

Follow Up

 Public Profile

ATT PHASE III

Process: PLA Phase 3 2024

Contact Info

Request

Documents 0

Applicant:

Sandra Solache
SSolache@MurrietaCA.gov
951-461-6141
8 Town Square
Murrieta, CA 92562 United States


[Contact Email History](#)

Organization:

Murrieta Library 
951-304-2665
8 Town Square
Murrieta, CA 92562 United States

If your organization information does not appear correct, please contact the funder. Thank you.


 Application

 Follow Up

 FollowUp Packet

 Question List



 Due by 11/22/2024 11:59 PM CST.

 Fields with an asterisk (*) are required.

✓ PLA Digital Literacy Workshop Incentive, supported by AT&...

This agreement is between the library named below ("Recipient library") and the American Library Association through its division the Public Library Association ("PLA").

Failure to comply with the conditions described below may result in termination of this agreement by PLA, Recipient library's removal from the program, and limitations on Recipient library's opportunities to take part in other programs offered through the PLA.

Participation Requirements

As a Recipient library of a 2024-2025 PLA Digital Literacy Workshop Incentive, supported by AT&T, the Recipient library agrees to the following participation requirements:

Formal Acceptance, Deadline: November 22, 2024

To confirm your library's participation in the Digital Literacy Workshop Incentive and receive an incentive the following documents must be received by 11/22/24.

- Signed Grant Agreement / Acceptance Form (completed and submitted online, scroll down to virtually sign)
- W9 form
- ACH Direct Deposit form (Optional but encouraged for faster processing)

Programming Requirements

- The recipient agrees to conduct digital literacy training workshops utilizing the DigitalLearn platform.
- The recipient agrees that funds cannot be used for E-Rate eligible expenses.

- The recipient agrees to conduct either in-person or online workshops.
- The recipient agrees to use approved training materials by May 30, 2025 to reach:
 - a minimum of 30 learners if classified as a Small Library or
 - a minimum of 75 learners if classified as a Large Library
- Recipient library agrees to only use one or more of the following 8 DigitalLearn training materials to conduct workshops:
 - Internet Basics
 - Cybersecurity Basics
 - Email Basics
 - Computer Basics (Windows 10)
 - Computer Basics (Mac OS 11)
 - Video Conferencing
 - Using a Mobile Device (Android)
 - Using a Mobile Device (iOS)
- Recipient library agrees to conduct as many workshops as necessary to reach the minimum learner goals based on your library size.
- Recipient library agrees to regularly submit workshop schedules at least four weeks before the programming date.
- Recipient library agrees that although the goal is to conduct group workshops, learner goals can be met through one-on-one support if workshop materials are utilized.

- Recipient library must use funds for approved expenses, including but not limited to:
 - Hire trainers/facilitators to conduct workshops.
 - Purchase equipment to aid in workshop accessibility: wheelchair-accessible, height adjustable tables, hearing or vision aids such as larger monitors, high contrast keyboards, roller ball mice or other hardware or software.
 - Print handouts, certificates, and other learner materials for in-person trainings.
 - Purchase project supplies (e.g., paper, post-its, printing, etc.).
 - Purchase non-capital equipment to be used for training (e.g., computer and/or projector, smart board, tablets to be used for trainings).
 - Advertise workshops and PLA and AT&T's digital literacy resources. Examples include outdoor banner, social media ads, radio ads, newspaper ads, billboards, & promotional videos.
 - Purchase and distribute materials to promote DigitalLearn and your library's digital skills support. Examples: bookmarks, notebooks, flash drives, headphones, tee shirts, socks, calendars, water bottles, tote bags etc.
 - Items to be used as a giveaway or free drawing. Examples include tablet, gift card or any of the items listed above.
 - Translate training materials into languages other English or Spanish.
 - Rent a space for training (if not held in a library).
 - Provide snacks for attendees.
 - Provide transportation for attendees.
 - Provide childcare for attendees.
 - Hire translators or interpreters.
 - Purchase of PPE.
- Recipient library cannot use funds for e-rate eligible expenses, such as broadband connections and maintenance. Please contact your state e-rate coordinator with questions.
- Recipient Library agrees, once learner goals are met, remaining funds can be used to support the use of any element of DigitalLearn, including any workshop materials or self-paced content.

Local Incentive Administration

- Recipient library agrees to use incentive funds to support workshop programming and incentive-related expenses, per the guidelines
- Recipient library agrees to create and follow a project plan which adheres to all guidelines
- Recipient library agrees to create and follow a budget that supports the project plan

Local Incentive Directors

- Recipient library agrees to appoint one staff member as the Incentive Director (local coordinator) of the incentive, responsible for:
 - Overseeing the workshop series according to the incentive guidelines.
 - Attending or viewing recordings of all required webinars hosted by PLA and sharing program information with relevant staff.

