E-27/K.1
CALIFORNIA STATE LIBRARY
FY 2014/15
LSTA EUREKA! LEADERSHIP GRANT APPLICATION

ELEMENT 1: BASIC INFORMATION

Applicant Information
1. Library/Organization
   Sonoma County Library

3. Internet Web Site Address
   www.sonomalibrary.org

4. Project Coordinator Name & Title
   Rebecca Forth, Assistant to the Director

6. Business Phone Number
   707-545-5584 x. 1553

8. Mailing Address
   PO Box or Street Address
   211 E Street
   City
   Santa Rosa
   State
   CA
   Zip
   95404

Project Information
9. Project Title
   Seen and Heard: Visual Histories of Homelessness in Sonoma County

10. LSTA Funds Requested
    $5,000

11. Cash Match
    $2,360

12. In-Kind
    $14,440

13. Total Project Cost
    $21,800

14. Federal Library Services & Technology Act (LSTA) Purpose
    (Check one purpose which best describes the project)
    □ Developing library technology, connectivity and services
    □ Providing targeted services to diverse populations or persons who have difficulty accessing services
    □ Providing services to promote life-long learning
    □ Developing public and private partnerships

15. California’s LSTA Goals
    (Check all that describe the project)
    □ Literate California
    □ Bridging the Digital Divide
    □ 21st Century Skills
    □ Information Connections
    □ 22nd Century Tools
    □ Community Connections
    □ Content Creation/Preservation
    □ Ensuring Library Access for All

16. Number of persons served
    (The number of persons who use or will benefit directly from this project)
    75

17. Congressional District(s) number
    CA-2, CA-5

18. Primary Audience for project
    (Check at least one, maximum of three)
    □ Adults
    □ Public library trustees
    □ Children
    □ Rural Populations
    □ Institutionalized persons
    □ Senior Citizens
    □ Library Staff & Volunteers
    □ Statewide public
    □ Non/limited English speaking persons
    □ Urban populations
    □ People with special needs
    □ Young adults and teens
    □ Pre-school children

19. This signature certifies that I have read and support this LSTA Grant Application.

Director Name: Jaime Anderson and David Dodd, Interim Co-Directors

Mailing Address (If different from above) ____________________________

Director Signature: ____________________________

City: ____________________________ Zip: ____________________________

Date: 9-30-2014
ELEMENT 2: PROJECT BACKGROUND AND SUMMARY

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

The need for this project was identified simultaneously by a 2013 report, the Homeless Point-in-Time Census and Survey; by the Continuum of Care Report on Sonoma County’s 10-Year Homeless Action Plan; by consultation with community partners, including the Task Force for the Homeless; and by observation and stakeholder interviews. The 2013 Homeless Point-in-Time Census identified 4,280 individuals without a permanent residence in Sonoma County. This number is estimated to represent a portion of people experiencing homelessness in the county, extrapolated to be 9,749 in total, or 2% of the overall population. While a number of agencies offer services to address the most basic needs, such as food and medical care, few programs exist which offer any activity that does not support mere survival. Those few that are available accept only participants that meet specific criteria, such as women with children or people experiencing mental health issues.

During a recent community forum, the director of a local homeless services center--formerly homeless himself--spoke eloquently about the experience of homelessness. He described the amount of time spent waiting, with nothing to do, and he spoke about the lack of safe, welcoming places to spend the day. He spoke about coping strategies that further entrench people in homelessness. He also detailed the pain of interacting with others while homeless: “No one sees you. They look right through you.”

The Seen and Heard program proposes to provide an expressive outlet in a safe place for any of the up to 10,000 homeless people in Sonoma County. Seen and Heard will leverage expressive art therapy as a means for participants to tell their stories. Art-based interventions have been demonstrated to be effective in reducing adverse physiological and psychological outcomes, improving quality of life, and fostering community.

In a 2010 issue of the American Journal of Public Health, Dr. Heather Stuckey published an article entitled “The Connection Between Art, Healing, and Public Health” in which she demonstrates both physical and psychological benefits of creating self-expressive art. She states: "Art helps people express experiences that are too difficult to put into words... [to] explore the meanings of past, present, and future during art therapy, thereby integrating [adverse experiences] into their life story and giving it meaning." The resulting work and project documentation will be integrated into an audio-visual narrative of the experience of homelessness, displayed as a museum exhibition and as an online exhibition. The community of Sonoma County is currently divided over how to respond to issues of homelessness. This project proposes to redirect the focus of this community conversation toward the individuals themselves.

