

CALIFORNIA STATE LIBRARY
FY 2014/15
LSTA STATEWIDE GRANT APPLICATION

ELEMENT 1: BASIC INFORMATION

Applicant Information

- | | |
|--|---|
| <p>1. Library/Organization
Serra Cooperative Library System</p> <p>3. Internet Web Site Address
www.creandoenlaces.org</p> <p>4. Project Coordinator Name & Title
Diane Satchwell, Executive Director (SCLC)</p> <p>6. Business Phone Number
626-359-6111</p> <p>8. Mailing Address
PO Box or Street Address
248 E. Foothill Blvd., Suite 101</p> | <p>2. Library's DUNS Number
05-679-0140</p> <p>5. Email Address
dsatchwell@socallibraries.org</p> <p>7. Fax Number
626-359-0001</p> <p style="text-align: right;">City
Monrovia</p> <p style="text-align: right;">State
CA</p> <p style="text-align: right;">Zip
91016-5525</p> |
|--|---|

Project Information

9. **Project Title** Seguimos Creando Enlaces: Start-up Outreach at YOUR Library
10. **LSTA Funds Requested** \$13,000
11. **Cash Match** \$6,700
12. **In-Kind** \$47,966
13. **Total Project Cost** \$67,666
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 checked="" type="checkbox"/> Bridging the Digital Divide |
| <input 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 type="checkbox"/> Content Creation/Preservation | <input checked="" 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) 225
17. **Congressional District (s) number** 49-53
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 checked="" type="checkbox"/> Rural Populations |
| <input type="checkbox"/> Institutionalized persons | <input checked="" type="checkbox"/> Senior Citizens |
| <input type="checkbox"/> Library Staff & Volunteers | <input type="checkbox"/> Statewide public |
| <input checked="" 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: Diane R. Satchwell

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.

The Hispanic population in California will be expanding in the next 50 years to 48%, almost half of all residents in the state. This exceeds the national average (29%) by 19%. The two border counties, San Diego and Imperial, also known as the Serra Cooperative Library region, are unique in that they share the border with Mexico. During the next 50 years, these two counties are projected to have a 104% and 83% increase in Hispanic population respectively. This increase is on top of an already 33% and 82% Hispanic population in each county at present. In addition, we can surmise that many immigrants will enter California through the San Diego or Imperial region and temporarily, if not permanently, reside in this region, thus having their first experiences as U.S. citizens shaped by the services offered in these counties.

Libraries in the San Diego and Imperial counties are organically presented the task of meeting the challenge of providing materials and services that are both needed and desired by a Spanish-speaking population. While many library staff may speak Spanish, the knowledge, programs, and services necessary to effectively serve can, and must, continually be improved if we are to remain responsive to the overarching library mission to provide free resources open to a diverse community that fulfill their educational, informational, cultural, and recreational needs.

To this end, the academic and public libraries in San Diego and Imperial counties have created a dynamic committee known generally as the Creando Enlaces Committee. Over the past several years, this committee has reached out to library professionals across the border in Baja California and beyond to other Mexican and American states to create three conferences that have increased the conversation, understanding, programming, materials collections and collaboration between professionals that have benefitted Spanish speaking populations in the libraries of San Diego and Imperial counties as well as others.

Examples of some of the successes that have come from the conferences are: increased knowledge of demographics mapping and pinpointing age and income levels of Spanish speaking residents to improve and increase programming, increased awareness of Spanish eBooks and sources for collection development, strategies and principles of building Spanish print materials collections, programming and literacy development for Hispanic youth and teens, and serving the needs of immigrants in health, naturalization and job-seeking arenas.

The Creando Enlaces Committee proposes to continue their successful informational platform through collaboration with the Reforma National Conference (RNC V) which will be held in San Diego in April 1-4, 2015. The RNC V theme will be “Libraries without Borders: Creating Our Future” which closely echoes the mission created by Creando Enlaces for the past three years. To strengthen this synchronicity, the Creando Enlaces Committee will provide the preconference day to RNC V. The preconference, entitled “Seguimos Creando Enlaces: Start-up Outreach at YOUR Library”, will focus on outreach for underserved populations in the target communities of our attendees. The day will be structured toward fulfilling these goals:

- 1) Defining the underserved community for each local area attendee
- 2) Covering best practices for outreach and marketing to underserved groups and
- 3) Creating an outreach plan to connect to those potential library customers

The morning sessions will be presentations covering the first two goals outlined above and the afternoon will be devoted to break out sessions where attendees will come away with a plan as stated in goal #3.

