



October 9, 2023

Maureen Singleton
Chief Operating Officer
San Francisco Public Library
100 Larkin Street
San Francisco CA, 94102

Subject: Building Forward Library Facilities Improvement Program
Jurisdiction/Library: SAN FRANCISCO PUBLIC LIBRARY - SAN FRANCISCO
MAIN LIBRARY
Project: Main Library

Dear Maureen Singleton,

The California State Library is pleased to notify you of our intent to award a Building Forward grant for the project submitted for SAN FRANCISCO PUBLIC LIBRARY - SAN FRANCISCO MAIN LIBRARY -- pending satisfactory completion of the conditions laid out below. Your proposed grant award is: \$6,336,363.00.

Receipt of this letter does not constitute the awarding of grant funds or the start of your grant period. Funds will be awarded and the grant period will begin only after all conditions of funding have been satisfactorily met and approved, supporting documents have been received and approved, and the Grant Agreement and Certification of Compliance have been signed by both parties.

Documents not received within 90 days will result in the forfeiture of this proposed award. Details on requirements are below.

Your organization will be required to provide a matching amount of \$6,336,363.00 to support this project. Match funds must be expended during the grant period and at the same rate as state grant funds. Neither grant funds nor match funds may be spent on unallowable costs, which include work done outside of the grant period and costs associated with outputs not listed below.

This proposed award is intended to fund the following project outputs and related activities listed in the application's budget:

1. Seismic Moat
2. Roof replacement

In order to accept this proposed award, the following special funding conditions must be met:

(1) Applicant organization needs to be corrected and Authorizing Representative verified. Grantees must be cities, counties, or special library districts. In order to proceed, an oversight organization (city or county) must agree to accept the grant funds and administer the project. A letter from the appropriate oversight organization confirming that they will accept grant funds and administer the grant must be submitted within 30 days. The letter should also include the organizations mailing address, a project contact, the authorized representative who will be able to enter into agreements on behalf of the organization, and acknowledgement that a formal resolution will be required. Once approved, an updated intent to fund letter will be created.

Note: Contingency set aside costs were removed from the award because contingency was included in the project outputs. The final budget must have the contingency separate from any outputs to verify that all contingencies are under 10%.

In addition, final supporting documents must be submitted before the State Library will approve this proposed award. Once supporting documents are received and approved by the California State Library, an Award Letter, Grant Agreement, and Certification of Compliance will be distributed. The Grant Agreement and Certification of Compliance must be signed by the designated Authorizing Representative and the State Librarian through DocuSign.

The following supporting documents must be submitted through the State Library's online grant portal at: <https://webportalapp.com/sp/buildingforwardround2>:

- Final Project Budget (attached)
- Final Project Implementation Plan (attached)
- A resolution from the appropriate grantee organization's governing body approving acceptance of grant funds and designating an Authorized Representative who is allowed to enter into agreements on behalf of the organization
- Verification of updated contact information (submitted through the online grant portal)
- A letter from the grantee organization's Chief Financial Officer, Finance Director, or equivalent confirming (1) the immediate availability of matching funds and the detailing the sources of matching funds (required for all grantees required to contribute local matching funds) and/or (2) the immediate availability of any

additional funds outside of the grant and match which will be required to complete the project [required for all grantees with projects costs greater than the grant and match amounts or with projects which are a single component of a larger project (e.g., construction of a new library building or major renovation)]

- If applicable: Current lease(s), including any related ground/land leases, with terms extending at least ten years after the end of the grant period. This is required for all projects involving leased properties
- If applicable: Certification form and report confirming compliance with Executive Order N-6-22 (required for all projects with awards of \$5 million or more)

Final supporting documents must be submitted and any funding conditions addressed by January 18, 2024. Documents not received within 90 days will result in the forfeiture of this proposed award.

Grant and match-funded work cannot begin --or costs be incurred -- prior to the grant start date. The grant start date begins once *both* parties have signed the Grant Agreement and Certification of Compliance, and the grantee has received a fully executed document. If you have any questions about this, please reach out to your grant monitor.

At this time, please acknowledge receipt of this Intent to Award letter by email to your grant monitor no later than October 16, 2023, . Please include a detailed plan and timeline for providing the documents or addressing any special funding conditions listed above.

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 this Intent to Award correspondence as part of your official files. If you have any questions, please contact your Grant Monitor.

Looking forward to helping bring this project to completion.

Respectfully yours,


Greg Lucas
California State Librarian

Enclosures: Final Project Budget Form
Final Project Implementation Plan Form
List of Unallowable Costs
Sample Authorizing Resolution
Quarterly Report Summary

cc: Annly Roman
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Libby Carlson