leading zeros remain intact.

Value Notes
None

- Fact Notes
- (a) Includes persons reporting only one race
 - (b) Hispanics may be of any race, so also are included in applicable race categories
 - (c) Economic Census - Puerto Rico data are not comparable to U.S. Economic Census data

Value Flags
- Either no or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the n

D	Suppressed to avoid disclosure of confidential information
F	Fewer than 25 firms
FN	Footnote on this item in place of data
NA	Not available
S	Suppressed; does not meet publication standards
X	Not applicable
Z	Value greater than zero but less than half unit of measure shown

Median estimate falls in the lowest or upper interval of an open ended distribution.

National Center for Education Statistics

Indirect estimate of percent lacking *Basic* prose literacy skills and corresponding credible intervals in Tulare County: California 2003

Location	FIPS code ⁰	Population size ¹	Percent lacking <i>basic</i> prose literacy skills ²	95% credible interval ³	
				Lower bound	Upper bound
Tulare County	06107	269,929	32	18.0	48.0

⁰ The state and county Federal Information processing Standards (FIPS) codes are standardized unique state and county identifiers. The first two positions identify the state, and the last three positions identify the county. For more information, see <http://www.census.gov/geo/www/fips/fips.html>

¹ Estimated population size of persons 16 years and older in households in 2003.

² Those lacking *Basic* prose literacy skills include those who scored *Below Basic* in prose and those who could not be tested due to language barriers.

³ The estimated percent lacking *Basic* prose literacy skills has a margin of error as measured by the associated credible interval. There is a 95% chance that the value of the percent lacking *Basic* prose literacy skills is contained between the lower and upper bound.

SOURCE: U.S. Department of Education, Institute of Education Sciences, National Center for Education Statistics, 2003 National Assessment of Adult Literacy



June 26, 2019

Darla Wegener, County Librarian
Tulare County Free Library
417 N. Locust Street
Visalia, CA 93291-4943

Dear Ms. Wegener:

We are pleased to approve the grant application for the Read to Succeed Library and Literacy Mobile Unit project for a total of \$100,000 in federal Library Services and Technology Act (LSTA) funds.

Note that availability of grant funds is subject to enactment of the State of California's budget for the 2019-2020 fiscal year.

Processing of grant payments may take from six to eight weeks before delivery. If you still haven't received payment after eight weeks, please contact your grant monitor.

Best wishes for a successful project. Your grant monitor is available to assist you throughout the year.

Respectfully yours,

Greg Lucas
California State Librarian

Enclosures

cc: Colette Moody
Karen Bosch Cobb
Edward William

THE BASICS – YOUR LSTA GRANT AWARD

The following provides all of the basic information about your grant and managing your grant.

Award #:	40-8962
File #:	L-23
IMLS #:	LS-00-19-0005-19
Library:	Tulare County Free Library
Project Title:	Read to Succeed Library and Literacy Mobile Unit
Award Amount:	\$100,000

2019/2020 LSTA APPROVED BUDGET

Salaries/Wages/Benefits	\$0
Consultant Fees	\$0
Travel	\$0
Supplies/Materials	\$0
Equipment (\$5,000 or more per unit)	\$100,000
Services	\$0
Project Total	\$100,000
Indirect Cost	\$0
Grant Total	\$100,000

Start Date:	July 1, 2019
End Date:	August 31, 2020

This project will be officially closed as of the end date listed above and no new expenditures may be generated, nor may any additional funded project activities occur. Unexpended or unencumbered funds must be returned within 30 days of the end date. However, if funds were encumbered prior to the end date, this project is allowed 45 days to liquidate those encumbrances. Any funds not liquidated are to be returned with the liquidation report within 60 days of the end date.

