## ELEMENT 1: BASIC INFORMATION

### Applicant Information

1. **Library/Organization**: Riverside Public Library
2. **Library’s DUNS Number**: 122657401
3. **Internet Web Site Address**: http://www.riversideca.gov/library
4. **Project Coordinator Name & Title**: Tonya Kennon, Library Director
5. **Email Address**: tkennon@riversideca.gov
6. **Business Phone Number**: 951-826-5213
7. **Fax Number**: 951-826-5407
8. **Mailing Address**: PO Box or Street Address: 3581 Mission Inn Avenue, City: Riverside, State: CA, Zip: 92501

### Project Information

9. **Project Title**: Neighborhood Strategies: 26 in 26 and the Library as Cornerstone
10. **LSTA Funds Requested**: $85,000
11. **Cash Match**: $36,000
12. **In-Kind**: $31,000
13. **Total Project Cost**: $152,000
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
   - 21st Century Skills
   - 22nd Century Tools
   - Content Creation/Preservation
   - Bridging the Digital Divide
   - Information Connections
   - Community Connections
   - Ensuring Library Access for All
16. **Number of persons served**: (The number of persons who use or will benefit directly from this project) 100,000
17. **Congressional District (s) number**: 44
18. **Primary Audience for project**: (Check at least one, maximum of three)
   - Adults
   - Children
   - Institutionalized persons
   - Library Staff & Volunteers
   - Non/limited English speaking persons
   - People with special needs
   - Pre-school children
   - Public library trustees
   - Rural Populations
   - Senior Citizens
   - Statewide public
   - Urban populations
   - Young adults and teens
19. **This signature certifies that I have read and support this LSTA Grant Application.**

   **Director Name**: Tonya Kennon

   **Mailing Address** (if different from above) __________________________ City __________ Zip _________

   **Director Signature**: __________________________ **Date**: __________________________
ELEMENT 2: PROJECT BACKGROUND AND SUMMARY

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

Riverside Public Library is committed to providing lifelong learning opportunities for our community. This is evidenced in our mission statement, "The mission of the Riverside Public Library is to be the cultural and learning center of the community, encouraging the joy and wonder of reading, the wisdom of diverse ideas, and the power of lifelong learning." The Library currently serves over 215,000 adults over the age of 18. The City's median age is 30, much younger than the statewide median of 35. However, educational attainment is lower in Riverside than in California as a whole. Only 22% of the City's adult residents have a Bachelor's degree or higher, compared with 30% statewide, and 23% have not completed high school, compared with 20% statewide. The public library sees outstanding attendance at programs for youth, but low attendance at adult programs.

In 2013, the City of Riverside completed a “Quality of Life” survey in which the results strongly indicated that neighbors are connected to one another but they are not connected to their neighborhoods. The results also state that although Riverside residents have supportive neighbors, most respondents could not name their neighborhood. The survey also indicated that 42% of the respondents said that they know most of their neighbors and 77.8% say they have at least one neighbor who would help them in a time of need.

In response to the survey, the City of Riverside Community Development’s Historic Preservation, Neighborhoods, and Urban Design Division will be collaborating with the Riverside Neighborhood Partnership (RNP), Riverside residents, and the Library Department to create 26 Neighborhood Strategies in a 26 month time frame, 26 in 26.

Neighborhood’s staff and RNP will develop a public process, neighborhood strategy template, and methodology that will be applied throughout Riverside's neighborhoods to result in up-to-date understanding of existing conditions and key strategies that help each neighborhood maintain or advance towards its potential. Implementation of each strategy will be borne by the residents of the neighborhoods and other partners, in addition to the City for a collaborative result and ongoing effort.

An item already identified by RNP in cooperation with the Mayor's Office, is the need for the creation of Neighborhood Reading Councils. These councils will identify neighborhood volunteers to lead the creation of groups of residents that will meet to read regularly in their neighborhoods. The groups will be responsible for selecting titles of interest to the group and including young and new readers in the project.

A promoter of open exchange and ideas, the Library, provider of free, neutral access to information and dialogue, is community-based and uniquely positioned to enhance and sustain this work. As such, Riverside Public Library seeks to support 26 in 26. The City’s Main Library and seven neighborhood branch libraries will serve as venues for convening residents, community leaders, Riverside Neighborhood Partnership (RNP), as well as staff representing the City’s Library and Community Development departments. In support of carrying out this initial work and sustaining it, library staff and community leaders will receive training in the Asset Based Community Development Model (ABCD). ABCD is a model that considers local assets as the primary building blocks of sustainable community development. Building on the skills of local residents, the power of local associations, and the supportive functions of local institutions, asset-based community development draws upon existing community strengths to build stronger, more sustainable communities for the future. Library staff will also take advantage of State-sponsored training as it relates to civic engagement and share our experience across and outside of our library system.

In addition to inventorying its own assets as a part of 26 in 26, the Library will create Neighborhood Resource Centers (NRCs) along the lines of those in operation in Long Beach, where neighborhood groups have free access to computers, printers, Internet, and other technologies to increase their effectiveness in improving their neighborhoods.
A. Project Purpose – Short statement which answers the questions: we do what, for whom, for what expected benefit.

