

CALIFORNIA STATE LIBRARY
FY 2014/15
LSTA STATEWIDE GRANT APPLICATION

ELEMENT 1: BASIC INFORMATION

Applicant Information

- | | | | |
|---|--|--------------|------------|
| 1. Library/Organization
Califa Group | 2. Library's DUNS Number
135909930 | | |
| 3. Internet Web Site Address
http://www.califa.org | | | |
| 4. Project Coordinator Name & Title
Linda Crowe, Executive Director | 5. Email Address
lcrowe@califa.org | | |
| 6. Business Phone Number
650-349-5538 | 7. Fax Number
6530-349-5089 | | |
| 8. Mailing Address | | | |
| PO Box or Street Address | City | State | Zip |
| 32 West 25 th A venue, Suite 201 | San Mateo | CA | 94403-2265 |

Project Information

9. **Project Title** California Reads - Evaluation Project
10. **LSTA Funds Requested** \$30,085
11. **Cash Match** \$8,300
12. **In-Kind** \$20,007
13. **Total Project Cost** \$58,392
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*)
- | | |
|---|---|
| <input checked="" type="checkbox"/> Literate California | <input type="checkbox"/> Bridging the Digital Divide |
| <input checked="" type="checkbox"/> 21 st Century Skills | <input type="checkbox"/> Information Connections |
| <input type="checkbox"/> 22 nd Century Tools | <input checked="" type="checkbox"/> Community Connections |
| <input type="checkbox"/> Content Creation/Preservation | <input type="checkbox"/> Ensuring Library Access for All |
16. **Number of persons served** (*The number of persons who use or will benefit directly from this project*) 300
17. **Congressional District (s) number** Statewide
18. **Primary Audience for project** (*Check at least one, maximum of three*)
- | | |
|--|--|
| <input type="checkbox"/> Adults | <input type="checkbox"/> Public library trustees |
| <input type="checkbox"/> Children | <input type="checkbox"/> Rural Populations |
| <input type="checkbox"/> Institutionalized persons | <input type="checkbox"/> Senior Citizens |
| <input checked="" type="checkbox"/> Library Staff & Volunteers | <input type="checkbox"/> Statewide public |
| <input type="checkbox"/> Non/limited English speaking persons | <input type="checkbox"/> Urban populations |
| <input type="checkbox"/> People with special needs | <input type="checkbox"/> Young adults and teens |
| <input type="checkbox"/> Pre-school children | |
19. *This signature certifies that I have read and support this LSTA Grant Application.*
- Director Name:** Linda Crowe
- Mailing Address** _____ **City** _____ **Zip** _____
(*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.

Califa, in partnership with Cal Humanities (CH), respectfully seeks funding to develop and implement an evaluation design for California Reads (CA Reads), as a program that: 1) raises awareness, understanding of, and engagement with critical social issues facing California; 2) supports libraries as they develop programs to foster civic engagement; and 3) increases public recognition of the value that libraries bring to their communities.

In 2012, CH implemented a statewide, multi-year initiative titled "Searching for Democracy." A key component of this project, supported in part by LSTA, was CA Reads, a library-based, book-centered grantmaking and resource program. This year, CH has embarked on another statewide initiative, "War Comes Home," focusing on the experience of veterans returning home from war. This initiative will again, with partial LSTA support, feature CA Reads as a cornerstone, with a statewide read and also library programming based on Karl Marlantes' book, "What It Is Like to Go to War." 43 grants totaling over \$350,000 have been awarded to library jurisdictions to support an estimated 800 library-based programs that will take place throughout the state in September through November 2014. Using the community-wide read model, grantees have already identified hundreds of partnerships with veteran-serving organizations, K-12 and higher education institutions, cultural organizations, civic and faith-based entities, book sellers, and a wide range of complementary activities, including writing workshops, film screenings, collection of oral histories, arts programs, exhibitions, volunteer projects, lectures, and performances.

The purpose of the current request is to create the tools to professionally evaluate how effectively the CA Reads model supports libraries in reaching and engaging their communities, and how communities are responding to these efforts. We plan to engage an external consultant to assist with evaluation design and tools, and to convene and interview practitioners and participants to better assess CA Reads outcomes over time. At the end of the "Searching for Democracy" initiative, a preliminary quantitative and qualitative assessment was done for formative purposes, and to track the number and kinds of library activities, the breadth of audience reach, and some attitudinal and knowledge shifts. Formative data inputs were mostly anecdotal and experiential, and summative data analyzed were principally collected through final reports and audience surveys. We need to enhance our evaluation capacity, to collect more in-depth and systematic qualitative information and develop better tools for summative, longitudinal tracking.

