CALIFORNIA STATE LIBRARY
FY 2014/15
LSTA PITCH AN IDEA STAFF INNOVATION FUND GRANT APPLICATION

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
   Community Gardens in Community Libraries

10. LSTA Funds Requested
    $5,000

11. Cash Match
    $800

12. In-Kind
    $11,120

13. Total Project Cost
    $16,920

14. Federal Library Services & Technology Act (LSTA) Purpose
    (Check one purpose which best describes the project)
    ☑ Providing services to promote life-long learning
    ☐ Developing library technology, connectivity and services
    ☐ Providing targeted services to diverse populations or persons who have difficulty accessing services
    ☐ 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)
    160

17. Congressional District (s) number
    44

18. Primary Audience for project
    (Check at least one, maximum of three)
    ☑ Adults
    ☑ Children
    ☐ Public library trustees
    ☐ 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: Tonya Kennon
   Mailing Address
   (if different from above)
   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.

The City of Riverside has fourteen (14) federally identified food deserts, meaning low income Census tracts where residents do not live within 1/2 mile distance to a store stocked with fresh produce. The obesity rate for Riverside County is higher than the national average, at 64%, and 52% of children in Riverside County eat less than the daily recommended 5 servings of fruits and vegetables. The City of Riverside Community Development Department's Historic Preservation, Neighborhoods, and Urban Design Division (HPNUD) is engaged in a variety of projects aimed at creating a more healthful community including but not limited to: a USDA funded Nutrition Education and Obesity Prevention (NEOP) Grant that partners education with community events and policy interventions in an effort to increase fruit and vegetable consumption and increase physical activity opportunities for low income residents; the Grow Riverside movement that brought local farmers, students, businesspeople, and policymakers together at a sold out Conference in March 2014 for the purpose of building a coalition in support of local agriculture and identifying policies that will strengthen the local food system; the Fit, Fresh, Fun Forum that brings together public agencies and non-profit organizations working toward community health goals in order to strengthen impact through collaboration; and active participation in the Riverside Community Garden Council (RCGC), where City staff offers assistance with permitting, grant writing, and neighborhood outreach to local Community Gardens.

While working with school district partners using Harvest of the Month educational materials through the SNAP-Ed NEOP grant, Neighborhoods staff found out that some of the 4th and 5th grade students could not recognize many unprocessed fruits and vegetables. This information made sense knowing that more than half of Riverside County children eat less than the daily recommended 5 servings of fruits and vegetables and that the City of Riverside has lost over 50% of its citrus groves in the last 40 years. Neighborhoods staff aim to build upon their current work to further engage the community on multiple fronts in order to increase local knowledge of where food comes from, healthy eating, and the benefits of local sustainable agriculture.

In partnership with HPNUD, Riverside Public Library (RPL) seeks to use $5,000 to establish an education program that incorporates food systems and nutrition education with hands on practice in growing food for preschool aged children and their parents. RPL is committed to providing early learning and lifelong learning opportunities for the community and serves over 26,000 children under age 5. Through the proposed partnership project, those children would have greater access to books related to healthy food systems and gardening, would be exposed to an environmental change at the library sites that introduces food growing in the container gardens, and would have the chance to learn hands on through a series of story-time/hands on activity sessions.

This education program will partner libraries with Master Gardeners (MG) and RCGC to create a seasonal container garden at each of the City's 8 libraries. All of the library locations serve residents who live in or near food deserts, and several of the City's libraries are located within food deserts, including the Casa Blanca, Arlington, and Marcy branches. The program will promote community gardens and education through interactive programming related to eating healthy and growing healthy food. The program will combine garden themed story time with hands-on planting activities. The hands-on activity will include instruction from MG on how to plant seedlings. The result will be a seasonal container garden at each library and a planted seed for each child to take home and care for. The seasonal container gardens will be maintained through community partnerships with MG and RCGC. Partnership building between RPL, HPNUD, MG, and RCGC will sustain the container gardens after the grant year. The target age group is preschool age children and their caregivers during Spring and Fall, the planting seasons. 1 program will be delivered per library for a total of 8 programs.
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.