Riverside Public Library's Neighborhood Strategies: 26 in 26 and the Library as Cornerstone project will provide opportunities to create effective, efficient and sustainable community connections and strategies over the life of the 26 month project and beyond. The project is designed to assist community members in inventorying their assets, sharing them, and enhancing their quality of life as well as the quality of life for their neighbors. The project will create a model that can be replicated by future neighborhoods as well as neighborhoods in other cities.

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

The project will consist of formal, structured training opportunities in Asset Based Community Development for library staff and community leaders. The RNP Board and the City’s Community Development Department (CDD) staff (Erin Gettis and Yvette Sennewald) will work together to identify and recruit community leaders using the attached job description. John McKnight, Co-Director of the Asset-Based Community Development Institute and Professor Emeritus of Communications Studies and Education and Social Policy at Northwestern University in Evanston, IL has committed to serve as trainer for the 26 in 26 project. Mr. McKnight will train library staff and members of the 25 member Riverside Neighborhood Partnership (RNP) Board. The RNP Board is an all-volunteer board composed of community leaders who are already doing good work in the community.

A kick-off event will be followed by a minimum of three community conversations that will assist in information gathering, identifying community assets and prioritizing community needs. Trained community leaders will carry out the actual ABCD work (completing each neighborhood’s asset inventory, canvass neighborhoods sharing information and inviting others to join in the project through training, reading councils, neighborhood newsletters, report back to RNP, etc.). Community conversations will take place as part of the LSTA grant and will be held in libraries, facilitated by CDD staff.

Library staff, in cooperation with the RNP, will create Neighborhood Resource Centers (NRC's) in each library where neighborhood groups have free access to computers, printers, the Internet, and other technologies to increase their effectiveness in improving their neighborhoods. NRC's will also provide meeting space, a resource library, RNP flyer boxes, and information on city resources. NRC's will be funded by a cash match and in-kind library resources.

The RNP, in cooperation with the Mayor's Office, will create Neighborhood Reading Councils. These councils will identify neighborhood volunteers to lead the creation of groups of residents that will meet to read regularly in their neighborhoods. The Library will work alongside communities to select titles they are interested in reading. It is our hope that each neighborhood has at least 3 persons apply for the RNP "job" as Leaders. The Library would then engage these leaders for book selection. If there are neighborhoods where no one is designated a Leader, the library will offer written surveys to gauge community interest in titles/subjects. As a last resort, library staff will make the selections. The Library will also assist with marketing the Reading Councils and provide a place for the Reading Councils to meet.

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

26 Neighborhood Reading Councils will be established.
260 (10 per neighborhood) people will join a Neighborhood Reading Council.
8 (1 per library) Neighborhood Resource Centers will be created in libraries.
76 Library staff and 25 Riverside Neighborhood Partnership Board members will receive ABCD Training
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?

By June 30, 2015, 85% of the people trained (staff and RNP) will be able to articulate the principles of ABCD. This will be measured via survey following the training.

75% of Neighborhood Reading Council participants will state an increased knowledge of library materials and services. This will be measured via survey.

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

The vision for 26 in 26 is realized. The project’s vision is to bring neighbors closer together and connect them with their neighborhoods to increase the quality of life within the city. By working hand-in-hand with citizen led input on the strategies, the City and RNP hope to identify the assets that are available, define the needs of the neighborhood, and facilitate the connections that will allow the neighbors to collaborate in completing projects within their neighborhoods. 26 in 26 is intentionally designed for sustainability and has the ability to positively impact the Riverside community over the life of the 26 month project and beyond.
**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.

<table>
<thead>
<tr>
<th>Activity</th>
<th>2014/15</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>July</td>
</tr>
<tr>
<td>ABCD Training for Library Staff and RNP</td>
<td>X</td>
</tr>
<tr>
<td>Order materials and equipment and implement Neighborhood Resource Centers</td>
<td>X</td>
</tr>
<tr>
<td>Community Conversations and ABCD Training for neighborhood leaders</td>
<td>X</td>
</tr>
<tr>
<td>Order materials &amp; implement Neighborhood Reading Councils</td>
<td>X</td>
</tr>
<tr>
<td>Implementation of ABCD strategies</td>
<td>X</td>
</tr>
<tr>
<td>Pre and Post Surveys</td>
<td>X</td>
</tr>
<tr>
<td>Program Evaluation</td>
<td></td>
</tr>
</tbody>
</table>
# ELEMENT 5: BUDGET

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

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
<th>Column C</th>
<th>Column D</th>
<th>Column E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Category</td>
<td>LSTA</td>
<td>Cash Match</td>
<td>In-Kind</td>
<td>Total (B+C+D = E)</td>
</tr>
<tr>
<td>Salaries &amp; Benefits</td>
<td>$0</td>
<td>$0</td>
<td>$3,648</td>
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<tr>
<td>Project Coordinator</td>
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<td>$0</td>
<td>$4,352</td>
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<tr>
<td>Librarian</td>
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<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$0</td>
<td>$0</td>
<td>$8,000</td>
<td>$8,000</td>
</tr>
</tbody>
</table>

**Explanation:**
Library staff directly involved with project implementation are listed. The Library Director will serve as Project Coordinator, managing and overseeing the project, including training dates, collaborations, development of pre and post surveys, and approving hardware and materials selection. (1 library director @ $38/hr for 96 hrs.)