We believe public libraries represent a necessary launch point for broadbased public humanities programming, because of their unique role as hubs of civic engagement and their reach throughout the state, and we want to gather the data needed to comprehensively evaluate the CA Reads program, to increase collective knowledge of its effectiveness. The California State Library's current LSTA 5-year plan identifies the need for libraries to provide support to the diverse needs of California, by positioning themselves as centers for community engagement, and by having libraries address the information and resource needs of veterans and their families. The current iteration of CA Reads addresses both of these needs directly, and this evaluation project will increase libraries' awareness of the effectiveness of the related programs and services they have developed.

Relative to CH's strategic plan: California Reads and this proposed program evaluation project are in alignment with the current Cal Humanities strategic plan. Specifically, the project aligns with CH's goals of creating cross-sector initiatives that help to strengthen useful ties between public humanities organizations/networks and other sectors, as well as build common cause around critical issues of concern to California.

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 purpose of this project is to develop and implement an evaluation design for California Reads, as a program that: 1) raises awareness, understanding of, and engagement with critical social issues facing California; 2) supports libraries as they develop programs to foster civic engagement; and 3) increases public recognition of the value that libraries bring to their communities. The evaluation tools developed and implemented under this project will increase the collective knowledge of the partners (CH, the California Center for the Book [CCFB], library jurisdictions, community agencies of the effectiveness of the CA Reads project and of the components of effective community engagement programs. Knowing what works and what doesn't work, and how to determine that, will enable the project partners to steer CA Reads in the right direction and improve outcomes and broad-based support.

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

Pre-award (before July 2014): An initial assessment of the first round of CA Reads: Searching for Democracy was completed in April 2013. With the CCFB, we will conduct a preliminary review of the strengths and weaknesses of that assessment; identify new questions and outcomes; research potential external evaluation consultants; and create an RFP and scope of work.

July-August. 2014: Contract with evaluation consultant; have consultant review past initiative assessment materials and current initiative planning materials, and address needs for creating or refining evaluation processes and tools that are initiative-specific, and also tools that can be used longitudinally. New evaluation forms, tools and guidelines disseminated and explained to grantees by late August.

September-November 2014: CA Reads programming window for library grantees to implement planned community-wide activities, administer audience surveys, and collect event data. Site visits conducted and reports generated. Potential post-event focus groups with program participants and partners. Audience surveys begin to be received and data collated.

December 2014-January 2015: CA Reads final reporting period (the National Endowment for the Humanities requires us to give grantees 90 days to complete and submit their final reports). CH staff provide technical assistance to libraries on evaluation requirements as reporting progresses. Final reports begin to be received; initial data is collated with a preliminary analysis. Project directors and key partners are identified for interview and focus groups. Interview and focus group participants begin to be scheduled and conducted.

March-April 2015: All final reports and audience surveys are received; data compilation and analysis continues. Work on interviews and focus groups continues.

May-June 2015: CH compiles and review data from grants management system and information from qualitative sources. Focus groups and interviews are completed. Consultant synthesizes all available data and report is submitted. CH submits LSTA final report to Califa/California State Library in June.

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

Schematic for evaluating initiative-specific and long-term program outcomes; revised reporting forms; revised survey instruments; technical assistance tools for grantees; evaluation activities (e.g., focus groups, interviews); process report on qualitative evaluation activities; summative analysis of quantitative and qualitative data; formative recommendations.

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 target audiences for CA Reads are: the public who attend/participate in programs; the grantees implementing the programs; the community partners. The outcomes for CA Reads are:

- The public: changes in knowledge and attitudes regarding initiative theme, the library, community partners; changes in behavior (e.g., seeking services, civic engagement, program attendance). Measurement: audience surveys (semantic differential scales, open-ended), site visits, possible focus groups.
- Library jurisdictions/programming librarians: changes in skills, knowledge, behaviors, attitudes regarding initiative theme; engaging new audiences. Measurement: final reports, interviews, focus groups, audience and partner surveys, site visits, tracking queries, informal input.
- Community partners: changes in knowledge, attitudes, behaviors with regard to initiative theme, libraries, participating public. Measurement: surveys, possible focus groups/interviews.

The target audiences for the evaluation project are CH and its partners. The long-term outcomes for the evaluation are:

- CH, partners: program improvement, strengthened evaluation capacity and knowledge, and case-making ability. Measurement: future program evaluations, growth in participation and broad-based support.

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

we have developed an effective ongoing evaluation platform and tools to measure the impact of CA Reads on libraries and communities over time, and increase actionable knowledge for improved outcomes for all stakeholders.

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.

