



December 22, 2020

Carolyn Brooks, Director of Library Services  
El Dorado County Library  
345 Fair Lane  
Placerville, CA 95667

Dear Ms. Brooks:

*Carolyn*

We are pleased to approve the grant application for the Create El Dorado project for a total of \$8,000 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 eight weeks, please contact your grant monitor.

The Project Advisor assigned to your project is Colleen Foster. She is available to assist you throughout the year and can be reached via email at [foster@plpinfo.org](mailto:foster@plpinfo.org).

The grant monitor assigned to your project is LSTA Coordinator, Lynne Oliva. She 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,

*Happy Holidays!*

Greg Lucas  
California State Librarian

Enclosures

cc: Natalie Cole  
Nicole Bravin  
Lynne Oliva  
Kelly Jordan  
Colleen Foster

## THE BASICS – YOUR LSTA GRANT AWARD

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

Award #:	40-9092
File #:	CC-21
IMLS #:	LS-246140-OLS-20
Library:	El Dorado County Library
Project Title:	Create El Dorado
Award Amount:	\$8,000

## 2019/2020 LSTA APPROVED BUDGET

Salaries/Wages/Benefits	\$1,000
Consultant Fees	\$0
Travel	\$0
Supplies/Materials	\$7,000
Equipment (\$5,000 or more per unit)	\$0
Services	\$0
Project Total	\$8,000
Indirect Cost	\$0
Grant Total	\$8,000

Start Date:	December 9, 2020
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.