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 preconference is to pull together the best practices identified from past conferences on demographics, successful programming, collection development and cultural differences to then apply these concepts to those groups in our respective communities that are currently underserved. We will define and identify these Spanish-speaking underserved groups, whether it be seniors, LGBT youth, homeless, migrant workers, indigenous rural families, etc., and create outreach plans, thereby providing these citizens with the support they may need to enhance their lives as well as increasing our library support base for a win-win result. This preconference will have the added benefit of a national audience to draw from in conjunction with the Reforma National Conference to further our conversation and collaborations about resources, programming and services targeted to our Spanish-speaking customers.

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

Meeting(s) with RNC V committee members to identify optimal preconference location/spaces

Book meeting location/spaces

Identify and book a presenter/facilitator for the conference main concept of underserved outreach and how to collect data and design effective assessment practices for successful plan design

Flyers and promotional material created and events/social media outlets targeted to distribute material

Creando Enlaces web page and Facebook page updated regularly with information on upcoming conference

A call for best practices presenters in English and Spanish will be put out electronically

Creando Enlaces Committee members will attend ABIBAC (Baja California Library Association), ALA, CLA, FIL (Guadalajara Book Fair) and other conference events to network, keep abreast of latest trends, and to promote event

Pre and Post surveys will be designed for conference attendees

Transportation, translators and workshop details will be finalized and confirmed

Evaluate and rank outreach plans created by attendees; award seed money

Information presented at conference available on Creandoenlaces.org website

2 Webinars presented in the six months following the conference

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

225 conference attendees

25% of attendees will be from Mexican regions

15% of attendees will be from U.S. border states

An outreach plan for an underserved group will be created by each attendee for their community

One presentation will be given at by the Creando Enlaces committee at ABIBAC, Annual conference in October 2014.

Presentations will be given at CLA, ALA, and FIL in 2015

Resources from the conference will be made public on Creandoenlaces.org

2 follow-up Webinars will be presented on outreach to underserved Hispanic groups or other collaborations that have come from the Creando Enlaces conferences

10 presentations will be given at the RNC V general sessions that generated from prior Creando Enlaces conferences

2 presentations at the conference will be webcasted for virtual attendees

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?

Participants will complete pre-conference survey(s) and post-conference survey(s). The post-conference surveys will reflect:

- 1) 80% of the participants evaluating the conference as good to outstanding
- 2) 80% of participants reporting new knowledge in the areas of identifying underserved groups in their community and subsequent outreach to those groups
- 3) 50% of participants' plans include appropriate assessment strategies that could measure success
- 4) 25% of participants collaborating with a library across the border for at least one program or activity

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

100% of our attendees to the conference gain an understanding of the Spanish-speaking underserved group(s) in their particular community and create an outreach plan to make those in this group aware of library services. Attendees will then put this plan into action, culminating in proper use data collection and assessment, thereby ensuring measurement of success.

