

CALIFORNIA STATE LIBRARY
FY 2014/15
LSTA STATEWIDE GRANT APPLICATION

ELEMENT 1: BASIC INFORMATION

Applicant Information

- | | |
|--|--|
| <p>1. Library/Organization
Califa Group</p> <p>3. Internet Web Site Address
http://www.califa.org</p> <p>4. Project Coordinator Name & Title
Linda Crowe, Executive Director</p> <p>6. Business Phone Number
650-349-3358</p> <p>8. Mailing Address
PO Box or Street Address City State Zip
32 West 25th Avenue, Suite 201 San Mateo CA 94403-2265</p> | <p>2. Library's DUNS Number
135909930</p> <p>5. Email Address
lcrowe@califa.org</p> <p>7. Fax Number
650-349-5089</p> |
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Project Information

9. **Project Title** Get It Done! High School Diplomas for Success
10. **LSTA Funds Requested** \$132,637
11. **Cash Match** \$0
12. **In-Kind** \$181,800
13. **Total Project Cost** \$314,437
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 checked="" type="checkbox"/> Information Connections |
| <input type="checkbox"/> 22 nd Century Tools | <input checked="" type="checkbox"/> Community Connections |
| <input checked="" 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)* 85
3,6,7,9, 25, 27, 28,
17. **Congressional District (s) number** 29, 30, 31, 32, 33,34
18. **Primary Audience for project** *(Check at least one, maximum of three)*
- | | |
|---|---|
| <input checked="" type="checkbox"/> Adults | <input type="checkbox"/> Public library trustees |
| <input type="checkbox"/> Children | <input checked="" type="checkbox"/> Rural Populations |
| <input type="checkbox"/> Institutionalized persons | <input type="checkbox"/> Senior Citizens |
| <input type="checkbox"/> Library Staff & Volunteers | <input type="checkbox"/> Statewide public |
| <input type="checkbox"/> Non/limited English speaking persons | <input checked="" 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 and its partner, the California State Library, have a strong commitment to building a literate and engaged community. One area where we have identified a significant need is in adult education. Today there are nearly 40 million Americans without a high school diploma, and there are limited options available for adults looking to return to high school. Those without a high school diploma experience unemployment at a rate 37% higher than those who have one. National data show that those whose highest educational attainment is a high school diploma earn 10% more per month than those with just a GED.

The disparity is even greater when those with a GED go on to attend college and then graduate. GED holders with a bachelor's degree earn 29.9% less than those who enter college and graduate after first earning a high school diploma. Only 5% of GED holders complete a higher level of education, compared to 33% of those with a high school diploma (<http://ow.ly/tqdbO>).

In light of this, we are seeking funds for a statewide project to test a new model of library service, through offering a formal, library-based program for adults to complete the requirements for a high school diploma. We intend to pilot the use of the Gale Cengage Learning product, Career Online High School (COHS). COHS enables students to earn their high school diplomas while gaining real-world career skills. It is part of Smart Horizons Career Online Education, the first AdvancED/SACS accredited private online high school district in the United States. COHS gives students the opportunity to earn an 18-credit high school diploma and credentialed career certificate from a nationally recognized school system. Many students are able to graduate in as few as 4 to 6 months by transferring previously earned high school credits. The program has an estimated 70% completion rate (<https://www.shcoe.org/partnership-programs/high-school-diploma-plus-career-certification/>).

Califa and the State Library have identified two libraries to participate in this pilot project: the Los Angeles Public Library and the Sacramento Public Library. The Los Angeles Public Library has just begun a COHS pilot project; their project will be augmented under this grant, and all the partners will benefit from their implementation experience. The Sacramento Public Library currently has a planning grant to lay the foundation for implementing a COHS project in their library. This request will fund the launch of their service to the public. As part of its program, COHS provides each of its students with an online coach, who develops an individual career path for the student, offers ongoing guidance, evaluates performance, and connects the student with the resources he/she needs. Each student enrolled through Sacramento Public and Los Angeles Public will receive these benefits. In addition, Sacramento Public and Los Angeles Public will facilitate monthly cohort meetings at various locations around the county, designed to create a sense of community amongst their COHS students and also to give them instruction on library resources that support their curriculum.

This project supports the following goals in the California State Library's current 5-year plan: Goal I, Literate California, Program I (Develop and support adult literacy services and programs in libraries); Goal II, 21st Century Skills, Programs I and III (Develop and deliver library services and programs that support life-long learning opportunities; Develop and deliver library services and programs that support individuals and communities in skills needed for workforce success; Goal VII, Community Connections, Program I (Life Stages: Develop and support library services that respond to the changing needs of individuals as they move through the states of life.

