

CALIFORNIA STATE LIBRARY
FY 2014/15
LSTA STATEWIDE GRANT APPLICATION

ELEMENT 1: BASIC INFORMATION

Applicant Information

- | | | | | |
|---|---|---------------------------------|--------------------|---------------------|
| <p>1. Library/Organization
Rancho Cucamonga Library Services</p> <p>3. Internet Web Site Address
www.rcpl.lib.ca.us</p> <p>4. Project Coordinator Name & Title
Michelle Perera, Assistant Director</p> <p>6. Business Phone Number
909-477-2720 x5055</p> <p>8. Mailing Address
PO Box or Street Address
7368 Archibald Avenue</p> | <p>2. Library's DUNS Number
007052970</p> <p>5. Email Address
michelle.perera@cityofrc.us</p> <p>7. Fax Number
909-477-2725</p> <table border="0" style="width: 100%;"><tr><td style="width: 33%;">City
Rancho Cucamonga</td><td style="width: 15%;">State
CA</td><td style="width: 33%;">Zip
91730</td></tr></table> | City
Rancho Cucamonga | State
CA | Zip
91730 |
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Rancho Cucamonga | State
CA | Zip
91730 | | |

Project Information

9. **Project Title** Staff Innovation Fund - Statewide Project
10. **LSTA Funds Requested** \$168,000
11. **Cash Match** \$0
12. **In-Kind** \$500,000
13. **Total Project Cost** \$668,000
14. **Federal Library Services & Technology Act (LSTA) Purpose** (Check one purpose which best describes the project)
- Developing library technology, connectivity and services
- Providing targeted services to diverse populations or persons who have difficulty accessing services
- Providing services to promote life-long learning
- Developing public and private partnerships
15. **California's LSTA Goals** (Check all that describe the project)
- | | |
|---|--|
| <input 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 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) 110-140
17. **Congressional District (s) number** TBD
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:** Robert Karatsu
- Mailing Address** (if different from above) _____ **City** _____ **Zip** _____
- Director Signature:** _____ **Date:** _____

ELEMENT 2: PROJECT BACKGROUND AND SUMMARY

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

The purpose of the Staff Innovation Fund is to develop and empower public library staff throughout the State of California by developing critical skills among our new and/or less-experienced staff in order to create a more dynamic and sustainable library future in the State through a series of practical trainings, development of program ideas and then applying for and implementing grants for their communities that would be made available through LSTA funds.

The Rancho Cucamonga Library and Whittier Library Staff Innovation Fund was a 2011-2012 California State Library grant funded project. Responding to upcoming retirements and staffing changes which would leave a critical gap in grant expertise and project management, this two part project focused on:

1. Training and capacity building in library staff in the areas of grant writing and management, project management, visioning, public speaking and presentations, communicating, and marketing and branding.
2. A dedicated Innovation Fund that staff who not only completed the entire training series, but also developed an innovative and feasible idea, could apply for through the California State Library “pitch an idea” process.

This project proved to be very successful in both Rancho Cucamonga and Whittier jurisdictions with thousands of community members benefitting from innovative projects; new partnerships created; a greater profile for the Rancho Cucamonga and Whittier Library in the overall city organization; and a replicable model for other libraries or organizations for building and developing staff. During this project, several library directors and library systems in California expressed a need for this project in their local libraries. In response to this need, Rancho Cucamonga Library received a grant in 2012/13 to offer the Staff Innovation Fund to four pilot sites in California which included seven participating libraries (Pasadena, Palos Verdes Library District, Napa County/St. Helena, and Kern County were the pilot sites). With these funds Rancho Cucamonga oversaw the training series with Infopeople, presented several trainings, developed grant ideas with staff, and prepared the 135 participants to pitch their grants to the California State Library for the 2013/14 Pitch an Idea grant cycle (50 submitted and 28 pitched, 24 awarded).

Rancho Cucamonga Library is requesting \$168,000 in LSTA funding to offer the Staff Innovation Fund again for another four sites (San Diego County, Yolo County, Orange County, and one more site to be determined). As project managers, Rancho Cucamonga Library will once again select all trainers, oversee training, work with participants to create potential projects, work with participants to develop and refine their pitches, practice pitching, and evaluate the program. Rancho Cucamonga Library staff will work closely with library directors from participating jurisdictions to ensure they understand the expectations and commitment to this program since it has been observed that participation by the director in this program has significantly benefitted the participants. Since it is understood that not all library directors can participate in every training, select trainings will be selected that will require director participation.

