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CALIFORNIA STATE LIBRARY

January 16, 2025

Joseph Garcia, Library Associate
Riverside Public Library
3900 Mission Inn Ave
Riverside, CA 92501

Dear Joseph Garcia,

We are pleased to approve the grant application for your Lunch at the Library Summer 2025 project for a total of $43,366 in state grant funds. Riverside Public Library will receive $39,029 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. The approved budget and application can be found in our grant management system, AmpliFund. Login to AmpliFund 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. She 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,

Signed by:
Greg Lucas
BDA50981C41C416...

Greg Lucas

Greg Lucas
California State Librarian

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

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

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THE BASICS – YOUR GRANT AWARD

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

Award #:	LATL24-56A
Library/Organization:	Riverside Public Library
Project Title:	Lunch at the Library Summer 2025
Award Amount:	$43,366
Start Date:	February 1, 2025
End Date:	January 31, 2026
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 2025 participants are required to provide financial and narrative reports as outlined in the grant terms and conditions: May 30, 2025, August 30, 2025, September 10, 2025, and November 30, 2025. Final financial and narrative reports by February 28, 2026; 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 your 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	Kaela Villalobos
Consultant Email Address	kaela.villalobos@library.ca.gov

Cc:
Erin Christmas
Kaela Villalobos
Robyn McCreight
California State Library Fiscal Office