Riverside Public Library's Community Gardens in Community Libraries project will improve local early childhood knowledge of healthy eating, gardening, and food systems through direct programming, environmental intervention, and increased availability of books on these topics. Children informed of the importance of healthy eating and healthy food systems at an early age will grow to make healthy decisions for themselves, for their communities, and for the environment.

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

The project will consist of 8 total Community Garden themed storytime sessions over a period of one year, installation and maintenance of small container, in ground plot, or raised bed gardens at each library branch, and purchase of 200 books with gardening, healthy eating, and healthy food systems themes. We will also pull from our existing collection to provide a greater overall number of titles related to the garden and food theme. The 8 sessions will be divided into one per library, with 4 occurring during the Fall harvest season and 4 occurring during the Spring planting season. Each story time session will include a seedling planting activity and the children will be able to take their seedling home to nurture and watch it grow. The garden themed storytime sessions will be fully incorporated into the regular storytime schedule of programming, which is well attended. We will, however, market the partnership of libraries and community gardens and the "Visit Your Community Garden Day" event through City listserves, newsletters, signage at the library gardens, and flyers available at library circulation desks. We also plan to do a City TV segment on local community gardens and the library/community garden partnership on our TV channel, GTV, in the Fall when the program begins. We have already discussed this with our City photographer and the plan is in place to put the segment together. We will begin installing the demonstration gardens with a team of library staff, Neighborhoods staff, Master Gardener and Community Garden volunteers at 4 library sites in August, so that they will be in place before the first 4 storytime sessions in Fall of 2014. We will install the other 4 demonstration gardens at the remaining library sites following the completion of the first 4 storytime sessions. We will then go on to hold the remaining 4 storytime session in the Spring of 2015. Each storytime attendee will be invited to a year end "Visit Your Local Community Garden Day" event, where community garden members will be available to provide tours to kids, their parents, and other interested library patrons. Each library branch demonstration garden will include posted information on existing community gardens in the City of Riverside and the "Visit Your Local Community Garden Day" event, so that any library patron can find that information and get involved in a local community garden. Gardens will be maintained by a collaborative team of library staff, neighborhoods staff, Master Gardeners and local community garden volunteers. This partnership will sustain beyond the grant year and Neighborhood staff will seek donation of any needed materials for future maintenance of the demonstration gardens. We will seek funding donations from the Riverside Public Library Foundation and material donations from the local non-profit A Foundation for Kids, from local nurseries, the UCR Community Garden and Botanic Gardens, and from large nursery retailers such as Home Depot (who we have worked with in the past - we will include a Home Depot sponsored gardening activity at one or more community gardens during the Spring "Visit Your Community Garden Day" event.
C. **Anticipated Project Outputs – Measures of service or products provided.**

8 storytime sessions will offer direct education to kids and their parents (8 sessions * 20 children/session + 1 parent per child = 320 individuals receiving direct education).

Children will leave storytime with 1 planted seedling for a total of 20*8 = 160 children with plants for their home.

26,000 children under age 5 who are served by Riverside Public Library will have access to the Community Gardening library with 200 new books. We will purchase 20% Spanish language books to meet bilingual needs, particularly for the Arlanza library branch. We have found that most families using the library who speak a language other than English prefer that their children read in English for practice, so we will order a range of English reading level books to meet the community’s reading needs.

8 small container, in ground plot, or raised bed demonstration gardens will be in place for all library patrons to enjoy - 1 at each library branch. Through displays at the demonstration gardens and direct invitations to parents of children participating in the storytime sessions, at least 250 individuals patrons will visit a local community garden who had not done so before. We will track this number by asking community garden councils to tally new visitors who were referred by the Community Gardens in Community Libraries program.

Approximately 50% of all library patrons will see the onsite demonstration gardens and through those displays will be informed of the local community gardens throughout the city. While we cannot measure this directly, we will ask our local community gardens and library staff to keep a tally of how many people ask or comment about the gardens.

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?**

100% of the children under five who participated in the storytimes will report an increase in knowledge of healthy eating, how plants grow, and healthy food systems.

By June 30, 2015, 160 children under five years of age will have increased knowledge of healthy eating, how plants grow, and healthy food systems learned through their participation in the storytime sessions. This will be measured via pre- and post- surveys of knowledge in three areas: how plants grow, healthy eating, and healthy food systems. The surveys will be given to children as oral quizzes administered by their parents, who will work with staff to accurately record responses at each of 8 storytime sessions.

