

*Richmond Public Library*

**PROJECT INFORMATION:**

Invoice #: ESL21-3-36

Project Title: English as a Second Language Services

Grantee: Richmond Public Library

Funding Start Date: Upon execution

Term Completion: June 30, 2024

Richmond Public Library

**THE BASICS – YOUR GRANT AWARD**

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

Award #:	ESL21-3-36
Library:	Richmond Public Library
<b>Total Award Amount:</b>	<b>\$69,602</b>

**ESL GRANT REQUEST**

Salary and Benefits	\$50,000
Contract Staff	\$0
Operations	\$16,500
Library Literacy Materials	\$0
Small Equipment	\$15,000
Equipment (\$5,000 or more per unit)	\$0
Subtotal	\$81,500
Indirect	\$8,100
Award Difference to be Adjusted (included in grant total below)	<b>-\$19,998</b>
<b>Grant Total</b>	<b>\$69,602</b>

Start Date:	Upon execution
End Date:	June 30, 2024
Please understand that it can take between eight to ten weeks following the receipt of an error free claim form before grant funds are delivered. If you have not received your payment after eight weeks, please contact your grant monitor.	

**CONTACT**

We want your project to be successful. Please work with the program staff listed below to implement your project:

Literacy Analyst:	Allyson Jeffredo
Phone Number:	(916) 603-6709
Email Address:	<a href="mailto:allyson.jeffredo@library.ca.gov">allyson.jeffredo@library.ca.gov</a>
Library Programs Consultant:	Beverly Schwartzberg
Phone Number:	(916) 701-6880
Email Address:	<a href="mailto:beverly.schwartzberg@library.ca.gov">beverly.schwartzberg@library.ca.gov</a>



California Library Literacy and English Acquisition Services  
FINANCIAL CLAIM  
PAYMENT IN FULL

**Grant Award #:** ESL21-3-36 **Date:**

**Invoice #:** ESL21-3-36-01 **PO #:**

**Payee Name:** City of Richmond  
(Legal name of authorized agency to receive, disburse and account for funds\*)

**Complete Address:**  
Street Address, City, State, Zip Code (Warrant will be mailed to this address)

**Amount Claimed:** \$69,602 **Type of Payment:**  
(Payable Upon Execution of Agreement)  PROGRESS

**Grantee Name:** Richmond Public Library  FINAL  
(Name on Award Letter and Agreement)  IN FULL

**Project Title:** English as a Second Language  AUGMENT

**For Period From:** upon execution to end of grant period

**CERTIFICATION**

I hereby certify under penalty of perjury: that I am the duly authorized representative of the claimant herein; that this claim is in all respects true, correct and in accordance with law and the terms of the agreement; and that payment has not previously been received for the amount claimed herein.

By

\_\_\_\_\_  
(Signature of the Authorized Representative)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

\*Legal payee name must match the payee's federal tax return. Warrant will be made payable to payee name. Payee discrepancies in name and/or address may cause delay in payment. If you need to change payee name and/or address, please contact Fiscal Services at [stategrants.fiscal@library.ca.gov](mailto:stategrants.fiscal@library.ca.gov).

**State of California, State Library Fiscal Office**

ENY: 2021  
PURCHASING AUTHORITY NUMBER: CSL-6120  
COA: 5432000

ITEM NO: 6120-2131-0001, Chapter 240, Statutes of 2021  
REPORTING STRUCTURE: 61202000  
PROGRAM #: 5312

By

Date

\_\_\_\_\_  
(State Library Representative)

Richmond Public Library

**CERTIFICATION**

I hereby certify under penalty of perjury: that I am the duly authorized representative of the claimant herein; that the claim is in all respects true, correct and in accordance with law and the terms of the agreement; and that payment has not previously been received for the amount claimed herein.

The claims the indicated allowance for the purposes of carrying out the functions stated in its CLLS application and in Sections 18880-18883 of the California Education Code.

**440 Civic Center Plaza, Richmond, CA 94804**

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**SIGNED**

**DATE**

\_\_\_\_\_  
*Signature - Authorized representative*

\_\_\_\_\_  
*Typed/Printed Name and Title of Authorized Representative*

\_\_\_\_\_  
*Email address of authorized representative*

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Richmond Public Library

**Total Award: \$69,602**

**PAYMENT SCHEDULE:**

Libraries receive 100% of their 2023-2024 English as a Second Language Services award upon receipt of the award letter.

**Note:** Libraries have 18 months to spend their 2023-2024 English as a Second Language Services award funds, from July 1, 2023, in which the funds are awarded until December 31, 2024.

	English as a Second Language Service Award
Final Payment	\$69,602
<b>Total</b>	<b>\$69,602</b>

**REPORTING:**

For the 2023-2024 program period, libraries will be required to submit a mid-year report and final report. Reminder emails will be sent out beginning six weeks before the required reports are due.

All required reporting materials will be located on the California State Library's website. The reporting schedule is detailed below.

Mid-Year Report	Due January 31, 2024
Final Report	Due September 30, 2024

**Note:** A budget modification form will be required for all budget changes regardless of amount. Modification forms may be submitted throughout the year but no later than May 31<sup>st</sup>.