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
Meeting(s) with RNC V committee members to identify optimal preconference space	x											
Identify and book a main presenter/faciliator for main concept of underserved	x											
Flyers & promotional material created & events targeted to distribute material			x	x	x	x	x	x				
Translator booked		x										
Creandoenlaces.org webpage updated for event guidelines & registration		x	x	x	x	x	x	x	x			
Accept conference registration via webpage		x	x	x	x	x	x	x				
Call for best practices presenters in English & Spanish put out electronically		x	x	x	x	x						
Select proposals for presentation (Dec 10 to Jan 10)						x	x					
Notify presenters & accept requests for housing assistance (Jan 10 to 24)							x					
Notify selections for housing assistance - Feb 17th								x				
Design pre/post surveys and outreach plan scoring rubric					x	x	x	x	x			
Attend and participate at professional conferences (ABIBAC, CLA, FIL, AMBAC,ALA)				x	x	x					x	x
Identify and book sponsoring businesses and groups	x	x	x	x	x	x	x	x	x			
Finalize agenda information							x	x	x			
Finalize & confirm conference workshop details such as meals & services								x	x			
Preconference event										x		
Review and rank outreach plans; award seed money for action										x	x	x
Update Creandoenlaces.org with information and photos										x	x	x
Send out follow-up assessment survey questions											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				
Committee members	\$0	\$0	\$32,063	\$32,063
Volunteers	\$0	\$0	\$570	\$570
Webmaster/ Project Assistant	\$0	\$0	\$3,784	\$3,784
Day of Event Coordinator	\$0	\$0	\$1,359	\$1,359
Subtotal	\$0	\$0	\$37,776	\$37,776
Explanation: SDPL: Librarian 4 - \$10,320.70: 100 hours Librarian 3 - \$8,408.84: 100 hours 1 Librarian 2 - \$6,306.63: 75 hours, 1 Librarian 2 - Librarian 2: \$3,784 - 45 hours, Library Clerk - \$1,359 - 25 hours SDCL: 2 x 100 hours x \$57.06 an hour including fringe = 11,412 SDSU: Chicano Studies/Spanish Librarian: 41 hours x \$30.00 x 1.25 benefits = \$1537.50 Volunteer Librarians: SDSU Emeritus Business Librarian 61 hrs x 28.52 = 1739.72 Library Volunteers - 20 hrs X \$28.52 = \$570.40 Baja California Librarian 41 hrs x 28.52 = 1169.32 Libros Members time: 4 staff x 4 hours x \$28.52 = 456.32				
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				
Translator Services	\$0	\$4,500	\$0	\$4,500
A/V Tech support	\$1,000	\$1,000	\$0	\$2,000
Speakers	\$2,900	\$0	\$0	\$2,900
				\$0
Subtotal	\$3,900	\$5,500	\$0	\$9,400
<p>Explanation: Simultaneous translation (English/Spanish) for main presentations and concurrent breakout sessions: \$4,500 (San Diego Public Library and San Diego County Library will cover this cost). A/V Technician: Test equipment prior to conference, troubleshoot and make equipment set-up adjustments as necessary, maintain a/v during conference, provide support for visual components of conference. San Diego Public Library will cover this expense.:\$2000 Speakers: Speaker fees and some travel expenses: \$2900</p>				
Supplies				
Collaborative Projects	\$1,500	\$0	\$0	\$1,500
Workshop Supplies	\$93	\$500	\$0	\$593
Printing		\$200	\$200	\$400
	\$0	\$0	\$0	\$0
Subtotal	\$1,593	\$700	\$200	\$2,493
<p>Explanation: Collaborative plan projects: 6X\$250 = \$1500 San Diego Public Library will pay for workshop supplies and our San Diego County Library partners will cover printing costs.</p>				
Other Charges				
Workshop Expenses	\$2,000	\$500	\$0	\$2,500
Professional Conference Presentations	\$4,000	\$0	\$0	\$4,000
Meeting room Space	\$0	\$0	\$9,990	\$9,990
Application for trademark	\$325	\$0	\$0	\$325
Subtotal	\$6,325	\$500	\$9,990	\$16,815
<p>Explanation: Library Foundation will pay for workshop breakfast items. Professional Conference Presentations: 10 RNC registrations \$150 x 10 = 1500; \$ 2500 for committee presentation San Diego Central Library Meeting Room In-kind: Shiley Special Events Suite 12 hr rate = \$5400, Mary Hollis Clark Confernece Center (combined) 12 hr rate = \$390, Auditorium 12 hr rate = \$4200</p>				
Operating Expenses Subtotal	\$11,818	\$6,700	\$10,190	\$28,708
Project Total				
(Salaries & Benefits, Materials, Equipment, and Operating Expenses)	\$11,818	\$6,700	\$47,966	\$66,484
Indirect Cost (up to 10%)	\$1,182	\$0	\$0	\$1,182
Grant Totals	\$13,000	\$6,700	\$47,966	\$67,666

FUTURE FUNDING

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

The Reforma National Association will earmark a portion of its funding from the 2015 conference for support of the 2016 Creando Enlaces conference in recognition of the partnership it has forged by having the preconference event to kick off the 2015 San Diego event. The plan for 2016 is to create a Creando Enlaces Fellowship, where Librarians from California and Mexico meet together to learn about serving Hispanic communities. The Fellowship program would be loosely based on Transforming Life After 50, where Librarians apply to be a part of the Fellowship and attend a multiple-day training, followed by a year of webinars and online classes, culminating in a project related to Creando Enlaces.

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>Serra Cooperative Library System</u> Library/Organization	<u>Seguimos Creando Enlaces III</u> Project Name	
<u>Diane R. Satchwell</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>	