The project will consist of a series of drop-in workshops, during which participants may explore materials, art styles, and methods of art-based expression. Integrated into the workshops will be video interviews, focusing on the creation process and the story that emerges. The culmination of the project will be an exhibition of the work that is created at a local museum and the unveiling of the corresponding video recorded oral histories.

Seen and Heard aligns with the stated goals of the Sonoma County Library Strategic Plan to provide excellent collections and services for the community and to support facilities that provide a welcoming environment for patrons. The Strategic Plan outlines strategies for enhancing services to underserved populations, creating a safe environment, and growing community partnerships.

Seen and Heard creates a vital space for homeless people to make their voices heard, to convene and connect with community in a safe place, and to explore their own stories and paths forward. The program will offer a chance for the human beings themselves to be seen and heard, humanizing the condition of homelessness.

Local agencies address homelessness in many ways, but none offer their clients and residents an expressive outlet, the product of which (the art and interview videos) engages the broader community in Sonoma County--to promote awareness and understanding, to change the conversation about homelessness, to improve the lives of homeless people, and to allow this underrepresented group to participate in the community dialogue.
ELEMENT 3: PLANNING AND EVALUATION

Please answer each area concisely and completely. Limit to two pages and use 12 point font.

A. Project Purpose – Short statement which answers the questions: we do what, for whom, for what expected benefit.

The Seen and Heard project will consist of 13 drop-in art workshops during which participants will have access to both materials and instruction. The workshops will serve self-identified homeless people in Sonoma County.

The benefit to participants will be the opportunity to create self-expressive art in a safe place, to learn about and experiment with art materials and technique, and to create a story that encompasses past, present, and future experiences, circumstances, and goals. Participants will gain an increased awareness of themselves and of their role in the broader conversation about homelessness in Sonoma County.

The project will be documented in video recordings and still photos, which will be mounted on the Library website and displayed during a dedicated exhibition at a local art museum. Sonoma County community members, organizations, and businesses will engage with Seen and Heard and its participants via this visual documentation of the project as well as at the opening of the exhibition.

The benefit to the community will be an increase in their level of awareness of and engagement with others in Sonoma County. In experiencing this project, community members will increase their understanding of and compassion toward homeless people in Sonoma County and may become involved in ongoing efforts to improve the lives of homeless people, in small and large ways.

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

During stage one of the project, we will develop infrastructure for the workshops, including codifying community partnership agreements, developing curriculum, scheduling site(s), and performing strategic outreach and marketing activities. Many community partners have already been identified and have expressed interest. During stage one, we will draft working agreements and create detailed, partner-specific timelines. Outreach to potential participants will be conducted and community outreach to market the program will begin.

Stage two of the project will comprise the 13 workshops themselves, including video documentation. Thirteen workshops will take place every Monday, December through February, to coincide with the most inclement weather during the year. Participants will have access to the community room of the library on a day when the library is usually closed. Two to three paid Expressive Arts instructors will lead the workshops, and attendees will have the opportunity to participate in brief oral history interviews at the end of each session.

Stage three of the project is dedicated to mounting an exhibition at a local museum, hosting a community forum that highlights the artists and their stories, and debriefing key partners and community leaders on the success of the project. Work released by participants for this purpose will be mounted as an exhibition. An opening night event will bring together community leaders, homeless services organizations, community members, and the artists to celebrate and to form new partnerships.

Stage four will consist of the evaluation and documentation of the project outcomes and planning for ongoing programming. Assessment measures and partner feedback will be synthesized into a project report. The report will be posted with the project documentation and sent to project partners. Project planning for additional programs will begin and ongoing sponsorship/grant funding will be sought.
C. Anticipated Project Outputs – Measures of service or products provided.

Seen and Heard will provide 13 drop-in art workshops and education to 75 homeless people in Sonoma County. A contracted instructor will lead individual workshop sessions, and up to 75 oral history interviews will be created. Between 50 and 100 pieces of artwork will be created and displayed at a culminating exhibition. Between 75 to 100 people, including community leaders, members of key organizations and businesses, and individuals will attend the community forum that will open the exhibition. Digital documentation of the project will be mounted on the library website, and will include a minimum of 15 video recorded interviews and 50 to 100 still photos of the work.

D. Anticipated Project Outcome(s) – What change is expected in the target audience’s skills, knowledge, behavior, attitude, and/or status/life condition? How will you measure these outcomes?