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 test a new model of library service for adult learners, through offering a formal, library-based program for adults to complete the requirements for a high school diploma. We intend to pilot the use of the Gale Cengage Learning product, Career Online High School (COHS), in two major urban library systems, Sacramento Public Library and Los Angeles Public Library. COHS enables students to earn their high school diplomas while gaining real-world career skills.

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

Under this project, 75 students will be enrolled in COHS through Sacramento Public Library, and 10 students will be enrolled through Los Angeles Public Library. The activities for each location will differ somewhat, as follows:

Sacramento Public Library (SPL)

During the planning phase already underway, the Library will hire a program coordinator and form a steering committee composed of library staff, volunteers and community stakeholders, to identify how to reach and serve individuals with the highest need, including foster children who have aged out of the system. The first 15 program participants will have been recruited and selected by the time this project begins.

Throughout the project (July 2014-June 2015), SPL will hold monthly cohort meetings at various libraries throughout the county. At these meetings, conducted by the program coordinator, participants will meet fellow students and receive instruction on library resources. These meetings will help create a sense of community amongst students, and reinforce the fact that the Library is there to help them. Surveys will be distributed at all meetings to track progress and impressions of the program, and solicit feedback for improvement. Students will also be surveyed by email at set points in their progress and after graduation. Because the students will be starting and completing at different times, the evaluation process will be ongoing and tailored to the timeline of each student.

Throughout the grant period, general information sessions about the program will be held at libraries and off-site locations every other month.

A graduation ceremony for all participants who have completed the program will be held in June 2015. We anticipate a completion rate of at least 75% (56 students).

July 2014

First 15 students enroll in COHS.

July 2014-June 2015

Participant recruitment will be conducted on an ongoing basis from July 2014-January 2015.

One-to-one student eligibility assessments will be held on an ongoing basis.

Program enrollment will be conducted on an ongoing basis.

Monthly cohort meetings will be held at various locations throughout the county, and participants will be surveyed..

General information sessions will be held every other month, at the library and also at off-site locations.

Volunteer steering committee will meet quarterly (July, October, January, April)

E-mail surveys will be sent every other month..

Los Angeles Public Library (LAPL)

Applicants who successfully complete an online self-assessment and a 2 week prerequisite course, followed

by an in-person interview at one of LAPL's literacy centers, will be entered into an automated lottery system for a grant to attend Career Online High School (COHS). Each month, a limited number of applicants will be selected by the lottery for enrollment in the program. The lottery is necessary because of the size of the population being served.

Once enrolled, COHS will pair each student with an academic coach, who will provide the student with an individual career path, offer ongoing guidance, evaluate performance and connect the student with the resources needed to master the courses. LAPL will host periodic Student Chats as needed to provide library support and resources to COHS students throughout the year.

July-August 2014

10 students will be selected from the lottery for the LAPL seats funded under this project and will be enrolled in COHS.

September 2014-June 2015

The 10 students will continue in the COHS program, and their progress reviewed by LAPL through reports from COHS.

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

85 adults will participate in the program.

63 adults will receive a high school diploma (75% of participants).

24 cohort meetings will be held; 40 individual participants will attend.

50 participants will attend a graduation event at Sacramento Public Library.

4 volunteer steering committee meetings held.

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?

60% of COHS graduates will report that they plan to move on to college or postsecondary training.

15% of graduates will report an increase in salary as a result of their COHS diplomas.

90% of participants will have a better understanding of the role of the public library in providing educational resources and tools.

This will be measured by surveying participants at cohort meetings, through email as they progress through COHS, immediately upon completion of the program, and six months after graduation..

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

75% of the participants complete the program and receive a COHS diploma, and 60% of those who complete move forward with additional education or training.

