



CALIFORNIA
STATE LIBRARY
FOUNDED 1850

August 5, 2008

Jeanne Amos, Director
El Dorado County Library
345 Fair Lane
Placerville, CA 95667-5699

Dear Ms. Amos:

I am pleased to approve the grant application for the ELF: Early Learning with Families @ Your Library for a total of \$25,000 in federal Library Services and Technology Act (LSTA) funds.

The success of your ELF program thus far holds great promise for families in California. Your application demonstrated continued commitment to the development of creative library services for parents and child care providers as they strengthen their relationships with and understanding of infants, toddlers and preschoolers. We encourage you to continue your partnerships with Literacy Services and your community agencies in order to reach a broad base of families and to integrate ELF programming where it can most benefit your community. All efforts to include and/or encourage ongoing staff training related to child development and family dynamics is strongly supported. Such trainings can help deepen and further inform your ELF family services as they evolve over the coming year.

The Library Development Services Staff is ready to assist you in making your project a success. Please understand that no grant payments can be processed until the governor signs the State budget. State processing of grant payments can require 6-8 weeks before you receive your check.

Best wishes for a successful project year.

Yours truly,

Susan Hildreth
State Librarian of California

Enclosures

cc: Colette Moody
Suzanne Flint
Carolyn Brooks
Barbara Raines

THE BASICS – YOUR LSTA GRANT AWARD

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

Award #:	40-7065
IMLS #:	LS-00-08-0005-08
Library:	El Dorado County Library
Project Title:	ELF: Early Learning with Families @ Your Library
Award Amount::	\$25,000

2008/09 LSTA APPROVED BUDGET

Salaries and Benefits	-0-
Library Materials	5,400
Operating Expenses	19,600
Equipment (Items over \$5,000)	-0-
Award Amount	25,000
Indirect Cost (UP TO 10%)	-0-
TOTAL	\$25,000

Start Date:	August 5, 2008
End Date:	June 30, 2009

On June 30, 2009, this project will be officially closed and no new expenditures may be generated, nor may any additional funded project activities occur. All unexpended and unencumbered funds must be returned by August 30, 2009. This project is allowed 60 days to liquidate encumbrances that were incurred prior to June 30. After the 60-day period, all encumbered funds which have not been liquidated must be returned to the State Library.

REPORTING

Reporting on financial and program activities is required quarterly within 30 days of each quarter. A final narrative report is required and is due within 30 days after the close of the project, by July 30, 2009. The final liquidation report, if required, is due and must be submitted by September 15. Thus, all reporting regarding this project must have been received at the State Library by September 15, 2009.

All required reporting materials are located on the California State Library's website at <http://www.library.ca.gov/grants/lsta/grants.html#report>. The Quarterly Narrative Report (LSTA Form 7), the Quarterly Fiscal Report (LSTA Form 8), and the Final Narrative Report (LSTA Form 9), along with instructions for completing each report, are on the State Library's web page under the heading "LSTA Reporting and Control Documents." 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.

PAYMENTS

Please note this clarification regarding payments. 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. 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.

CONTACT

We want your project to be successful. The following staff person will be your contact for your project. Please work with this consultant in implementing your project.

Primary Contact:	Suzanne Flint
Phone Number:	(916) 651-9796
Email Address:	sflint@library.ca.gov