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

Children, their parents, and other library patrons are engaged in improving their health and greater community and environmental health through healthy eating choices and participation in growing food or buying locally grown food after participation in the storytime sessions, viewing the demonstration gardens, reading books from the new collection, or attending "Visit Your Local Community Garden Day".

The Library Collection Development staff perform ongoing evaluation of the collection using circulation statistics and a tool called Collection HQ. We will track popularity of the garden themed collection and adjust our funding for future purchases of books for both children and adults accordingly. In addition to staff efforts, the Riverside Public Library Foundation can assist in seeking funds for future collection purchases to augment the garden and food themed collection.
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>Contacting Partners (Master Gardener, Local community gardeners - in progress)</td>
<td>X</td>
</tr>
<tr>
<td>Develop pre/post surveys (to be completed September)</td>
<td>X</td>
</tr>
<tr>
<td>Order materials and equipment for demonstration gardens</td>
<td>X</td>
</tr>
<tr>
<td>Installation of first 4 demonstration gardens</td>
<td>X</td>
</tr>
<tr>
<td>Order new books for library collection (ordered shelf-ready)</td>
<td>X</td>
</tr>
<tr>
<td>Demonstration Garden Maintenance</td>
<td>X</td>
</tr>
<tr>
<td>Community Garden promotion (ongoing through flyers and city outlets)</td>
<td>X</td>
</tr>
<tr>
<td>First 4 storytime sessions</td>
<td>X</td>
</tr>
<tr>
<td>Pre and Post Surveys distributed before and after each storytime session</td>
<td>X</td>
</tr>
<tr>
<td>Installation of remaining 4 demonstration gardens</td>
<td>X</td>
</tr>
<tr>
<td>Remaining 4 storytime sessions</td>
<td>X</td>
</tr>
<tr>
<td>Final event promotion (flyers, press release, GTV segment, word of mouth)</td>
<td>X</td>
</tr>
<tr>
<td>Visit Your Local Community Garden Day (early June, tentative date June 7, 2015)</td>
<td></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><strong>Salaries &amp; Benefits</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Assistant - HPNUD Staff</td>
<td>$0</td>
<td>$0</td>
<td>$4,200</td>
<td>$4,200</td>
</tr>
<tr>
<td>Project Coordinator - Library Director</td>
<td>$0</td>
<td>$0</td>
<td>$760</td>
<td>$760</td>
</tr>
<tr>
<td>Librarian</td>
<td>$0</td>
<td>$0</td>
<td>$2,560</td>
<td>$2,560</td>
</tr>
<tr>
<td>Master Gardener/Community Gardener volunteers</td>
<td>$0</td>
<td>$0</td>
<td>$3,600</td>
<td>$3,600</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$0</td>
<td>$0</td>
<td>$11,120</td>
<td>$11,120</td>
</tr>
</tbody>
</table>

**Explanation:**
Library staff and Office of Neighborhoods Staff directly involved with project implementation are listed. The Neighborhood Staff will serve as Project Assistant, managing the project details, including storytime dates, coordinating partner collaboration and volunteers, demonstration garden installation, development of pre and post surveys, creation and distribution of marketing materials, and select of hardware and materials selection. (1 Neighborhoods staff @ $35/hr for 120 hours)
Library director will oversee project including final storytime dates, assist in planning for demonstration garden installation, approve pre and post surveys, and approve hardware and materials selection. (1 library director @ $38/hr for 20 hrs.)
One Librarian will assist in storytime planning, materials selection and ordering (materials will be ordered shelf-ready), demonstration garden installation and maintenance. (1 librarian @ $32/hr for 80 hrs)
Master Gardener/Community Gardener volunteers will provide in kind time valued at $30/hour for 120 hours.

| **Library Materials** | | | | |
| Garden, Healthy Food, Food Systems Materials | $2,000 | $0 | $0 | $2,000 |
| $0 | $0 | $0 | $0 |
| $0 | $0 | $0 | $0 |
| **Subtotal** | $2,000 | $0 | $0 | $2,000 |