25% of total participants will attend more than one workshop, a measure of engagement; assessment method: workshop roster

50% of participants will report an increase in knowledge and skills relating to visual art; assessment method: interviews and observation

40% of participants will report an increase in efficacy, self-esteem, and the power to speak about their lives and experiences; assessment method: interviews

40% of community members will report an increase in their understanding of homelessness, a change in attitude toward homeless people, and an increase in community engagement; assessment method: survey

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

Seen and Heard will be successful if participants gain an increased level of efficacy, an improved sense of self-worth, and an increased feeling of community. The project will be successful if those who view the project documentation (art exhibition, online art installation, oral history interviews) gain an increased level of understanding of the experience of homelessness, the causes of homelessness, and what they can do to begin to improve the situation in Sonoma County.

The overarching goal of the project is to bring together currently homeless individuals and engaged community members to participate in dealing with the issues associated with homelessness, so that everyone involved will have a voice in creating solutions. The project will address how we consciously and unconsciously attempt to erase the homeless from our vision, and how art can serve to draw our eye back to homelessness and expand our vision and understanding. The project leverages that libraries are a known, safe, and trusted place for the homeless community and a natural place to introduce additional services that foster a more informed and authentic conversation about homelessness and about community.
ELEMENT 4: GRANT TIMELINE/ACTIVITIES

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

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<tr>
<th>Activity</th>
<th>July</th>
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<td>Create workshop curriculum for 13 unique workshops</td>
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<td>Hire instructors for workshops</td>
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<td>Hire videographer</td>
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<td>Identify additional community partners</td>
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<td>Create marketing/promotion campaign, involving local service providers</td>
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<td>Purchase materials</td>
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<td>Prep/dry run for workshop 1</td>
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<td>Workshops 1-5</td>
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<td>Workshops 6-9</td>
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<td>Workshops 10-13</td>
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<td>Additional follow-up and videorecording/editing, as necessary</td>
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<td>Workshop assessments</td>
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<td>Exhibition planning</td>
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<td>Confirm attendance at exhibition, event prep</td>
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<td>Press release, marketing, event invitations</td>
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<td>Mount online exhibition</td>
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<td>Mount physical exhibition</td>
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<td>Host community forum at museum</td>
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<td>Project participants and leaders debrief</td>
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<td>Assessment and reporting</td>
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</table>
## ELEMENT 5: BUDGET

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

<table>
<thead>
<tr>
<th>Column A Budget Category</th>
<th>Column B LSTA</th>
<th>Column C Cash Match</th>
<th>Column D In-Kind</th>
<th>Column E Total (B+C+D = E)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Benefits</td>
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<tr>
<td>Project Coordinator, 262 hours at $29.09 per hour</td>
<td>$0</td>
<td>$0</td>
<td>$7,622</td>
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<tr>
<td>Subtotal</td>
<td>$0</td>
<td>$0</td>
<td>$7,622</td>
<td>$7,622</td>
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</table>

**Explanation:**
The Library will provide in-kind coverage of project staff salaries and benefits. Program implementation is estimated to require 20 hours per month over 11 months, with an additional 42 hours to staff the workshops themselves.

<table>
<thead>
<tr>
<th>Library Materials</th>
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<tbody>
<tr>
<td></td>
<td>$0</td>
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<td>Subtotal</td>
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**Explanation:**

<table>
<thead>
<tr>
<th>Equipment (Items over $5,000 per unit)</th>
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<tbody>
<tr>
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<td>Subtotal</td>
<td>$0</td>
<td>$0</td>
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</table>

**Explanation:**
## Operating Expenses

<table>
<thead>
<tr>
<th>Contracted Services</th>
<th>Column A</th>
<th>Column B</th>
<th>Column C</th>
<th>Column D</th>
<th>Column E Total (B+C+D = E)</th>
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</thead>
<tbody>
<tr>
<td>Budget Category</td>
<td>LSTA</td>
<td>Cash Match</td>
<td>In-Kind</td>
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<tr>
<td>Instructor(s), 39 hours at $60/h</td>
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<td></td>
<td>$2,300</td>
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<td>$2,340</td>
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<tr>
<td>Homeless Services Advisor, 10 hours at $36/h</td>
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<td>$360</td>
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<td>$360</td>
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<tr>
<td>Videographer, film: 13 h at $60/h + edit: 50 h at $40/h</td>
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<td>$2,700</td>
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<tr>
<td>Museum services</td>
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<td>$4,000</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td>$5,000</td>
<td>$2,360</td>
<td>$2,040</td>
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<td>$9,400</td>
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</tbody>
</table>

**Explanation:**
Instructor is an Expressive Arts Therapy-certified teacher who will lead the workshops. Homeless Services Advisor is the head of the Sonoma County Task Force for the Homeless, who will act as program development advisor. Videographer and editor will record, edit, and finish video files to be mounted on the Library website. Museum services include site use and staffing for the culminating exhibition/community forum.

