DEPARTMENT: LIBRARY

RECOMMENDED ACTION AND JUSTIFICATION:

AUTHORIZE THE COUNTY LIBRARIAN TO ACCEPT AND SIGN THE FINANCIAL CLAIM AND CERTIFICATION FOR THE LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) GRANT - "SERVICES FOR SMALL BUSINESSES IN A BOX"; APPROVE ADDITIONAL INCREASE IN LSTA FUNDING

'Services for Small Businesses in a Box,' seeks to address the information needs of business people by providing a 'solution in a box' for public libraries: a package (database subscriptions, customizable Web pages and promotional materials, speakers for library programs, supplemental reference), training, and a small grant award for collection development and other purchases related to the program. The library agrees to participate in the training events and involve the local business community in the project development and implementation. The grant period will officially close June 30, 2005.

The Mariposa County Librarian is requesting that the Board of Supervisors authorize her to accept and sign the Financial Claim and Certification for the Library Services and Technology Act (LSTA) grant - "Services for Small Businesses in a Box" and Approve the additional increase in LSTA grant. The total grant will be for $10,000.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Board of Supervisors has authorized the County Librarian to accept grants.
Fresno: 03-434, 03-355.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
The Mariposa County Library would not have adequate and up-to-date resources for the business collection.

Financial Impact? ( √ ) Yes ( ) No Current FY Cost: $        Annual Recurring Cost: $
Budgeted In Current FY? ( ) Yes ( √ ) No ( ) Partially Funded
Amount in Budget: $5,000
Additional Funding Needed: $

List Attachments, number pages consecutively

Source:
Internal Transfer
Unanticipated Revenue √ 4/5's vote
Transfer Between Funds
Contingency
( ) General ( ) Other

CLERK'S USE ONLY:
Res. No. Ord. No. ______
Vote - Ayes: ______ Noes: ______
Absent: ______
( √ ) Approved
( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date: ______
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: Deputy

COUNTY ADMINISTRATIVE OFFICER:
( √ ) Requested Action Recommended
( ) No Opinion
Comments:

CAO: ______

Revised Dec. 2002
# BUDGET ACTION FORM

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEP/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>0606</td>
<td>731.04-38</td>
<td>Small Business Grant</td>
<td></td>
<td>$5,000</td>
<td></td>
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<tr>
<td>001</td>
<td>0606</td>
<td>308.74-21</td>
<td>Small Business Grant</td>
<td></td>
<td>&lt;5,000</td>
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</table>

To increase Estimated Revenue and Appropriations to reflect the following grant, Services for Small Business in Box, to the library budget.

<table>
<thead>
<tr>
<th>TRANSFER BETWEEN FUNDS</th>
<th>DEBIT</th>
<th>CREDIT</th>
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</tbody>
</table>

**TOTALS** 5,000

**ACTION REQUESTED:** (Check all that apply)

(X) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or transferring appropriation from Contingencies

( ) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

**JUSTIFICATION** An additional $5,000.00 to the Small Business in a Box Grant. The BofS have already approved the first $5,000.00.

**DEPT HEAD SIGNATURE**

**APPROVED BY RES NO.** 04-541

**CLERK**

**DATE 11/23/2004**

**DATE 12-21-04**

**AUDITOR'S USE ONLY**

**BA #**
LSTA GRANT AWARD DOCUMENTATION
Budget Citation Chapter 208, Item 6120-211-0890

LSTA Award #: 40-6354  Approval Date: 11/04/04

Project Title: Services for Small Businesses in a Box -- Mini-grant Program
Subgrantee: Mariposa County Library
Funding Start Date: ** upon execution **

Approved Funds: $10,000  Term: upon execution - 6/30/05

Payments: $10,000  upon execution of agreement  Schedule No.