**Explanation:**
Community Gardens in Community Libraries materials include multiple copies of fiction and non-fiction titles on the topics of gardening, science of how food grows, farms, how the food system works, and healthy eating. The library will also make available multiple copies of titles currently in its collection as an in-kind contribution. Estimated cost for 200 books at $10 each is $2,000. Each of our eight library locations will receive 25 books for a total cost of $2,000.

| **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:**
<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>Contracted Services</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</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>
</tr>
<tr>
<td>Subtotal</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Explanation:**

<table>
<thead>
<tr>
<th>Supplies</th>
<th>LSTA</th>
<th>Cash Match</th>
<th>In-Kind</th>
<th>Total (B+C+D = E)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstration garden containers or planting beds - 8 branches</td>
<td>$2,000</td>
<td>$0</td>
<td>$0</td>
<td>$2,000</td>
</tr>
<tr>
<td>Donated Soil, seeds, fertilizer for gardens and storytime planting</td>
<td>$0</td>
<td>$800</td>
<td>$0</td>
<td>$800</td>
</tr>
<tr>
<td>Supplies for storytime planting activities</td>
<td>$500</td>
<td>$0</td>
<td>$0</td>
<td>$500</td>
</tr>
<tr>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$2,500</td>
<td>$800</td>
<td>$0</td>
<td>$3,300</td>
</tr>
</tbody>
</table>

**Explanation:**
We will use $250/library branch to install a small scale demonstration garden housed either in several pots/plastic containers or raised gardening bed/planters. We will obtain donated seeds, soil, and fertilizer for the demonstration gardens at a value of $100/garden. We have relationships with several local nurseries and agricultural suppliers due to our work in local food systems (the Neighborhoods team produced a sold out agriculture and food systems conference called "Grow Riverside" in March 2014 and this will be an annual event). We will also seek donations from A Foundation for Kids and the Riverside Public Library Foundation. We will purchase small plant start containers for each child to use during a planting activity as part of the storytime sessions for $150, and shovels and other garden tools for $350 for a total of $500 supplies.

<table>
<thead>
<tr>
<th>Other Charges</th>
<th>LSTA</th>
<th>Cash Match</th>
<th>In-Kind</th>
<th>Total (B+C+D = E)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing - printing of program flyers and gardening bookmarks</td>
<td>$500</td>
<td>$0</td>
<td>$0</td>
<td>$500</td>
</tr>
<tr>
<td></td>
<td>$0</td>
<td>$0</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>$500</td>
<td>$0</td>
<td>$0</td>
<td>$500</td>
</tr>
</tbody>
</table>

**Explanation:**
We will print materials to be displayed at each demonstration garden, provided during storytime sessions, and given out to library patrons in bookmark form at library circulation desks. Neighborhoods staff is bilingual and will provide English and Spanish versions of all printed materials.

Operating Expenses Subtotal | $3,000 | $800 | $0 | $3,800 |

**Project Total**

| (Salaries & Benefits, Materials, Equipment, and Operating Expenses) | $5,000 | $800 | $11,120 | $16,920 |

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

Grant Totals | $5,000 | $800 | $11,120 | $16,920 |
FUTURE FUNDING
Briefly describe how this project will be financially supported in the future.
The Community Gardens in Community Libraries project is sustainable with future local funding. We will maintain the partnership of City Library, Office of Neighborhoods, Master Gardeners and Community Garderners in order to maintain the demonstration gardens and continue the storytime activity for years to come. This team of partners will secure donations as needed for maintenance of the program from local nurseries, the Riverside Public Library Foundation, a Foundation for Kids, big box nursery retailers, and local agricultural suppliers.

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 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 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)
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.
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>Library/Organization</th>
<th>Community Gardens in Community Libraries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Riverside Public Library</td>
<td>Project Name</td>
</tr>
<tr>
<td>Tonya Kennon</td>
<td>Director</td>
</tr>
<tr>
<td>Printed Name of Authorized Representative</td>
<td>Title</td>
</tr>
<tr>
<td>3581 Mission Inn Avenue</td>
<td>Riverside</td>
</tr>
<tr>
<td>Mailing Address (if different than page 1)</td>
<td>92501</td>
</tr>
</tbody>
</table>

Signature of Authorized Representative

Date