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
SPL: First 15 students enrolled in COHS	X											
LAPL: 10 students are selected by lottery and are enrolled in COS	X	X										
SPL: Ongoing participant recruitment	X	X	X	X	X	X						
SPL: One-to-one eligibility assessments held on an ongoing basis	X	X	X	X	X	X						
SPL: Program enrollment conducted on an ongoing basis	X	X	X	X	X	X	X					
SPL: Monthly cohort meetings held at various locations		X	X	X	X	X	X	X	X	X	X	X
SPL: General information sessions held every other month	X		X		X		X		X		X	
SPL: Volunteer steering committee meetings	X			X			X			X		
SPL: Graduation ceremonies (will occur when 10+ students eligible)							X		X			X
SPL: E-mail surveys to current students sent:		X		X		X		X		X		X
LAPL: Student progress reviewed on a continuous basis	X	X	X	X	X	X	X	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				
Project coordinator	\$0	\$0	\$4,699	\$4,699
COHS program coordinator	\$24,929	\$0	\$0	\$24,929
Literacy supervisor/Public information officer	\$0	\$0	\$4,783	\$4,783
LAPL and Foundation staff	\$0	\$0	\$33,818	\$33,818
Subtotal	\$24,929	\$0	\$43,300	\$68,229
Explanation:				
Project coordinator: 2 hours/week (104 hours) @\$44.90 (salary + benefits) = \$4669 (manages reports, staffing, finances, etc.)				
COHS program coordinator: 20 hour/week (780 hrs) @\$31.96 (library associate salary + benefits)=\$28,828.80 (oversees program, recruits students, assesses students, helps develop evaluation tools,etc.)				
Literacy supervisor: 2 hours/week (104 hours)@\$37.05 (salary+benefits)=\$3,852 (helps recruit students and creates evaluation tools, aids in eligibility assessments)				
Public information officer: 24 hrs @\$38.79 (salary+benefits) (arranges press coverage of program + graduations, photographs, etc.)				
LAPL and Foundation staff: Senior Librarian (City) 5% =\$6591.25; Librarian II (City) 5% = \$5582.55; Librarian I (City) 8% =\$5914.91; Library Assistant (City) 5% =\$6671.68; Literacy Coordinator (City) 5% =\$5402.51; Literacy Coordinator (Contract/Library Fdn.) – 8% =\$3655.42. Total \$33,818.32.				
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				
75 COHS "seats" - SPL	\$62,500	\$0	\$0	\$62,500
10 COHS "seats" - LAPL	\$11,950	\$0	\$0	\$11,950
110 COHS "seats" -- LAPL	\$0	\$0	\$131,450	\$131,450
Library Galleria use (graduation ceremonies)	\$0	\$0	\$5,850	\$5,850
Subtotal	\$74,450	\$0	\$137,300	\$211,750
<p>Explanation: COHS assessment package is a prerequisite for product use -- includes promotional materials, google ads, and 1000 user registrations per year. SPL Library Galleria use: \$5850 (3 graduation events at \$1950 each). LAPL will contribute 110 COHS "seats" for the grant period (funded locally).</p>				
Supplies				
Office supplies	\$0	\$0	\$200	\$200
Graduation program supplies	\$600	\$0	\$0	\$600
Food and drink	\$0	\$0	\$1,000	\$1,000
	\$0	\$0	\$0	\$0
Subtotal	\$600	\$0	\$1,200	\$1,800
<p>Explanation: Office supplies for monthly cohort meetings: pens, pencils, flip charts Food and drink for cohort meetings and graduations provided in-kind.</p>				
Other Charges				
Travel for in-person meeting for participating libraries (2 staff)	\$600	\$0	\$0	\$600
COHS assessment package (SPL)	\$20,000	\$0	\$0	\$20,000
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$20,600	\$0	\$0	\$20,600
<p>Explanation: COHS assessment package is a prerequisite for product use -- includes promotional materials, google ads, and 1000 user registrations per year. Travel is for two staff from either SPL or LAPL to travel to the other library's location for one onsite meeting in Fall 2014, to discuss local policies and procedures and assess how the project is developing overall, what works, and what could be improved..</p>				
Operating Expenses Subtotal	\$95,650	\$0	\$138,500	\$234,150
Project Total				
(Salaries & Benefits, Materials, Equipment, and Operating Expenses)	\$120,579	\$0	\$181,800	\$302,379
Indirect Cost (up to 10%)	\$12,058	\$0	\$0	\$12,058
Grant Totals	\$132,637	\$0	\$181,800	\$314,437

FUTURE FUNDING

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

LAPL has independently developed the funding for much of its COHS program, and will continue to do so in the future should the project prove successful. Based on the success of this pilot, SPL will determine whether or not to reallocate funds from its current electronic resources budget to continue this service. The SPL Friends, Foundation, and community business partners will also be approached to sponsor "scholarships" for high school diplomas.

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>Get It Done! High School Diplomas for Success</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>	