**CALIFORNIA STATE LIBRARY**
**FY 2014/15**

**LSTA PITCH AN IDEA STAFF INNOVATION FUND GRANT APPLICATION**

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**ELEMENT 1: BASIC INFORMATION**

**Applicant Information**

1. Library/Organization: Ontario City Library
2. Library’s DUNS Number: 078136223
3. Internet Web Site Address: www.ci.ontario.ca.us
4. Project Coordinator Name & Title: Les Johnson, Supervising Librarian
5. Email Address: ljohnson@ci.ontario.ca.us
6. Business Phone Number: (909) 395-2272
7. Fax Number: (909) 395-2043
8. Mailing Address:
   - PO Box or Street Address: 215 East C Street
   - City: Ontario
   - State: CA
   - Zip: 91764

**Project Information**

9. Project Title: FIT (Financial Independence Training) Program
10. LSTA Funds Requested: $3,000
11. Cash Match: $0
12. In-Kind: $20,983
13. Total Project Cost: $23,983
14. Federal Library Services & Technology Act (LSTA) Purpose:
   - [ ] Developing library technology, connectivity and services
   - [ ] Providing targeted services to diverse populations or persons who have difficulty accessing services
   - [x] Providing services to promote life-long learning
   - [ ] Developing public and private partnerships
15. California’s LSTA Goals:
   - [ ] Literate California
   - [x] 21st Century Skills
   - [ ] Information Connections
   - [ ] Content Creation/Preservation
   - [ ] Community Connections
   - [ ] Ensuring Library Access for All
16. Number of persons served: 50
17. Congressional District (s) number: 35
18. Primary Audience for project:
   - [x] Adults
   - [ ] Children
   - [ ] Institutionalized persons
   - [x] Library Staff & Volunteers
   - [ ] Non/limited English speaking persons
   - [x] 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: Helen Fisher
   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.

During the latest recession, Riverside/San Bernardino Metropolitan Statistical Area (MSA) was hit harder than most of California. Unemployment rates remain higher in San Bernardino County, currently 9.4%, than in California, currently 8.5%, or even the nation, currently 6.7%. In addition, average credit card debt balance, credit utilization rate, and average credit score are worse in this area than the national rates and averages. According to Experian, the national average credit score is 681 compared locally to 638; the average credit utilization rate nationally is 30.0% compared to 38.0% locally. These facts demonstrate a need in the Ontario area for training targeted to help residents find a job and successfully manage the money they earn once they have that job.

Research from Bankrate.com supports that the topics of employment and financial security/debt management demonstrate a solid relationship. Bankrate.com conducts a monthly survey that measures how secure Americans feel about their personal finances compared with 12 months ago. Bankrate's survey noted that "A job makes it easier to feel good about your debt. Among those with full-time jobs, 32 percent said they were more comfortable about their debt, compared with 21 percent of unemployed respondents."

The City of Ontario Library and the Ontario Housing Authority propose to partner together to offer a series of seven two-hour classes covering topics which include searching for and finding the right job, how to write resumes that get attention, how to fill out a job application, successful interview techniques, getting out of debt and responsible credit management, homebuyer preparation and education, and learning to save and invest. This educational series is in direct compliance with one of Ontario Library's guiding policies noted in The Ontario Plan (www.ontarioplan.org). Policy SR4-1 states "We identify and monitor community needs for library services, technologies and facilities, and tailor them to effectively meet those needs." As illustrated above, there is a need in the community to assist our most vulnerable residents, those who are living below the poverty line, find a better job or their first job, and then learn to successfully manage their finances.

The series of classes will be offered twice over the 12-month grant period. The initial series will be a pilot program targeted to tenants occupying units owned by the Ontario Housing Authority or their partners. After the original pilot program and during the initial grant period, the program will be offered to the public at large. Marketing efforts will be focused especially upon those who come to the library looking for jobs and residents in other affordable housing units. Time for creating the curriculum, obtaining the various instructors and speakers, preparing marketing materials, and preparing handouts and course workbooks for participants will be scheduled at the beginning of the grant period. In addition, time for analysis of the results and preparation for the next series of classes will be allotted between course offerings.

The goal of this program is to increase knowledge in the areas of employment-seeking skills and financial management skills, and to increase confidence in both of these areas. In addition, attendees of the class series will learn more about community resources available to them through the various career agencies, financial institutions, governmental agencies, the Ontario City Library, and non-profit programs associated with the project. It is expected that by increasing participant's knowledge and confidence, they will be given the tools to eventually improve their financial position through increased wages and earnings and responsible money management.
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 City of Ontario Library and Housing Authority propose to offer a seven-course series of classes focusing on job seeking/employment skills and financial management skills. The series will be offered twice and will cover topics including: searching for jobs, writing resumes, job interviews, managing credit, homebuyer preparation, and saving and investing. The initial pilot program will be targeted to residents in affordable housing units owned by the Ontario Housing Authority and their partners, and the second series to the public at large. The object of the program will be to increase knowledge and skills in the City’s lowest income earners on how to get a first or better job and manage money.