The changes implemented in the 2013/14 SIF program have been well received (replacing the Creativity workshop with “Trendwatching,” replacing “Communicating Up” workshop with “Talking to Power” and replacing the “12 Merit Badges” program with “Conflict Management” (a natural companion training to the Strategic Deployment Inventory). Participants have shown a lot of interest in topics and the relevance to their libraries.

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 the Staff Innovation Fund is to develop and empower public library staff throughout the State of California by developing critical skills among our new and/or less-experienced staff in order to create a more dynamic and sustainable library future in the State through a series of practical trainings, development of program ideas and then applying for and implementing grants for their communities that would be made available through LSTA funds.

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

The amount of LSTA funds we are requesting \$168,000 for this project to implement the Staff Innovation Fund. Partnering with the California State Library, we will identify several jurisdictions that will be a part of the pilot program at 4 sites.

Once all jurisdictions are identified (currently San Diego County, Yolo County and Orange County are committed) and they make the necessary commitment to actively participate in the project, RCLS will coordinate a series of 10 training sessions. These trainings will prepare participants not only for the "pitch an idea" process, but will create a foundation that will foster more creativity and innovation in these and future projects that participants will undertake. The training sessions will include, grant process and management (including learning about outputs and outcomes), project management, leading teams, marketing and branding, communicating, public presentations, etc.

Once the training sessions are complete, Rancho Cucamonga Library Staff will work with participants to develop their pitches. Once the draft pitches are submitted, Rancho Cucamonga Library Staff will review them and then present constructive feedback to the participants during an in-person session. At this session, participants will have the opportunity to discuss their pitches in a group setting, receive detailed feedback on the merits of their grant ideas, and continue to develop the areas that are lacking. Once this session is completed, participants will have at least 3 weeks to finalize their written pitches and will be given a template for their verbal pitch. At the next session, participants will make their pitches, and receive final feedback on their pitch applications as well as their pitch presentations. Finally, Library Directors of each participating jurisdiction will determine the most viable projects for their communities to move forward to make a formal pitch to the State Library.

During the entire Staff Innovation Fund process, RCLS will work closely with the State Library, Infopeople and all of the jurisdictions to maximize everyone's experience, and to assure that everyone is receiving maximum benefit on what the SIF is designed to accomplish. RCLS will also work with Infopeople on a SIF grant evaluation, and with the State Library to insure timely and accurate grant reporting.

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

- 110-140 California public library staff (and potentially other select city and/or county staff) will attend staff development training
- 40+ California public library staff will submit a mini-grant application for consideration and 25+ will pitch their idea to the California State Library
- 15+ California public library staff will receive a grant to carry out their project
- 15+ new projects will be implemented in the greater California library community
- 5-10 presentations will be made to local councils, boards, and commissions highlighting the project and work done to date

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?

1. As a result of the SIF training series and pitch process participating staff will report an increase in their confidence level and competency level in grant development, project management, and other 21st Century skills covered by the training.

- Indicators – the number and quality of new and innovative projects introduced to participating libraries, the number of well-thought out grant ideas, and by the success of the finished projects at the participating SIF library jurisdictions.

- Measurement – participants will complete a pre/post questionnaire and a group discussion identifying their skill level, comfort, and past experience with grants and projects; pre/post skills for each of the trainings; and pre/post skills and comfort level in the pitch process specifically.

2. As a result of partners (City/County staff, local nonprofit agencies, etc.) participating in the SIF, there will be a positive shift in the attitude towards the public library in the overall city/county organization. At least 75% of city/partner participants will see a greater value of the library in the greater organization. At least 25% will collaborate on a pitch an idea project with the library.

- Indicators – partners will see the value in partnering with their local libraries, the resources available at their local libraries, and the skill there is in the staff at their local public libraries. In addition, City/County Administration and stakeholders (boards, councils, etc.) will see the library involving others in their projects, being willing to share their resources, and show concern/interest in the capacity building of staff beyond the library walls.

- Measurement – this will be measured by future projects and resources in which partners participate and [most importantly] those that partners initiate, as well as a higher profile of the library among the decision makers (measured mostly through anecdotal data).

3. As a result of a large number of staff from each jurisdiction participating in the SIF, at least 50% of participants will acknowledge the SIF as a positive team building and networking opportunity, resulting in a change in the behavior of participating staff by working more closely together.

- Indicator – the number of cross-departmental and cross-functional teams created for future projects, the overall networking and camaraderie throughout the organization, and the understanding developed between staff (as a result of seeing what their coworkers do, who they are, and the language that is introduced by the “Strategic Deployment Inventory” during the “Knowing Your Leadership Strengths” workshop).

