California
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July 1, 2015

Brad McCulley, City Librarian
Burlingame Public Library
480 Primrose Road
Burlingame, CA 94010-4083

Dear Mr. McCulley:

We are pleased to approve the grant application for the Burlingame Public Library W.H.E.E.L.S. project for a total of $6,900 in federal Library Services and Technology Act (LSTA) funds.

Thank you for your patience as we introduce new forms that will fit new federal requirements.

Your grant monitor will be assisting you throughout the year to assure a successful project. The State of California is implementing a new Financial Information System which may cause delays in grant payments. Please contact your grant monitor if you have questions.

Best wishes for a successful project.

Respectfully yours,

Greg Lucas
California State Librarian

Enclosures

cc: Colette Moody
Jon Torkelson
Ray Delara

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Sacramento, CA 94237-0001

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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 #:	40-8505
File #:	CP-06
IMLS #:	LS-00-15-0005-15
Work Phase:	WP14
Library:	Burlingame Public Library
Project Title:	Burlingame Public Library W.H.E.E.L.S.
Award Amount:	$6,900

2015/2016 LSTA APPROVED BUDGET

Salaries/Wages/Benefits	$0
Equipment ($5,000 or more per unit)	$0
Library Materials	$0
Consultant Fees	$0
Travel	$0
Supplies/Other	$6,900
Contracted Services	$0
Project Total	$6,900
Indirect Cost	$0
Grant Total	$6,900

Start Date:	July 1, 2015
End Date:	June 30, 2016

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/lsta/manage.html. The forms, along with instructions, will be on the website under the heading "Pitch-An-Idea Grants 2015-2016." 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.

CONTACT

We want your project to be successful. Please work with this grant monitor in implementing your project.

Grant Monitor:	Jon Torkelson
Phone Number:	(530) 320-3153
Email Address:	jontorkelson@infopeople.org