Activity	2014/15											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Clarify partnership arrangements between CH and evaluation consultant; MOU signed	X											
Evaluation consultant reviews program materials and past evaluation tools	X	X										
Consultant recommends process improvements, develops new tools and processes		X										
New evaluation tools/guidelines distributed to libraries by late August		X										
Libraries implement community wide activities, administer surveys, collect data			X	X	X							
CH staff conduct site visits and draft reports			X	X	X							
Audience surveys begin to be received and analyzed			X	X	X	X	X					
Libraries submit final reports (req'd 90 days after project end), data analysis						X	X	X				
Interview subjects & focus group participants identified, events scheduled						X	X	X				
All final reports and audience surveys received; data analysis continues									X	X		
Interviews and focus groups begin to be conducted									X	X		
CH compiles & reviews data from grants mgmt systems, qualitative sources											X	X
Focus groups and interviews are completed											X	X
Consultant synthesizes all available data and report is submitted											X	X

ELEMENT 5: BUDGET

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

Column A	Column B	Column C	Column D	Column E
Budget Category	LSTA	Cash Match	In-Kind	Total (B+C+D = E)
Salaries & Benefits				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0
Explanation:				
Library Materials				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0
Explanation:				
Equipment (Items over \$5,000 per unit)				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0
Explanation:				

Operating Expenses

Column A Budget Category	Column B LSTA	Column C Cash Match	Column D In-Kind	Column E Total (B+C+D = E)
Contracted Services				
Evaluation consultant	\$20,000	\$5,000	\$0	\$25,000
Cal Humanities staff salaries & benefits	\$3,400	\$0	\$20,007	\$23,407
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$23,400	\$5,000	\$20,007	\$48,407
Explanation: Evaluation consultant: 200 hours @\$125/hour for materials review, meeting planning, tool design (forms, pre and post PD survey, partner survey, audience survey, data compilation platform, interview and focus group protocols), conduct interviews & report, conduct focus groups and report, data analysis and recommendations. Consultant to be selected based on Califa recommendation. Cal Humanities staff salaries/benefits: Total of \$23,406.85 (Program Director@2%, Senior Program Officer @8%, Program Associate @2%, and Program Assistant at 8%) + admin. Program Director: oversight of evaluation design and alignment w/strategic plan. Senior Program Officer: Project management (design conceptualization w/PD & consultant, manage timelines and deliverables), primary liaison w/partners, grantees, & consultant. Program Associate: alignment of data collection w/grants management systems, generation of reports and analysis. Program Assistant: Data input & collating, generation of reports, meeting and travel logistics.				
Supplies				
General supplies and materials (see budget detail)	\$150	\$450	\$0	\$600
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$150	\$450	\$0	\$600
Explanation: Supplies and materials including printing & photocopying expenses, online survey expenses, dropbox accounts, meeting and convening materials, webinar costs, etc.				
Other Charges				
Focus groups (No. & So. CA)	\$3,800	\$2,350	\$0	\$6,150
Site visits -- travel	\$0	\$500	\$0	\$500
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$3,800	\$2,850	\$0	\$6,650
Explanation: Focus groups (2): Hold two focus groups in Northern and Southern California. Total travel cost of \$3,800 to include local travel for 20 individuals at \$100 each (for a subtotal of \$2000, and non-local travel for 6 individuals at \$300 each (for a subtotal of \$1800). Hospitality for 2 focus groups for a total of \$1000. total overnight accommodations of \$1,350 for 6 individuals (3 for No. Calif. focus group, 3 for So. Calif. focus group) at \$225 p/night. All travel funds requested are for project participants, to attend focus groups. Site visits -- Travel cost for CalHumanities staff to visit local and regional library program events.				
Operating Expenses Subtotal	\$27,350	\$8,300	\$20,007	\$55,657
Project Total (Salaries & Benefits, Materials, Equipment, and Operating Expenses)				
	\$27,350	\$8,300	\$20,007	\$55,657
Indirect Cost (up to 10%)	\$2,735	\$0	\$0	\$2,735
Grant Totals	\$30,085	\$8,300	\$20,007	\$58,392

FUTURE FUNDING

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

Matching funds from the National Endowment for the humanities, private foundations and individuals are being committed to the program and will continue to be committed in the future. The organization will seek other funds from government and private sources to help underwrite program expansion.

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.
4. It will comply with Section 504 of the Rehabilitation Act of 1973, as amended, 20 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.
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)

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.

<u>Califa Group</u> Library/Organization	<u>California Reads: Evaluation Project</u> Project Name	
<u>Linda Crowe</u> Printed Name of Authorized Representative	<u>Executive Director</u> Title	
<u>Mailing Address (if different than page 1)</u>	<u>City</u>	<u>Zip</u>
<u>Signature of Authorized Representative</u>	<u>Date</u>	