REPORTING

Financial and program narrative reports are required. All required reporting materials will be located on the California State Library's website at <http://www.library.ca.gov/grants/library-services-technology-act/>. The forms, along with instructions, will be on the website under the heading "Manage Your LSTA Grant." The Grant Guide for this project will list specific reporting due dates. This letter and the enclosed list of LSTA procedural requirements amend the Consolidated Application/Grant Award Certification document and must remain a part of all your existing copies. Failure to provide timely reports is a serious breach of a grant recipient's administrative duty under the grant program, which may result in federal audit exceptions against the state and the loss of LSTA funds.

PAYMENTS

Please note this clarification regarding payments. If your full grant amount is \$20,000 or more, ten percent (10%) of the grant award is withheld until the end of the project period. It is payable only if the grant recipient fulfills all project reporting requirements and expends all funds, or returns all unspent grant funds, by the time specified in the grant program.

CONTACT

We want your project to be successful. Please work with this grant monitor in implementing your project.

Grant Monitor:	Karen Bosch Cobb
Phone Number:	(559) 217-1896
Email Address:	boschcobb@plpinfo.org

Project Title: Read to Succeed Library & Literacy Mobile Unit
System/Agency: Tulare County Free Library

CONSOLIDATED APPLICATION NOTIFICATION OF GRANT AWARD

I. The subrecipient designated above hereby certifies to the California State Library, for a grant of funds in the amount \$100,000 . This block grant will provide library services as set forth in the LSTA Service Project Application as approved and/or as amended by the California State Librarian.

TERMS AND CONDITIONS

The subrecipient agency and its named or designated fiscal agent hereby assures the California State Library that:

1. It is mutually understood between the parties that this grant award may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties in order to avoid program and fiscal delays which would occur if the grant award were executed after that determination was made.

2. This grant award is valid and enforceable only if sufficient funds are made available to the State by the United States government for the Fiscal Year **2019/20** for the purposes of this program. In addition, this grant award is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms or funding of this grant award in any manner.

3. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this grant award shall be amended to reflect any reduction in funds.

4. The California State Library has the option to amend the grant award to reflect any reduction of funds.

5. Upon the grant award approval by the State Librarian, one (1) completed set of this CONSOLIDATED APPLICATION NOTIFICATION OF GRANT AWARD will be sent to the subgrantee. Such copy shall be the officially approved agreement for the conduct of the approved project.

6. "Subrecipient" means the government or other legal entity to which a subaward is awarded and which is accountable to the grantee for the use of the funds provided.

7. The subrecipient will make reports to the State Librarian in such form and containing such information as may be required to enable the California State Library to perform its duties. The subrecipient will keep such records and afford such access as the California State Librarian, California State Library may find necessary to assure the correctness and verification of such reports.

Project Title: Read to Succeed Library & Literacy Mobile Unit
System/Agency: Tulare County Free Library

**CONSOLIDATED APPLICATION
NOTIFICATION OF GRANT AWARD, LSTA (continued)**

8. The control of funds and title to property derived there from shall be in a subrecipient agency for the uses and purposes provided; a subrecipient agency will administer such property and funds and shall apply funds only for the purposes for which they were granted.

9. The expenditure under this program will not be used to supplant subrecipient effort.

10. This agreement is entered into under provisions of the Library Services and Technology Act, Public Law 104-208 on September 30, 1996; and Congressional Record – House, H11644-H11728 on September 28, 1996, H12266-H12267 on October 3, 1996; and 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, December 26, 2013. Congress enacted the Museum and Library Services Act of 2010 (Pub. L. 111-340, codified at 20 U.S.C. § 9101 *et seq.*), which also incorporates Library Services and Technology Act (LSTA).

11. Performance of the provisions of this agreement is subject to the conditions and availability of funds as awarded by the State Librarian under said Act.

12. The terms of this agreement shall be from upon execution until the end of the grant period, but shall be subject to termination by either party by giving written notice to the other party at least thirty (30) days prior to the effective date of termination.

In the event this agreement is so terminated, the subrecipient shall deliver to the State Librarian copies of all reports and/or materials prepared up to the date of termination, and the State Librarian shall determine, and pay the subrecipient for the necessary and appropriate expenditures and obligations to the date of termination which have not been covered by prior installments heretofore paid to the subrecipient. If funding has been advanced to the subrecipient, any unobligated balances, as determined by the State Librarian, shall be returned to the State Library within 60 days of the notice of termination.

