



January 28, 2026

Shasa Curl, City Manager
City of Richmond
450 Civic Center Plaza
Richmond, CA 94804

Dear City Manager Shasa Curl:

We are pleased to approve the grant application for the LATL Summer 2026 project for a total of \$9,000 in state grant funds. City of Richmond will receive \$9,000 of the award upon execution and approval of the grant agreement, certification, and claim forms.

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.

This grant is governed by the attached Grant Agreement and Certification of Compliance, which includes the project period, reporting requirements, and payment schedule. Your approved budget is attached and can also be found in our grant management system. Login to view and manage your grant here: www.gotomygrants.com.

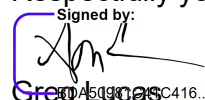
Please sign the claim and certification forms at the back of your award packet using the DocuSign system. Should you have any questions regarding the use of DocuSign please contact your grant monitor.

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. Robyn is available to assist you throughout the year and can be reached via email at 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,

A digital signature in black ink, appearing to be "Greg Coates", is written over a blue DocuSign signature line. The signature line is a blue box with a white border and the text "Signed by:" above it.

Greg Coates
California State Librarian

2/10/2026

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

916-323-9759
csl-adm@library.ca.gov
www.library.ca.gov

THE BASICS – YOUR GRANT AWARD

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

Award #:	LATL25-57B
Library/Organization:	City of Richmond
Project Title:	LATL Summer 2026
Award Amount:	\$9,000
Start Date:	February 1, 2026
End Date:	January 31, 2027
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

Lunch at the Library participants are required to provide financial and narrative reports as outlined in the grant terms and conditions (May 30, 2026, August 30, 2026, November 30, 2026, and Outputs Forms and Outcomes Surveys due September 10, 2026); final financial and narrative reports by February 28, 2027; and updates upon request. Reports will be submitted to the grant management system here: www.gotomygrants.com.

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. See item 41 in the Terms and Conditions to view the payment schedule for your grant.

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:	Robyn.mccreight@library.ca.gov
Project Consultant	Rachel Tucker
Consultant Email Address	rachel.tucker@library.ca.gov

Cc:

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