## Supplies

<table>
<thead>
<tr>
<th>Program supplies</th>
<th>Column A</th>
<th>Column B</th>
<th>Column C</th>
<th>Column D</th>
<th>Column E Total (B+C+D = E)</th>
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<td>$1,950</td>
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<tr>
<td><strong>Subtotal</strong></td>
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<td>$0</td>
<td>$1,950</td>
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<td>$1,950</td>
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</table>

**Explanation:** Consumables related to the programs, including art materials ($100 per workshop x 13 workshops = $1,300) and food/beverage ($50 per workshop x 13 workshops = $650).

## Other Charges

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<thead>
<tr>
<th></th>
<th>Column A</th>
<th>Column B</th>
<th>Column C</th>
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<th>Column E Total (B+C+D = E)</th>
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<td><strong>Subtotal</strong></td>
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**Explanation:**

Operating Expenses Subtotal | $5,000 | $2,360 | $3,990 | $11,350

Project Total (Salaries & Benefits, Materials, Equipment, and Operating Expenses) | $5,000 | $2,360 | $11,612 | $18,972

Indirect Cost (up to 10%) | $0 | $0 | $0 | $0


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

Seen and Heard will be supported by a combination of sources as it continues in the future, pending post-project evaluation. Contingent upon the success of the project, the library will continue to support the program through in-kind contributions. Community partners will also contribute funds to sustain the workshops. Local grants, including the City of Santa Rosa Community Grant and the Sonoma County Vintner's Foundation grants will be leveraged to maintain the Seen and Heard project. Additional grant and community resources will be identified as a part of this project.

Two possible next-generation projects have already been identified: 1. a partnership between local quilters' guilds and homeless people to create decorative blankets for display and for use and 2. use of the video footage from Seen and Heard and other projects to create a short documentary which would further extend the reach of this project into the community.

ELEMENT 6: ATTACHMENTS
If you have additional resources that support your grant, please attach after this page

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

Check the Appropriate Library Type

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

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

A. ☐ The applicant library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.

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

[Signatures and dates]

Signature of Authorizing Official

Date

4-30-2014
ELEMENT 8: ASSURANCES

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

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

2. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.

3. It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-sided activity.


5. It will comply with Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.

6. It will comply with the Age Discrimination Act of 1975, as amended, 42 U.S.C 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.

7. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.

8. It will comply with the provisions of the Hatch Act which limit the political activity of employees.

9. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.

10. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

11. It will give the sponsoring agency or the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant.

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

13. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of violating facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

14. It will comply with the flood insurance purchase requirements of Section 102(a) requires, on or after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

15. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
ELEMENT 9: CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTER; AND DRUG-FREE WORKPLACE REQUIREMENTS

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

1. LOBBYING

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

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

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - L-110 “Disclosure Form to Report Lobbying,” in accordance with its instructions;

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

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

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

A. The applicant certifies that it and its principals:

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

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and

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

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

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

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

A. The applicant certifies that it will or will continue to provide a drug-free workplace by;
(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about:
   
   (1) The dangers of drug abuse in the workplace;

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

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

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

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

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

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

   (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

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

(f) Taking one of the following action, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

   (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

   (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency.

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation or paragraphs (a),(b),(c),(d),(e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance or work done in connection with the specific grant:

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

   Sonoma County Library

   211 E Street

   Santa Rosa, CA 95404

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

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

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

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction to: Director, OLS/State Programs Division, Institute of Museum and Library Services, 1100 Pennsylvania Avenue, N.W., Room 802, Washington, DC 20506. Notice shall include the identification number(s) of each affected grant.

4. FEDERAL DEBT STATUS

The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any Federal debt.
ELEMENT 9: CERTIFICATION

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

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<th>Sonoma County Library</th>
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<tr>
<td>Library/Organization</td>
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<tr>
<td>Jaime Anderson, David Dodd</td>
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<tr>
<td>Signature of Authorized Representative</td>
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Date: 4/30/14