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

Develop curriculum and identify instructors/speakers - Library and Housing Authority staff will contact and work with industry partners to develop a specific curriculum and identify experts to present the classes during the first two months of the project year.

Prepare and distribute marketing materials - Staff will design marketing materials to be printed and distributed via the Library, property management, or other community agencies in the second and third month of the project year.

Pre-register participants - Staff will register participants for the class series. Each class series will be limited to a class size of 25 participants to allow for individualized attention for each participant. A waiting list will be maintained for future class series. Each participant will register to participate in the entire seven-class series and, since the class series is designed to be a progression, no new participants will be registered after the series has begun.

Conduct class series - Staff will oversee the provision of each class and preparation of class materials. Evaluate class results - Staff will monitor classes for measurement of outputs and conduct pre- and post-class surveys. Participants will receive a certificate of recognition for completing 6 of the 7 classes.

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

Classes provided - Each series will offer 7 classes, for a total of 14 classes provided during the course of the project.

Persons attending classes - 25 persons will participate per series for a total of 50 persons total for the two series.

Materials distributed - Over both series of classes, 50 sets of materials will be distributed.

Industry partnerships created - Staff expects to form 5 new community partnerships to collaborate on this project.

Marketing materials - Over both series of classes develop and distribute an estimated 200 flyers, 500 postcards, and 50 posters to advertise the program and remind participants of classes.

"Graduation" Certificates - Over both series of classes issue an estimated 50 completion certificates at the end of the series for attending at least six of the seven classes in a series.
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?**

The expected outcome for the project is an increase in knowledge and confidence in both employment-seeking skills and financial literacy skills for at least 50% of the attendees. Surveys will be conducted for all participants prior to the class series and at the conclusion of the class series to determine level of knowledge of the various subject topics. In addition, the surveys will measure changes in confidence level for skills such as knowing where to find a job, write a resume, responsibly manage credit, budgeting, and saving for the future.

In addition to the overall surveys, brief class evaluation/topic specific surveys will be distributed at the conclusion of each class. These surveys will evaluate both the effectiveness and interest in each class offered and the participant's change in knowledge or expected changes in behavior after receiving the information provided during the class.

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

This project will be successful if at least 50% of the participants increase their knowledge of employment seeking skills and financial literacy, become more confident in their ability to obtain a first job or better job, become more comfortable with the amount of money they have saved and/or the amount of outstanding debt they have, obtain a new job, or improve their financial standing.
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>Aug</td>
</tr>
<tr>
<td>Plan curriculum</td>
<td>X</td>
</tr>
<tr>
<td>Identify speakers to attend each of the seven classes</td>
<td></td>
</tr>
<tr>
<td>Prepare marketing materials</td>
<td></td>
</tr>
<tr>
<td>Distribute marketing materials to pilot target audience</td>
<td></td>
</tr>
<tr>
<td>Develop course outcomes, and pre-class and post-class surveys</td>
<td></td>
</tr>
<tr>
<td>Pre-register participants for pilot series</td>
<td></td>
</tr>
<tr>
<td>Prepare course materials and welcome kit for pilot participants</td>
<td></td>
</tr>
<tr>
<td>Conduct pilot program class series</td>
<td>X</td>
</tr>
<tr>
<td>Evaluate pilot program course success &amp; make appropriate modifications</td>
<td>X</td>
</tr>
<tr>
<td>Distribute marketing materials for second series</td>
<td></td>
</tr>
<tr>
<td>Pre-register participants for second series</td>
<td></td>
</tr>
<tr>
<td>Prepare course materials and welcome kit for second series</td>
<td></td>
</tr>
<tr>
<td>Conduct second class series</td>
<td></td>
</tr>
<tr>
<td>Evaluate second class series success</td>
<td></td>
</tr>
</tbody>
</table>

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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></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervising Librarian: 120 hours @ $42.93/hour</td>
<td>$0</td>
<td>$0</td>
<td>$5,151</td>
<td>$5,151</td>
</tr>
<tr>
<td>Project Manager: 120 hours @ $71.83/hour</td>
<td>$0</td>
<td>$0</td>
<td>$8,620</td>
<td>$8,620</td>
</tr>
<tr>
<td>Library Computer Monitors (2): 240 hours @ $17.55/hour</td>
<td>$0</td>
<td>$0</td>
<td>$4,212</td>
<td>$4,212</td>
</tr>
<tr>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$0</td>
<td>$0</td>
<td>$17,983</td>
<td>$17,983</td>
</tr>
</tbody>
</table>

