



April 25, 2022

Melinda Cervantes, Interim Deputy Director of Community Services - Library  
City of Richmond  
Richmond Public Library  
325 Civic Center Plaza  
Richmond, CA 94804

Dear Interim Deputy Director of Community Services - Library Cervantes:

We are pleased to approve the grant application for the A New Bookmobile for Richmond Kids project for a total of \$250,000 in state grant funds.

Hard copies of this correspondence will not follow. Keep the entirety of the correspondence for your files and consider these award materials your original documents.

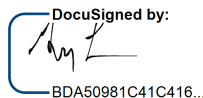
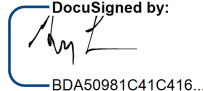
Upon receipt of a completed claim form that is free of errors or inaccurate information, the State Library processes it for routing to the Office of the State Controller which ultimately issues the check. The total time for the claim form to be processed, routed, payment issued, and mailed can be up to eight weeks, but is often a shorter timeframe. If you still have not received payment after eight weeks, please contact your grant monitor.

The Grant Monitor assigned to your project is Robyn McCreight. She is available to assist you throughout the year and can be reached via email at [robyn.mccreight@library.ca.gov](mailto:robyn.mccreight@library.ca.gov).

Please stay in touch with your Grant Monitor throughout the award period. Read the enclosed award packet thoroughly and contact your Grant Monitor if you have any questions.

Best wishes for a successful project.

Respectfully yours,

DocuSigned by:  
  
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Greg Lucas  
California State Librarian

Cc:  
Janelle Van Hook, Librarian II  
[Janelle\\_VanHook@ci.richmond.ca.us](mailto:Janelle_VanHook@ci.richmond.ca.us)

Library – Courts Building  
P.O. Box 942837  
Sacramento, CA 94237-0001

916-323-9759  
[csl-adm@library.ca.gov](mailto:csl-adm@library.ca.gov)  
[www.library.ca.gov](http://www.library.ca.gov)

**THE BASICS – YOUR GRANT AWARD**

The following provides all the basic information about your grant and managing your grant.

Award #:	ST-OOST-21-15
Library/Organization:	City of Richmond
Project Title:	A New Bookmobile for Richmond Kids
Award Amount:	\$250,000

**APPROVED BUDGET**

Personnel	\$ 0
Consultant Fees	\$ 19,100
Travel	\$ 0
Supplies/Materials	\$ 0
Equipment (\$5,000 or more per unit)	\$230,900
Services (contracted)	\$ 0
Project Total	\$250,000
Indirect Cost	\$ 0
Grant Total	\$250,000

Start Date:	Execution of this agreement
End Date:	3/31/2024
Please understand that it can take from six to eight weeks before grant funds are delivered. If you have not received your payment after eight weeks, please contact your grant monitor.	

**REPORTING**

Stronger Together: Out of School Time participants are required to provide bi-annual financial and narrative reports as outlined in the grant terms and conditions (8/1/2022, 1/31/2023, 7/31/2023); final financial and narrative reports by 4/30/2024; and updates upon request. Reports will be submitted to your grant monitor, Robyn McCreight, by email at [robyn.mccreight@library.ca.gov](mailto:robyn.mccreight@library.ca.gov).

**PAYMENTS**

Please note this clarification regarding payments. Grant payments will be made based on the payment schedule laid out in the Grant Term and Award Documentation. Ten percent (10%) of the full grant award is withheld until the end of the project period. It is payable only if the grant recipient fulfills all project reporting requirements and expends all funds, or returns all unspent grant funds, by the time specified in the grant terms and conditions.

**CONTACT**

We want your project to be successful. Please work with the grant monitor and project consultant in implementing your project:

Grant Monitor:	Robyn McCreight
Monitor Phone Number:	916-603-6716
Monitor Email Address:	<a href="mailto:robyn.mccreight@library.ca.gov">robyn.mccreight@library.ca.gov</a>
Project Consultant	Chris Durr
Consultant Email Address	<a href="mailto:chris.durr@library.ca.gov">chris.durr@library.ca.gov</a>