




March 17, 2021

Erin Christmas, Library Director  
Riverside Public Library  
3900 Mission Inn Avenue  
Riverside, CA 92501

Dear Ms. Christmas: 

We are pleased to approve the grant application for the Virtual Escape Room @ the Library project for a total of \$13,062 in federal Library Services and Technology Act (LSTA) funds.

Processing of grant payments may take from eight to ten weeks before delivery. If you still have not received payment after ten weeks, please contact your assigned Library Programs Consultant.

The Library Programs Consultant (LPC) assigned to your project is Chris Durr and can be reached via email at [chris.durr@library.ca.gov](mailto:chris.durr@library.ca.gov). Your assigned Library Programs Consultant is your **primary point of contact** for matters concerning this award and is available to assist you throughout the year.

The grant monitor assigned to your project is LSTA Coordinator, Lynne Oliva and can be reached via email at [lynne.oliva@library.ca.gov](mailto:lynne.oliva@library.ca.gov).

Please note, due to the pandemic, hard copies of this correspondence will not follow. Please keep this correspondence for your files and consider these award materials your original copies.

Best wishes for a successful project.

Respectfully yours,

  
Greg Lucas  
California State Librarian

cc: Nancy Walker [nwalker@riversideca.gov](mailto:nwalker@riversideca.gov)  
Chris Durr [chris.durr@library.ca.gov](mailto:chris.durr@library.ca.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 #:       | 40-9146                           |
| File #:        | V-27                              |
| IMLS #:        | LS-246140-OLS-20                  |
| Library:       | Riverside Public Library          |
| Project Title: | Virtual Escape Room @ the Library |
| Award Amount:  | \$13,062                          |

## 2019/2020 LSTA APPROVED BUDGET

|                                      |          |
|--------------------------------------|----------|
| Salaries/Wages/Benefits              | \$0      |
| Consultant Fees                      | \$0      |
| Travel                               | \$0      |
| Supplies/Materials                   | \$11,662 |
| Equipment (\$5,000 or more per unit) | \$0      |
| Services                             | \$1,400  |
| Project Total                        | \$13,062 |
| Indirect Cost                        |          |
| Grant Total                          | \$13,062 |

|  |                 |
|--|-----------------|
| Start Date:  | March 17, 2021  |
| End Date:  | August 31, 2021 |
| 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 will be located on the California State Library's website at <http://www.library.ca.gov/grants/library-services-technology-act/>. The forms, along with instructions, will be on the website under the heading "Manage Your LSTA Grant." The Grant Guide for this project will list specific reporting due dates. This letter and the enclosed list of LSTA procedural requirements amend the Consolidated Application/Grant Award Certification document and must remain a part of all your existing copies. 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 \$20,000 or more, 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.