Funder Engagement and Acknowledgement

- Recipient library agrees to include the required acknowledgement of donors, PLA and AT&T, on all materials using approved logos and/or donor acknowledgement statement when Recipient library's programs are presented. A form acknowledgement will be provided to Recipient Library.
- Recipient library permits PLA to share workshop schedule with AT&T representatives.

- Recipient Library agrees to collaborate with local AT&T employee representatives in promoting and volunteering, where AT&T employee volunteers are available and can be accommodated, to assist at workshops. (Local promotion and volunteers are not guaranteed, only available in certain regions.)
- Recipient library is under no obligation to use or promote AT&T products or services.

Advertising And Publicity

- Recipient library agrees to promote the supported PLA and AT&T digital literacy resources available at DigitalLearn.org to the widest possible public audience.
- Recipient library agrees to develop a promotional plan to recruit digital learners from underserved and/or under-resourced groups.
- Recipient library agrees to announce the incentive in a press release, newsletter and/or appropriate communication to their community and stakeholders.
- Recipient library agrees to follow the guidelines provided in the online press kit, furnished by PLA, for use of the ALA, PLA and AT&T names and logos, and to use the official credit language in all publicity to ensure that all parties are properly credited in all publicity and communications relating to the incentive activities.
- Recipient library agrees to use provided press and marketing templates, furnished by PLA, when generating publicity materials.

Evaluation and Reporting

- Recipient library agrees to use Project Outcome based surveys to collect learner outcomes at the end of each workshop.
- Recipient library agrees to submit attendance numbers at least once a month between December 2024 and June 2025.
- Recipient library agrees to complete online report, by June 16, 2025
- PLA agrees to provide access to online reporting templates, and to send periodic reporting deadline reminders (provided failure to receive such reminders does not relieve recipient library of its reporting obligations hereunder).

Learner Access

- Recipient library agrees to charge no fees to learners participating in workshops.
- Public access may not be denied to anyone on the basis of race, color, creed, national origin, disability, sex, age, sexual identity, or any other basis prohibited by applicable law.

Damages and Insurance

Indemnification Agreement. Library shall bear the responsibility and be liable for any act or omission, on the part of Library, its officers, agents, employees, subcontractors and/or others working at the direction of Library or on Library's behalf, due to the violation of any pertinent federal, state or local law, rule or regulation while carrying out the operations of this Agreement, or due to any breach of this Agreement; provided, that Library and its respective governing body does not waive its sovereign immunity by entering into this Agreement, and Library retains all immunities and defenses provided by law with respect to any action based or occurring as a result of this Agreement.

Incentive Name*

2024-2025 PLA Digital Literacy Workshop Incentive, supported by AT&T

Project Name*

In the text box below, please type: PHASE III

ATT PHASE III

Institution Name (HOST)*

Murrieta Public Library

HOST City*

Murrieta

HOST State*

CA ▾

✓ Payment of Programming Incentive

Payee Information Confirmation*

ALA agrees to distribute the incentive to the HOST, payable to the PAYEE as listed below. Funds may be paid to the HOST, or to the HOST library's Foundation or Friends' Group, if a W9 is available and arrangement is so desired.

The Payee in many cases will be the county, city, or township please check the name and address listed on your W9.

Payment of programming funds can be issued as either an ACH payment or paper check.

IMPORTANT NOTES:

- All payments, ACH or Check, the payee information you provide below *must match* the name and address on your completed ACH Authorization Form and your completed W9 Form.

We STRONGLY encourage ACH (direct deposit) payment method to prevent longer processing times.

Please select preferred payment method:

- ACH Direct Deposit
- Paper check

Make payable to*

City of Murrieta

Care of/Attention to*

Finance Department

Payee Phone Number*

(XXX) XXX - XXXX

(951) 304-2489

Payee Address Line 1*

City Hall

Payee Address Line 2*

1 Town Square

Payee City*

Murrieta

Payee State*

CA ▾

Payee Zip Code*

(xxxxx-xxxx)

92562-7922

✓ Upload ACH Direct Deposit Payment Documents to ShareFile ...

In order to process payment, ALA must collect a W9 for every grantee institution. Please download, complete, and sign the following documents for the grant funds payee:

- [W9 Form](#)
- [ACH Direct Deposit Authorization Form](#)
 - YOU MUST ALSO INCLUDE a voided check, deposit slip, or signed bank letter with this ACH Direct Deposit Authorization Form. Please upload this as a separate document.

