



# BLACK GOLD

COOPERATIVE LIBRARY SYSTEM

ATTACHMENT A

580 Camino Mercado  
Arroyo Grande, CA 93420  
805 543 6082  
[Blackgold.org](http://Blackgold.org)

January 31, 2023

**Pasadena Public Library**  
**Nicholas Rodriguez**

Dear Nicholas,

Congratulations! This letter constitutes Black Gold Cooperative Library System (BGCLS) approval of a **\$42,981** local assistance grant to the **Pasadena Public Library** for the Black Gold: Stronger Together Early Learning Hub Grant project. This grant is effective for the period beginning January 1, 2023 and ending February 29, 2024.

I will be the Grant Monitor on this project. Kristina Uvalle is the Grant Program Manager [kuvalle@blackgold.org](mailto:kuvalle@blackgold.org). Your Project Advisor is Cynthia Smith. She can be contacted at [csmith@blackgold.org](mailto:csmith@blackgold.org).

Funds allowed for the project may include salaries and benefits, consultant fees, operating expenses, equipment and indirect costs.

This grant is governed by the attached proposal which outlines the project plan and budget, including the **Pasadena Public Library's** assurances that it will provide all necessary data to satisfy any BGCLS reporting requirements.

After reviewing the attached Grant Agreement, please sign the Certification of Compliance and return it to our office at your earliest convenience.

Best wishes for a successful project.

Respectfully yours,

Glynis Fitzgerald  
Director of Operations

Enclosures  
CC: Kristina Uvalle  
Carla Hegwood

Black Gold Cooperative Library System  
580 Camino Mercado  
Arroyo Grande, CA 93420

Grant Agreement & Certification of Compliance  
Black Gold: Stronger Together Early Learning Hub Grant  
Pasadena Public Library, BG:STELH - 10  
Grant Terms and Award Documentation

## **BLACK GOLD: STRONGER TOGETHER EARLY LEARNING HUB**

### **GRANT AGREEMENT AND CERTIFICATION OF COMPLIANCE**

This is the Black Gold: Stronger Together Early Learning Hub Grant Agreement BG:STELH – 10 and Certification of Compliance between the Black Gold Cooperative Library System (BGCLS) and the Pasadena Public Library, henceforth referred to as Grantee.

The Grantee designated above hereby certifies to BGCLS that the grant of \$42,981 will be used solely to carry out the program set forth in its Black Gold: Stronger Together Early Learning Hub Grant application as approved, and/or as amended and approved by BGCLS.

### **THE BASICS - YOUR GRANT AWARD**

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

Award #	BG:STELH – 10
Library	Pasadena Public Library
Project Title	Growing Together PASadena, Phase II
Award Amount	\$42,981

### **APPROVED BUDGET**

Salaries	0
Consultant Fees	\$22,000
Travel	0
Supplies/Materials	\$11,000
Equipment	0
Services	\$ 9,981
Project Total	\$42,981
Indirect cost	0
Grant Total	\$42,981
Start Date	January 31, 2023
End Date	February 29, 2024
Please understand that processing of grant payments can take from six to eight weeks before delivery. If you have not received your payment after eight weeks, please contact your grant monitor.	

### **REPORTING**

Grantee is required to provide a mid-project narrative and financial reports (due June 15, 2023), a final narrative, financial report, and financial expenditure detail report (due March 15, 2024), and updates upon request. Please email your signed reports to [earlylearning@blackgold.org](mailto:earlylearning@blackgold.org).

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Project narrative and financial reports:

Covering January 2023 – May 2023 due June 15, 2023

Covering June 2023 – February 2024 due March 15, 2024

#### **PAYMENTS**

Payment will be provided to cover the expenditures incurred by the Grantee in two payments:

- 60% upon execution of the agreement and BGCLS's receipt of the awardee's signed Certification of Compliance (\$25,788.60)
- 40% upon receipt of the first six-month financial report (\$17,192.40)

If the amount of payment made by BGCLS shall exceed the actual expenses during the term of this agreement, as reflected in the financial reports to be filed by the Grantee, the Grantee shall refund to BGCLS the amount of such excess payment. This refund will be made within 15 days after the end of the project, and no later than March 15, 2024.

#### **ACKNOWLEDGMENTS**

Grant recipients must ensure that the California State Library shall receive credit as the funding program and that the State of California likewise is acknowledged as the source of funds.

All promotional materials and publications related to the project must include the following acknowledgement statement:

"This project was supported in whole or in part by funding provided by the State of California, administered by the California State Library."

#### **ADDITIONAL REQUIREMENTS**

The Grantee agrees to attend monthly evaluation/assessment meetings. The Grantee also agrees to attend bi-monthly Early Learning Hub meetings with other grantees. (Schedule attached).

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#### MEETING SCHEDULE

Monthly evaluation/assessment meetings:

Occurs the 2nd Thursday of every month from 10:30am-12noon

- February 9, 2023
- March 9, 2023
- April 13, 2023
- May 11, 2023
- June 8, 2023
- July 13, 2023
- August 10, 2023
- September 14, 2023
- October 12, 2023
- November 9, 2023
- December 14, 2023
- January 11, 2024
- February 8, 2024
- March 14, 2024

EL Hub meetings: (meeting time: Wednesdays 1 to 2:30pm)

- Mar 15, 2023
- May 17, 2023
- Aug 16, 2023
- Oct 18, 2023
- Jan 17, 2024
- Mar 20, 2024

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PLEASE COMPLETE AND RETURN THIS PAGE  
**CERTIFICATION OF COMPLIANCE**

I certify that the Grantee named below is the legally designated representative for this program and is authorized to receive and expend funds for the conduct of this program.

I certify that all information provided to the Black Gold Cooperative Library System for review in association with this award is correct and complete to the best of my knowledge; that as the authorized representative of the Grantee, I agree to the conditions of this award, and I have the legal authority to do so.

**GRANTEE: Pasadena Public Library**  
**GRANT NUMBER: BG:STELH - 10**

SIGNED  \_\_\_\_\_  
PRINT NAME Nicholas Rodriguez  
TITLE Assistant City Manager  
EMAIL ADDRESS nirodriguez@cityofpasadena.net  
PHONE (626) 744-4274  
DATE \_\_\_\_\_

**PROGRAM LEAD IF DIFFERENT THAN ABOVE**

NAME Carla Hegwood  
EMAIL ADDRESS chegwood@cityofpasadena.net