Explanation:
Program coordinators, Les Johnson and Katryna Gonzalez, estimate spending approximately 10 hours per month on this project. Two library computer monitors are also estimated to spend approximately 10 hours per month on this project assisting the program coordinators and attending the class sessions.

| Library Materials | | | | |
| Collection resources: 24 books @ $25/book | $600 | $0 | $0 | $600 |
| | $0 | $0 | $0 | $0 |
| | $0 | $0 | $0 | $0 |
| Subtotal | $600 | $0 | $0 | $600 |

Explanation:
Funds will be utilized to purchase additional books to enhance the Ontario Library's collection of employment-related books, as well as debt management/financial literacy books. Existing and new books will be displayed during the class sessions to illustrate the additional resources available at the Library.

| 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</th>
<th>Column C</th>
<th>Column D</th>
<th>Column E (B+C+D = E)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracted Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructors for classes: 14 classes @ $300/class</td>
<td>$1,200</td>
<td>$0</td>
<td>$3,000</td>
<td>$4,200</td>
<td></td>
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<tr>
<td></td>
<td>$0</td>
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<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$1,200</td>
<td>$0</td>
<td>$3,000</td>
<td>$4,200</td>
<td></td>
</tr>
</tbody>
</table>

**Explanation:**
Two of the class instructors will be paid directly from LSTA funds, and five will provide instruction free of charge as an in-kind contribution for the 2-hour classes.

| Supplies                         |          |          |          |          |                      |
| Course materials (binders, paper, pens, tab divider sets, etc.) | $500     | $0       | $0       | $500     |                      |
| 50 Reusable grocery bags for use in welcome kits | $200     | $0       | $0       | $200     |                      |
|                                 | $0       | $0       | $0       | $0       |                      |
| **Subtotal**                     | $700     | $0       | $0       | $700     |                      |

**Explanation:**
The program will purchase 50 each of binders, pens, and sets of tab dividers; the program will also purchase paper necessary for printing course materials for each class. Each participant will be provided with a class binder with tab dividers for each series. In addition, each participant will be provided with a welcome kit in a reusable grocery bag printed with the project name and City logo on the outside at the start of the series. Each week, course materials relating to that week's class will be provided to be inserted into the class binder. The welcome kit will contain information related to the topics of the classes, such as information from banking institutions, job training facilities, and job search services.

| Other Charges                    |          |          |          |          |                      |
| Printing flyers/posters/postcards for marketing | $500     | $0       | $0       | $500     |                      |
|                                 | $0       | $0       | $0       | $0       |                      |
|                                 | $0       | $0       | $0       | $0       |                      |
| **Subtotal**                     | $500     | $0       | $0       | $500     |                      |

**Explanation:**
Marketing materials will be designed in house and will be professionally printed. Marketing will include approximately 200 flyers to distribute to property managers, 500 postcards to market the program to the targeted pilot audience and also as reminders of future classes, and 50 posters to be posted at various community facilities and low-income housing developments.

<table>
<thead>
<tr>
<th>Operating Expenses Subtotal</th>
<th>$2,400</th>
<th>$0</th>
<th>$3,000</th>
<th>$5,400</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Project Total (Salaries &amp; Benefits, Materials, Equipment, and Operating Expenses)</th>
<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>$3,000</td>
<td>$0</td>
<td>$20,983</td>
<td>$23,983</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Indirect Cost (up to 10%)</th>
<th>$0</th>
<th>$0</th>
<th>$0</th>
<th>$0</th>
</tr>
</thead>
</table>

| Grant Totals                                           | $3,000   | $0       | $20,983  | $23,983  |
FUTURE FUNDING
Briefly describe how this project will be financially supported in the future.
If this program is deemed successful, and a demand and need remain, the City of Ontario will provide the additional costs to continue offering at least one class series per fiscal year from their existing budget. In addition, after the grant period, staff could be trained to offer this class series in-house without the need for outside paid instructors.

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, of 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, 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. 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)

Ovitt Family Community Library

215 East C Street

Ontario, CA 91764

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.

<table>
<thead>
<tr>
<th>Ontario City Library</th>
<th>FIT (Financial Independence Training) Program</th>
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<tr>
<td>Library/Organization</td>
<td>Project Name</td>
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<tr>
<th>Helen Fisher</th>
<th>Library Director</th>
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<tr>
<td>Printed Name of Authorized Representative</td>
<td>Title</td>
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<tr>
<th>Mailing Address (if different than page 1)</th>
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<th>Signature of Authorized Representative</th>
<th>Date</th>
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