One Librarian will oversee the development of marketing pieces, materials selection, cataloguing and distribution. (1 librarian @ $32/hr for 136 hrs).

| Library Materials | $35,000 | $0 | $8,000 | $43,000 |
| Neighborhood Resource Center Materials | $30,000 | $0 | $8,000 | $38,000 |
| | $0 | $0 | $0 | $0 |
| Subtotal | $65,000 | $0 | $16,000 | $81,000 |

**Explanation:**
Reading Council materials include multiple copies of fiction and non-fiction titles for neighborhood reading groups to read together in support of the project. The library will also make available multiple copies of titles currently in its collection as an in-kind contribution. Estimated cost for 175 books at $25 each is $4,375. Each of our eight library locations will receive 175 books for a total cost of $35,000.

Neighborhood Resource Centers will be established at each library location with materials on subjects such as community gardening, neighbor law, property management, and public safety. Each of our eight libraries will receive 150 books at approximately $25 each at a cost of $3,750 per library and a total cost of $30,000.

| Equipment (Items over $5,000 per unit) | $0 | $0 | $0 | $0 |
| | $0 | $0 | $0 | $0 |
| | $0 | $0 | $0 | $0 |
| Subtotal | $0 | $0 | $0 | $0 |

**Explanation:**
# Operating Expenses

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Column A</th>
<th>Column B LSTA</th>
<th>Column C Cash Match</th>
<th>Column D In-Kind</th>
<th>Column E (B+C+D = E)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contracted Services</strong></td>
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</tr>
<tr>
<td>ABCD Training</td>
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<td>$20,000</td>
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<td>$7,000</td>
<td>$27,000</td>
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<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$20,000</td>
<td>$0</td>
<td>$7,000</td>
<td>$0</td>
<td>$27,000</td>
</tr>
</tbody>
</table>

**Explanation:**
Library staff, city staff and RNP members will receive formal training in ABCD at a cost of $20,000. CDD has contracted ABCD training for its staff and community leaders at a cost of $10,000.

| Supplies               |          |               |                     |                 |                      |
| Neighborhood Resource Center Office Supplies | $0       | $36,000       | $0                  | $36,000         |
|                       | $0       | $0            | $0                  | $0              |
|                       | $0       | $0            | $0                  | $0              |
| Subtotal              | $0       | $36,000       | $0                  | $36,000         |

**Explanation:**
Neighborhood Resource Centers will be created in each library location for a total of 8. NRC’s will include three computers and printers, a copier/fax machine, a document scanner, and software to create neighborhood flyers. $28,800 for 24 laptop computers at $1,200 each $1,600 for 8 scanners at $200 each $5,600 for miscellaneous supplies such as printer ink, paper, and pens

| Other Charges           |          |               |                     |                 |                      |
|                        | $0       | $0            | $0                  | $0              |
|                        | $0       | $0            | $0                  | $0              |
|                        | $0       | $0            | $0                  | $0              |
| Subtotal               | $0       | $0            | $0                  | $0              |

**Explanation:**

| Operating Expenses Subtotal | $20,000 | $36,000 | $7,000 | $63,000 |

| Project Total (Salaries & Benefits, Materials, Equipment, and Operating Expenses) | $85,000 | $36,000 | $31,000 | $152,000 |

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

| Grant Totals | $85,000 | $36,000 | $31,000 | $152,000 |
FUTURE FUNDING
Briefly describe how this project will be financially supported in the future.

Neighborhood Strategies: 26 in 26 with the Library as Cornerstone project is sustainable without future funding. However, as the technology purchased through the grant begins to age, the Library will seek funding for replacement technology from the Riverside Public Library Foundation and the Mayor's Office, which supports the Riverside Neighborhood Partnership initiatives. Additionally, the Library will seek funds via these same avenues to provide ABCD training to staff who join our team in the future.

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.

Signature of Authorizing Official ___________________________ Date ___________________________
ELEMENT 8: ASSURANCES

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

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

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

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


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

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

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

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

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

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

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

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

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

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

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

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

1. LOBBYING

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

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

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

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

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 actions, 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)

Riverside Public Library

3581 Mission Inn Avenue

Riverside, CA 92501

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

Riverside Public Library
Library/Organization

Tonya Kennon
Printed Name of Authorized Representative

3581 Mission Inn Avenue
Mailing Address (if different than page 1)

Riverside Library as Cornerstone
Project Name

Director
Title

Riverside 92501
City Zip

Signature of Authorized Representative

Date

file:mcp/lsta/announceapps&instr/1415