13. The State Librarian is empowered to review, audit, and inspect the project for compliance with this agreement.

LIMITATION OF EXPENDITURE

Expenditure for all projects must conform to the approved budget, as amended, and with applicable Federal and State laws and regulations.

Project Title: Read to Succeed Library & Literacy Mobile Unit
System/Agency: Tulare County Free Library

**CONSOLIDATED APPLICATION
NOTIFICATION OF GRANT AWARD, LSTA (continued)**

During the grant period, the subrecipient may find that the awarded budget may need to be modified. Budget changes, requests for additional funds, or requests for reductions in the grant funding award must be discussed with the assigned State Library Grant Monitor and a Grant Award Modification (LSTA Form 4) may be required to be submitted according to the instructions. Approval is by the State Librarian. Adjustments should be reported on the next financial report. Any adjustments in approved budgets must be documented and documentation retained in project accounts. The total amount paid by the California State Library to the subrecipient under this agreement shall not exceed \$100,000 and shall be expended/encumbered in the designated grant period.

REPORTS AND CLAIMS

It is the responsibility of the recipient of these instructions to see that the proper individual to supply the required reports and claims receives the instructions and makes the required reports and claims to the California State Library.

- I. The subrecipient shall be responsible for the submission of two Narrative Reports, unless otherwise noted in the Grant Guide for the project located on the CSL's website, on the progress and activities of the project to the State Library within 30 days following the end of the designated quarter.
- II. The subrecipient shall submit quarterly Financial Reports to the State Library, unless otherwise noted in the Grant Guide for the project located on the CSL's website. These reports are to reflect the expenditures made by the subrecipient under the agreement. The financial reports are to be submitted within 30 days following the end of the designated quarter.
- III. To obtain payment hereunder the subrecipient shall submit authorized claims provided by the State Library for that purpose, on each of the following mentioned dates for payment, and the California State Library agrees to reimburse the Library as soon thereafter as State fiscal procedures will permit.
- IV. The final 10% of the grant award (if applicable) is payable only if the subrecipient fulfills all project reporting requirements and returns all unspent funds by the time specified in the Grant Guide. Failure to provide timely reports is a serious breach of a grant recipient's administrative duty under the award, which may result in federal audit exceptions against the State and the loss of LSTA funds. The State Librarian may extend the final deadline for good cause. Request for extension beyond the final deadline of the grant period must be received at least 30 days prior to that deadline.

Payment will be provided to cover the expenditures incurred by the subrecipient for the project in the following manner:

\$45,000	upon execution of the agreement and submission of claim by fiscal agent
\$45,000	on or about October 30, 2019
\$10,000	on the submission of all reporting and return of funds

If the amount of payment made by the California State Library shall exceed the actual expenses during the term of this agreement, as reflected in the financial reports to be filed by the subrecipient, the subrecipient shall refund to the California State Library the amount of such excess payment.

Project Title: Read to Succeed Library & Literacy Mobile Unit
System/Agency: Tulare County Free Library

**CERTIFICATIONS REGARDING: NONDISCRIMINATION; DEBARMENT AND
SUSPENSION; AND OTHER ASSURANCES**

The authorized representative certifies that the Subrecipient or its Fiscal Agent will comply with the following:

Nondiscrimination

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which prohibits discrimination on the basis of race, color, or national origin;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability (note: IMLS applies the regulations in 45 C.F.R. part 1170 in determining compliance with § 504 as it applies to recipients of Federal assistance);
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. § 1681–83, 1685-86), which prohibits discrimination on the basis of sex in education programs; and
- (d) The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age.

