



December 30, 2021

Christopher Larsen, Librarian II
Richmond Public Library
325 Civic Center Plaza
Richmond, CA 94804-1659

Dear Mr. Larsen:

We are pleased to approve the grant application for the NASA@MyLibrary project for a total of \$3,550 in federal Library Services and Technology Act (LSTA) funds.

Hard copies of this correspondence will not follow. Keep the entirety of this correspondence for your files and consider these award materials your original documents. Please refer to the Grant Guide located on the California State Library's [Manage Your Current Grant](https://www.library.ca.gov/grants/manage/) webpage (<https://www.library.ca.gov/grants/manage/>) for more information and review the following:

LSTA Funds

Processing of grant payments may take from eight to ten weeks before delivery. If you have not received payment ten weeks after submitting your claim form to the State Library's Fiscal Department, please contact your Grant Monitor.

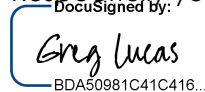
Project Support

There are two people assigned to your project. The first is your Grant Monitor. Contact them regarding compliance and reporting. The Grant Monitor assigned to your project is Michelle Killian and can be reached via email at michelle.killian@library.ca.gov. You are also assigned a Project Advisor for ongoing programmatic support. The Project Advisor assigned to your project is Jacquie Brinkley and can be reached via email at brinkley@plpinfo.org.

Please stay in touch with your Grant Monitor and Project Advisor 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: Deborah Bonet Deborah_Bonet@ci.richmond.ca.us
Jacquie Brinkley brinkley@plpinfo.org
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Natalie Cole natalie.cole@library.ca.gov



THE BASICS – YOUR LSTA GRANT AWARD

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

Award #:	40-9277
File #:	CC-16
IMLS #:	LS-249951-OLS-21
ORGANIZATION:	Richmond Public Library
Project Title:	NASA@MyLibrary
Award Amount:	\$3,550

2021/2022 LSTA APPROVED BUDGET

Salaries/Wages/Benefits	\$
Consultant Fees	\$
Travel	\$
Supplies/Materials	\$3,550
Equipment (\$5,000 or more per unit)	\$
Services	\$
Project Total	\$3,550
Indirect Cost	\$
Grant Total	\$3,550
Payment Schedule	IN FULL

Start Date:	12/30/2021
End Date:	8/31/2022
<p>This project will be officially closed as of the end date listed above and no new expenditures may be generated, nor may any additional funded project activities occur. Unexpended or unencumbered funds must be returned within 30 days of the end date. However, if funds were encumbered prior to the end date, this project is allowed 45 days to liquidate those encumbrances. Any funds not liquidated are to be returned with the liquidation report within 60 days of the end date.</p>	

REPORTING

Financial and program narrative reports are required. All required reporting materials, as well as the Grant Guide, will be located on the California State Library's [Manage Your Current Grant](https://www.library.ca.gov/grants/manage/) webpage (<https://www.library.ca.gov/grants/manage/>). The Grant Guide for this project will list specific reporting due dates. Failure to provide timely reports is a serious breach of a grant recipient's administrative duty under the grant program, which may result in federal audit exceptions against the state and the loss of LSTA funds.

PAYMENTS

Please note this clarification regarding payments. If your full grant amount is more than \$20,000, ten percent (10%) of the 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 program.