We ask that you transmit your payment files through a secure medium by using this link: <https://bit.ly/ala-PLA>

1. You will be prompted for your email, name, and company. This information is exclusively used to track who has sent files.
2. Select your files by either dragging and dropping or by browsing your computer files and selecting the files for upload. **Naming your files as directed below is essential to receiving programming funds in a timely manner.**

If your institution name and payee name are THE SAME, use the below templates to name your files:

- PLA Phase 3 PAYEE NAME W9
- PLA Phase 3 PAYEE NAME ACH

If you upload a voided check, deposit slip, or signed bank letter separately from the ACH Authorization Form, use this template:

- PLA Phase 3 PAYEE NAME Voided check
- PLA Phase 3 PAYEE NAME Bank Letter

If your institution name and payee name are DIFFERENT, use the below templates to name your files:

- PLA Phase 3 PAYEE NAME_INSTITUTION NAME W9
- PLA Phase 3 PAYEE NAME_ INSTITUTION NAME ACH

If you upload a voided check, deposit slip, or signed bank letter separately from the ACH Authorization Form, use this template:

- PLA Phase 3 PAYEE NAME_INSTITUTION NAME ACCOUNT CONFIRMATION

3. Click on the "Upload" button in the lower left-hand corner of your screen.
4. Wait until the file has finished uploading before closing the browser. You can close the browser when the files have the 'Uploaded' status next to their names.

If you have any questions, please contact us at digitallearnhelp@ala.org

Please confirm the name of the files you uploaded to ShareFile (Tiger Tools) below.

ACH Deposit W9 Form Upload Name:*

Example 1: PLA Phase 3 MARSHA P. JOHNSON PUBLIC LIBRARY W9

Example 2: PLA Phase 3 FRIENDS OF MARSHA P. JOHNSON PUBLIC LIBRARY_ MARSHA P. JOHNSON PUBLIC LIBRARY W9

Please copy/paste the name of your uploaded document below:

ACH Deposit W9 Upload to ShareFile (Tiger Tools) Confirmation*

I confirm that I have uploaded the payee W9 Form.

ACH Authorization Form Upload Name*

Example 1: PLA Phase 3 MARSHA P. JOHNSON PUBLIC LIBRARY ACH

Example 2: PLA Phase 3 FRIENDS OF MARSHA P. JOHNSON PUBLIC LIBRARY_ MARSHA P. JOHNSON PUBLIC LIBRARY ACH

Please copy/paste the name of your uploaded document below:

ACH Authorization Form Upload to ShareFile (Tiger Tools) Confirmation*

I confirm that I have uploaded the payee ACH Direct Deposit Authorization Form.

Bank Account Documentation Upload Name

(If uploaded separately from ACH Authorization Form)

Example 1: PLA Phase 3 MARSHA P. JOHNSON PUBLIC LIBRARY ACCOUNT CONFIRMATION

Example 2: PLA Phase 3 FRIENDS OF MARSHA P. JOHNSON PUBLIC LIBRARY_ MARSHA P. JOHNSON PUBLIC LIBRARY ACCOUNT CONFIRMATION

Please copy/paste the name of your uploaded document below:

Bank Documentation Upload to ShareFile (Tiger Tools) Confirmation*

You must include a voided check, deposit slip, or signed bank letter with this ACH Direct Deposit Authorization Form.

This can either be included in the same PDF as the ACH Direct Deposit Authorization Form or uploaded as a separate document.

I confirm that I have included a voided check, deposit slip, or signed bank letter.

Payee Information Confirmation*

By checking this box, I confirm that all payee information provided (in the Grant Acceptance Form and associated payment documents) is accurate and matches across all uploaded payment forms.

Yes.

✓ **Confirmation of Acceptance**

Confirmation of Acceptance*

Each party agrees that this Agreement and any other documents to be delivered in connection herewith may be electronically signed, and that any electronic signatures appearing on this Agreement or such other documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

By completing and submitting the information below, I agree to the terms stated above and accept the 2024-25 PLA Digital Literacy Workshop Incentive, supported by AT&T requirements on behalf of the library. I further attest that the library is neither presently debarred, suspended, proposed for debarment, declared ineligible, nor voluntarily excluded from participation in this transaction by any federal department or agency.

NOTE: You can check your status with regard to debarment at the website of the System for Award Management (SAM.gov).

Yes

Certifying Official First Name*

Kim

Certifying Official Last Name*

Summers

Certifying Official Institution*

City of Murrieta

Certifying Official Title*

City Manager

Certifying Official Email Address*

ksummers@murrietaca.gov

Certifying Official Phone Number*

(951) 304-2665

✓ Review and Submit

Please review your Grant Acceptance Form and payee information to ensure a complete and accurate submission. Once you have completed your review, click "Submit" in the bottom right corner of your screen.

Questions? Contact us at digitallearnhelp@ala.org.

i Due by 11/22/2024 11:59 PM CST.

Save Follow Up

Submit Follow Up