The authorized representative certifies to the best of his or her knowledge and belief that neither the Subrecipient nor its Fiscal Agent:

Debarment and Suspension

- (a) Are presently excluded or disqualified;
- (b) Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. part 180.800(a) or had a civil judgment rendered against it or them for one of those offenses within that time period; fraud, antitrust, embezzlement, forgery, bribery, tax evasion, making false statements, receiving stolen property, or similar offenses so serious as to affect the integrity of the subrecipient or its fiscal agent.
- (c) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in 2 C.F.R. part 180.800(a) and enumerated above.
- (d) Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Trafficking in Persons

- engages in trafficking in persons, procures a commercial sex act, or uses forced labor
- procures a commercial sex act during the period of time that the award is in effect
- uses forced labor in the performance of the grant

Federal Debt Status

Representative certifies to the best of his or her knowledge and belief that the Subrecipient is not delinquent in the repayment of any Federal debt.

Project Title: Read to Succeed Library & Literacy Mobile Unit
System/Agency: Tulare County Free Library

**CERTIFICATIONS REGARDING: NONDISCRIMINATION; DEBARMENT AND
SUSPENSION; AND OTHER ASSURANCES (continued)**

**Certification Regarding Lobbying Activities (Applies to Applicants Requesting Funds in
Excess of \$100,000) (31 U.S.C. § 1352)**

- (a) No Library Services and Technology Act 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 Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (b) No Library Services and Technology Act 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 State agency, Member of the Legislature, an officer or employee of the Legislature, or an employee of a Member of the Legislature in connection with legislative action through oral or written communication with State legislative officials, or solicitation of others to influence or attempt to influence legislative action.
- (c) No Library Services and Technology Act or other federal funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of any county, district, or city agency, in connection with legislative action through oral or written communication with officials, or solicitation of others to influence or attempt to influence legislative action. LSTA funds will not be used for costs to:
- draft legislation or resolutions
 - travel to meetings of governmental bodies urge passage of legislation or resolutions
 - survey voters regarding passage and drafting of legislation or resolutions
 - pay governmental fees (use fees, ballot filing fees, permits, etc.)

Drug-Free Workplace

- (a) Continue to provide a drug-free workplace by complying with the requirements in 2 C.F.R. part 3186 (Requirements for Drug-Free Workplace (Financial Assistance)). In particular, the recipient must comply with drug-free workplace requirements in subpart B of 2 C.F.R. part 3186, which adopts the Government-wide implementation (2 C.F.R. part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988 (P. L. 100-690, Title V, Subtitle D; 41 U.S.C. §§ 701-707).
- (b) This includes, but is not limited to: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for the employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace.

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The authorized representative also certifies that the Subrecipient or its Fiscal Agent will comply with the following:

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

LSTA GRANT AWARD DOCUMENTATION
Budget Citation Chapter 23, Item 6120-211-0890

LSTA Award #: 40-8962

Approval Date: 7/1/2019

Project Title: Read to Succeed Library & Literacy Mobile Unit

Subgrantee: Tulare County Free Library

Funding Start Date: **upon execution**

Term: upon execution – end of grant period

Approved Funds: \$100,000

Payments:	\$45,000	upon execution of agreement	Schedule No.
	\$45,000	on or about October 30, 2019	Schedule No.
	\$10,000	on completion and return of abatements	Schedule No.

Appropriation Encumbered (designate where applicable)

For: FY 19/20

Augmentation Encumbered

For: FY 19/20

Reporting Structure: **61202000**

COA: **5432000**

Program #: **5312**

DUNS #: **071861884**

The LSTA program is a federal grant from the Institute of Museum and Library Services (IMLS)

Catalog Number From Catalog of Federal Domestic Assistance (CFDA) #: 45.310

IMLS FAIN: LS-00-19-0005-19

MLS Federal Award Date: 01/11/19

IMLS Total Amount of the Federal Award and Obligated by this action: \$15,903,734

BUDGET CATEGORY	APPROVED BUDGET
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SALARIES

CONSULTANT FEES

TRAVEL

SUPPLIES/MATERIALS

EQUIPMENT

\$100,000

SERVICES

INDIRECT COSTS

TOTAL

\$100,000