



January 23, 2024

Tim McDonald  
Pasadena Public Library  
285 E. Walnut St.  
Pasadena, CA, 91101

Subject: Lunch at the Library Summer 2024

Dear Tim McDonald:

This letter confirms the California State Library's award of **\$29,142** to the Pasadena Public Library for Lunch at the Library Summer 2024.

The Lunch at the Library program makes it possible for public libraries to:

- Provide free summer meals and programming at library sites,
- Take pop-up libraries to other community-based meal sites,
- Connect children, teens, and families to locally sourced, sustainable food and provide hands-on food education activities,
- Create volunteer opportunities for teens, and
- Implement innovative solutions to connect more families with nutritious meals during the summer.

Thank you for being a part of this important work.

Pasadena Public Library will receive \$13,114 of the award upon execution and approval of the grant agreement, certification, and claim forms. The remaining funding (if applicable) will be made available according to the payment schedule and upon the awardee's completion of the requirements listed in the Grant Agreement and Certification of Compliance document included with this award packet.

Hard copies of this correspondence will not follow. Therefore, please keep this correspondence for your files and consider these award materials your original documents.

2023 Lunch at the Library  
LATL23-47A  
Page 2

This grant is governed by the attached Grant Agreement and Certification of Compliance, which includes the project period, reporting requirements, payment schedule, and the proposal outlining the project plan and budget. Within the DocuSign system, please sign the claim and certification forms included in the award packet using the DocuSign system. Should you have any questions regarding using DocuSign please get in touch with your grant monitor.

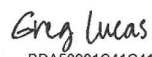
There are two people assigned to your project. The first is your Grant Monitor. Contact them regarding compliance and reporting. The Grant Monitor assigned to your project is Lisa Lindsay. Contact Lisa via email at [lisa.lindsay@library.ca.gov](mailto:lisa.lindsay@library.ca.gov).

You are also assigned a Library Programs Consultant for ongoing programmatic support. The Library Programs Consultant assigned to your project is Kaela Villalobos. Contact Kaela via email at [kaela.villalobos@library.ca.gov](mailto:kaela.villalobos@library.ca.gov).

Please stay in touch with your Grant Monitor and Library Programs Consultant throughout the award period. Read the enclosed award packet thoroughly and contact your Grant Monitor if you have any questions.

Best wishes for a successful project.

Respectfully yours,

DocuSigned by:  
  
BDA50981C41C416...  
Greg Lucas

2/2/2024

California State Librarian

Enclosures

CC: Gina Iwata

Yesenia Castellon

**THE BASICS – YOUR GRANT AWARD**

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

Award #:	LATL23-47A
Library/Organization:	Pasadena Public Library
Project Title:	Lunch at the Library Summer 2024
Award Amount:	\$29,142

**APPROVED BUDGET CORE PROGRAM**

Salaries/Wages/Benefits	\$6,488
Consultant Fees	\$0
Travel	\$0
Supplies/Materials	\$20,854
Equipment (\$5,000 or more per unit)	\$0
Services (contracted)	\$1,800
Project Total	\$29,142
Indirect Cost	\$0

**APPROVED BUDGET INNOVATION**

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

**APPROVED BUDGET TOTAL**

Grant Total	\$29,142
Payment Schedule	45%/45%/10%

Start Date:	2/1/2024
End Date:	1/31/2025

Please understand that it can take six to eight weeks to receive a fully executed claim form with no errors before grant funds are delivered. Therefore, if you have not received your payment after eight weeks, please contact your grant monitor.

**REPORTING**

As outlined in the grant terms and conditions, Jurisdiction is required to provide two financial and narrative reports (first reports due 6/20/2024; second reports due 10/17/2024; final reports and detailed expenditures due 2/20/2025); and updates upon request. In addition, the LATL Annual Outputs Survey (reporting on all outputs thus far) must be submitted by 9/19/2024. Required reports will be available on the State Library's Lunch at the Library website under Evaluation.

2023 Lunch at the Library

LATL23-47A

Page 2

**PAYMENTS**

Please note this clarification regarding payments. Grant payments will be made based on the payment schedule laid out in the Grant Term and Award Documentation. Ten percent (10%) of the full 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 terms and conditions.

**CONTACT**

We want your project to be successful. Please work with the grant monitor and library programs consultant in implementing your project:

Grant Monitor	Lisa Lindsay	Library Programs Consultant	Kaela Villalobos
Phone	916.603.6708	Phone	279.399.8977
Email	<a href="mailto:lisa.lindsay@library.ca.gov">lisa.lindsay@library.ca.gov</a>	Email	<a href="mailto:kaela.villalobos@library.ca.gov">kaela.villalobos@library.ca.gov</a>

In Process