



October 6, 2022

Erin Christmas, Library Director  
Riverside Public Library  
3900 Mission Inn Ave.  
Riverside, CA 92501-3252

Dear Ms. Christmas:

We are pleased to approve the grant application for the Riverside Reads 2023 project for a total of \$20,000 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](mailto:michelle.killian@library.ca.gov). You are also assigned a PA for ongoing programmatic support. The PA assigned to your project is Colleen Foster and can be reached via email at [foster@plpinfo.org](mailto:foster@plpinfo.org).

Please stay in touch with your Grant Monitor and PA 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:  
  
BDA60981C41C416...  
Greg Lucas  
California State Librarian

cc: Nancy Walker [nwalker@riversideca.gov](mailto:nwalker@riversideca.gov)  
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**THE BASICS – YOUR LSTA GRANT AWARD**

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

Award #:	40-9357
File #:	CC-16
IMLS #:	LS-252449-OLS-22
ORGANIZATION:	Riverside Public Library
Project Title:	Riverside Reads 2023
Award Amount:	\$20,000

**2021/2022 LSTA APPROVED BUDGET**

Salaries/Wages/Benefits	
Consultant Fees	
Travel	
Supplies/Materials	\$18,500
Equipment (\$5,000 or more per unit)	
Services	\$1,500
Project Total	\$20,000
Indirect Cost	\$
Grant Total	\$20,000
Payment Schedule	IN FULL

Start Date:	10/1/2022
End Date:	6/30/2023
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.	

**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.