LUMP-SUM PAYMENT

Appropriation Encumbered (designate where applicable) For:

nd Federal Trust  PCA #: 92980  Code: 702  Vendor Code: M832

Catalog number from Federal Catalog of Domestic Assistance #: 45.310
Matching: State: 34%  Federal: 66%

<table>
<thead>
<tr>
<th>BUDGET CATEGORY</th>
<th>APPROVED BUDGET</th>
<th>REVISED</th>
<th>REVISED</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARIES &amp; BENEFITS</td>
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</tr>
<tr>
<td>LIBRARY MATERIALS</td>
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<tr>
<td>OPERATING EXPENSES</td>
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<td></td>
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<tr>
<td>INDIRECT COSTS</td>
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<td></td>
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<tr>
<td>EQUIPMENT</td>
<td></td>
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<tr>
<td>TOTAL</td>
<td>$10,000</td>
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CERTIFICATION

I. I affirm that the subgrantee named below is the legally designated fiscal agent for this program and is authorized to receive and expend funds for the conduct of this program.

II. I affirm that all information provided to the California State Library for review in association with this award is correct and complete to the best of my knowledge; that as the authorized representative of the subgrantee, I have the legal authority to commit my organization to the conditions of this award.

III. I affirm that any or all other subgrantees participating in the program have agreed to the terms of the application/grant award, and have entered into an agreement(s) concerning the final disposition of equipment, facilities, and materials purchased for this program from the funds awarded for the activities and services described in the attached, as approved and/or as amended in the application.

SIGNED ___________________________ DATE ______________

Authorized representative

Jacqueline M. Dodd Meriam

Type or print name and title of authorized representative

Mariposa County Library

Legal name of local subgrantee

Services for Small Businesses in a Box - Mini-grant Program

Project name as listed on the application

P.O. Box 106 4978 10th Street

Street address of named subgrantee

Mariposa 95338

City County Zip Code Telephone of authorized rep.

Mariposa

Coordinator/Director of program if different

Jacqueline M. Dodd Meriam

WHO SHOULD RECEIVE NOTIFICATION OF APPROVAL OR DENIAL OF LSTA AWARD:

Jacqueline M. Dodd Meriam P.O. Box 106 Mariposa 95338

WHO SHOULD RECEIVE INSTRUCTIONS FOR PREPARING REQUIRED REPORTS:

(Provide name, address and telephone number. Use back if needed.)

209 966 8478 jacque.meriam@sjvls.org
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 (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants).” The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Institute of Museum and Library Services determines to award the covered transaction, grant, or cooperative agreement.

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

(a) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer of employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into or any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL “Disclosure Form to Report Lobbying,” in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110–

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgement 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 ofние “ment, 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 (1)(b) of this certification; and

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

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

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)
As required by the Drug-Free Workplace of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610–

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

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about–

(1) The dangers of drug abuse in the workplace;

(2) The grantee’s policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will–

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, OLS/State Programs Division, Institute of Museum and Library Services, 1100 Pennsylvania Avenue, N.W., Room 802, Washington, DC 20506.

(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. 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.

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

<table>
<thead>
<tr>
<th>Name of applicant</th>
<th>Award Number and/or Project Name</th>
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<tr>
<td></td>
<td>Library Services and Technology Act (LSTA)</td>
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<tr>
<th>Printed Name and Title of Authorized Representative</th>
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<table>
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<tr>
<th>Signature</th>
<th>Date</th>
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</thead>
</table>
CALIFORNIA STATE LIBRARY
Library Services and Technology Act
FINANCIAL CLAIM

Y: 04/05
VP: 03
VENDOR CODE: M832
SCHEDULE NO: 

Date: November 22, 2005

Claim of: Mariposa County Library
Address: P.O. Box 106 14918 10th Street Mariposa 95338

For: Mariposa County Library
(Name of System or Agency)

Project Title: Services for Small Businesses in a Box -- Mini-grant Program

Amount Claimed: $10,000 Contract or Grant Award I.D. Number: 40-6354

For Period From: upon execution to June 30, 2005

Type of Payment: PROGRESS FINAL IN FULL
Payable Upon Execution of Agreement 11/04/04

CERTIFICATION

I hereby certify under penalty of perjury that I am the duly authorized officer of the claimant herein; that this claim is in all respects true, correct and in accordance with law and the terms of the contract; and that payment has not previously been received for the amount claimed herein.

by

[Signature]
(Signature of the authorized officer of the Fiscal Agency)

Mariposa County Library

State of California
State Library Budget Office

by ____________________________ date ____________________________

MAIL ONE ORIGINAL SIGNATURE TO:

California State Library
Budget Office - LSTA
P.O. Box 942837
Sacramento, CA 94237-0001

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