



October 19, 2022

Harry Black
City Manager
City of Stockton on behalf of the Stockton-San Joaquin County Public Library
605 N El Dorado St
Stockton, CA 95202

Subject: Building Forward, Library Infrastructure Grant
STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY
Cesar Chavez Central Library
Grant No. BF-1-21-061

Dear Harry Black:

This letter confirms the California State Library's award of \$10,000,000 in Building Forward grant funds to the City of Stockton on behalf of the Stockton-San Joaquin County Public Library for the Cesar Chavez Central Library Remodel project at the Cesar Chavez Central Library. These grant funds are intended to be used toward the project components detailed in the Intent to Fund letter dated September 12, 2022, and on the last page of this letter.

The State Library has also reviewed and approved your request for a 50% reduction in the required local match contribution for your project. Per your application and the requirements set forth in SB 129 (2021), the City of Stockton on behalf of the Stockton-San Joaquin County Public Library will contribute \$5,000,000 toward the project. Match funds are subject to the same restrictions as grant funds; may not be spent on any unallowable costs; and must be spent during the grant period at the same rate as grant funds.

This grant is governed by the Grant Agreement and Certification of Compliance. These documents, along with the first allocation claim form, will be sent separately to your organization's authorized representative by email through DocuSign and they must be signed using the DocuSign system.

The following supporting documents are also required and must be submitted through the State Library's online grant portal at: <https://webportalapp.com/sp/buildingforward>:

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- Final Project Budget
- Final Project Implementation Plan
- A resolution from the grantee organization's governing body approving acceptance of grant funds and designating an Authorized Representative allowed to enter into agreements on behalf of the organization
- If applicable: A letter from the grantee organization's Chief Financial Officer, Finance Director, or equivalent confirming availability of matching funds (Required for all grantees contributing local match funds.)
- If applicable: A current facility lease with a term extending at least ten years after the end of the grant period. (Required for all projects involving leased buildings.)

The City of Stockton on behalf of the Stockton-San Joaquin County Public Library will receive \$5,000,000 of the award following the submission and approval of all required documents. The remaining funds will be made available following the grantee's completion of the requirements outlined in the Grant Agreement and Certification of Compliance document included in the Award Packet, and in accordance with the payment schedule.

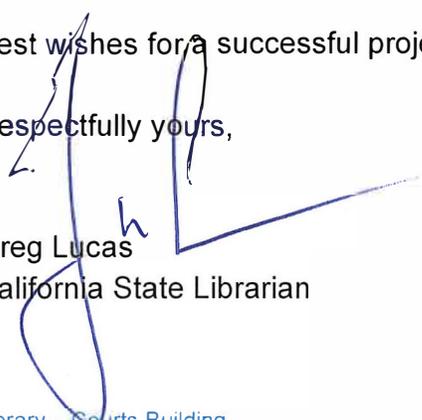
Please complete and submit all supporting documents within 30 days of receipt of this letter. Contact your grant monitor if you are not able to provide all documentation by that time.

The State Library grant monitor for this project is Libby Carlson. Your grant monitor can be reached by email at libby.carlson@library.ca.gov or phone at (916) 603-6705. Your grant monitor will be available to assist you throughout your grant period.

Hard copies of this correspondence will not follow. Please keep the entirety of this correspondence for your files and consider these award materials as your original documents.

Best wishes for a successful project.

Respectfully yours,


Greg Lucas
California State Librarian

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Enclosures: Grant Agreement (for reference only)
Final Project Budget Form and List of Unallowable Costs
Final Project Implementation Plan Form
Sample Authorizing Resolution

CC: Libby Carlson
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Reed Strege
State Library Fiscal Office

THE BASICS – YOUR GRANT AWARD

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

| | |
|--------------------------|---|
| Grant #: | BF-1-21-061 |
| Organization: | City of Stockton on behalf of the Stockton-San Joaquin County Public Library |
| Library: | STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY - Cesar Chavez Central Library |
| Project Title: | Cesar Chavez Central Library Remodel |
| Grant Award Amount: | \$10,000,000 |
| Local Match Amount: | \$5,000,000 |
| Total Project Budget: | \$15,000,000 |
| Grant Period Start Date: | Upon execution of Grant Agreement |
| Grant Period End Date: | No later than March 2026 |
| Approved Uses (Outputs): | Interior Partitions Openings-Doors Ceiling Finishes Floor Finishes Interior Plumbing HVAC System Electrical Distribution System Interior Lighting Exterior Lighting Fire Alarm Intrusion Alarm Technology-information-data Public Address/clocks Seismic Bracing Life Safety-Code Compliance ADA Compliance HAZMAT Site work- Concrete |

Please understand that it can take from six to eight weeks after a completed claim form with no errors has been received before grant funds are delivered. If you have not received your payment after eight weeks, please contact your grant monitor.