- Measurement – as part of the pre/post survey, there will be questions about networking and teamwork to measure the progress made during the SIF. (e.g. on a scale of 1-5, are you more or less likely to work in a group, work in cross-departmental teams, network with coworkers, etc.)

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

... library staff who participate in the Staff Innovation Fund acquire an expanded knowledge in the areas of project management, visioning, grant writing and management, presenting, and marketing

... library staff who participate in the Staff Innovation Fund use this knowledge productively and are able to turn it into a mini-grant idea and funding

... library staff who participate in the Staff Innovation Fund become the next generation of managers and grant writers in our respective organizations

... management from participating libraries in the Staff Innovation Fund take the knowledge and lessons learned and turn them into a replicable model for other staff in their libraries

... libraries who participated in the Staff Innovation Fund are able to use this grant concept and funding within their greater City organizations for increased political cache

... library management and staff from participating libraries make a strong commitment to the Staff Innovation Fund by becoming completely engaged, participatory, focused.

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
Finalize logistics with State Library and Infopeople	X											
Finalize jurisdictions to participate in Staff Innovation Fund pilot	X											
Work with jurisdiction directors to establish expectations and commitment	X	X										
Review current training / schedule all trainings and venues with Infopeople	X	X	X									
Coordinate all training materials, manuals and handouts		X	X	X								
Conduct all training sessions (4 series of 10 individual training sessions)			X	X	X	X	X	X	X			
Pitch Practice									X	X	X	
Staff Innovation Fund grant evaluation											X	X
Final grant reporting and internal project evaluation											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				
Library Director/Asst. Director	\$87,500	\$0	\$0	\$87,500
Principal Lib, Senior Lib, Lib II, and Librarians	\$15,500	\$0	\$0	\$15,500
Office Assistant & Management Analyst	\$33,000	\$0	\$0	\$33,000
Participants (Librarians, Assistants, Supervisors, Directors)	\$0	\$0	\$500,000	\$500,000
Subtotal	\$136,000	\$0	\$500,000	\$636,000
Explanation: Library Director & Assistant Library Director - \$87,500 for technical and logistical support: arranging for trainers, scheduling, curriculum management, facilitate training sessions, etc., review & mentor all participants in Pitch process, develop pre and post surveys for measuring outcomes, etc. (Time is calculated at: Jul/Aug 10hrs/wk Sep-Feb 5hrs/wk Mar-May 20hrs/wk June 5hrs/wk.) Principal Librarian - \$9,900 assist mentoring SIF participants through the Pitch process and their grants, and attend several trainings. Time is calculated at 15hrs/wk x 8-10 wks. Management Assistant - \$25,000 to backfill for administrative support. Office Assistant - \$8,000 to coordinate & schedule trainings with participating libraries and Infopeople, handle travel arrangements for RC staff, assist with training by RC, and assist with SIF budget. Senior Librarian & Librarian II (\$4,000) and 10 Librarians (\$6,000) to attend two trainings each, share their SIF experience, and assist participants with grant projects as needed.				
Library Materials				
Grants books	\$2,000	\$0	\$0	\$2,000
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$2,000	\$0	\$0	\$2,000
Explanation: Winning Grants by Stephanie Gerding - one copy for each library. \$100 each				
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				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0
Explanation:				
Supplies				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0
Explanation:				
Other Charges				
Travel and Mileage	\$15,000	\$0	\$0	\$15,000
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$15,000	\$0	\$0	\$15,000
Explanation: - \$15,000 to RCLS for travel mileage, per diem, car rental, taxi, hotels, etc. for RCPL staff (who will attend all five training session days + sixth pitch practice session day.)				
Operating Expenses Subtotal	\$15,000	\$0	\$0	\$15,000
Project Total (Salaries & Benefits, Materials, Equipment, and Operating Expenses)				
	\$153,000	\$0	\$500,000	\$653,000
Indirect Cost (up to 10%)				
	\$15,000	\$0	\$0	\$15,000
Grant Totals				
	\$168,000	\$0	\$500,000	\$668,000

FUTURE FUNDING

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

As a statewide project, the future of it will be determined by the State Library and how successfully this series meets its projected outcomes. Locally, it will be up to each jurisdiction to assess the value of continuing with an innovation fund within their organizations as well as finding the funding for it.

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>Rancho Cucamonga Library Services</u> Library/Organization	<u>Staff Innovation Fund - Statewide Pilot</u> Project Name	
<u>Robert Karatsu</u> Printed Name of Authorized Representative	<u>Library 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>	