REPORTING

The City of Stockton on behalf of the Stockton-San Joaquin County Public Library is required to provide financial and narrative reports throughout the grant period as outlined in the Grant Agreement and Certificate of Compliance. A final financial and narrative report will be due within 30 days after the project is complete. Grantees will also be required to provide updates throughout the grant period upon request. Progress documentation (e.g. photos or video of grant-funded work) will be required with each report. Reports should be submitted to your grant monitor.

PAYMENTS

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Grant payments will be made based on the payment schedule specified in the Grant Agreement. Ten percent (10%) of the full grant award will be 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. Note: This 10% is separate from the project contingency (if one was included in the budget).

GRANT MONITOR CONTACT

We want your project to be successful. Please work with your grant monitor throughout implementation of your project.

| | |
|----------------|--|
| Grant Monitor: | Libby Carlson |
| Email Address: | libby.carlson@library.ca.gov |
| Phone Number: | (916) 603-6705 |

- General costs directly related to unallowable project components (or portion thereof), including, but not limited to: planning, construction/project management, consultant fees, design, architecture and engineering services, permits and fees, other pre-construction costs
- Grant writing, fundraising, or lobbying
- Improvements to facilities that do not qualify as public library outlets
- Indirect costs
- Moving or storage costs
- Open+
- Operation and ongoing maintenance – including extended warranties
- Playgrounds and play structures (internal or external)
- Programming
- Public art
- Real estate – purchase of land, structures, and any related fees
- Removal/disposal of functional items
- Spaces not specifically for library use, such as general municipal services
- Tangible property to support program operations and service delivery, such as tables, chairs, shelves, computers, servers, books, AV equipment/systems, televisions, vehicles, automatic book sorting systems, and self-check machines

Any expenditure not part of the approved grant budget is also considered unallowable. Any project activity not associated with an approved output is not allowable. Any modifications to the project budget must be reviewed and approved by the State Library.

If a grantee is unsure whether a cost is allowable or unallowable, they should contact the State Library before committing any funds and/or starting work.

Questions should be emailed to BuildingForward@library.ca.gov.



Building Forward Grant Program
Unallowable Costs: Round 1
Updated 10/03/2022

This document outlines costs that are **not allowable** under the Building Forward Grant Program.

No grant funds or required local matching funds may be spent on unallowable costs.

Unallowable Costs include, but are not limited to:

- Bidding/advertising
- Book drops if not directly attached or built into the library building
- Book lockers
- Community engagement, planning meetings, or workshops
- Costs incurred outside of the grant period
- Entertainment or meals
- Escalation in addition to the project contingency
- Establishment of a reserve fund
- Exterior elements not attached to building, including but not limited to:
 - Consultants or contractors engaged specifically for exterior elements/grounds (e.g. landscape designers, landscapers, planners), unless the work is directly associated with a funded project output and approved by the State Library
 - Electric vehicle charging stations
 - Fences or Gates, installation and/or repair, unless directly attached to building, addressing an immediate life safety issue, and approved by the State Library
 - Fountains or other water features
 - Landscaping
 - Outdoor areas and access to these areas, including program space, courtyards, patios, benches/furniture, sitting areas, shade structures, and pergolas
 - Hardscape, outdoor walkways/paths of travel - including curbs, sidewalks, and walkways
 - Parking lots – creation, maintenance, reconfiguration, repair, sealing, resurfacing, and/or restriping
 - Security cameras and/or lighting not directly attached to building
 - Shade structures
 - Sprinklers or sprinkler repair
- Federal or state taxes
- Furniture (including accessible furniture) and furnishings

- General costs directly related to unallowable project components (or portion thereof), including, but not limited to: planning, construction/project management, consultant fees, design, architecture and engineering services, permits and fees, other pre-construction costs
- Grant writing, fundraising, or lobbying
- Improvements to facilities that do not qualify as public library outlets
- Indirect costs
- Moving or storage costs
- Open+
- Operation and ongoing maintenance – including extended warranties
- Playgrounds and play structures (internal or external)
- Programming
- Public art
- Real estate – purchase of land, structures, and any related fees
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