

From: [Jocelyn Brekken](#)
To: [Green, Heather \(LIB\)](#); [Lindsley, Lovely \(LIB\)](#)
Cc: [Renee Valenti](#); [Chandra Marshall](#); [Patricia Hswe](#); [Peri Zelig](#); [Austin, Jeanie \(LIB\)](#); [Singleton, Maureen \(LIB\)](#); [Santander, Lilimae Marie \(LIB\)](#); [Murdoch, Christine \(LIB\)](#); [Lange, Marcus \(LIB\)](#)
Subject: RE: Hold payment on G-2105-10593
Date: Friday, December 17, 2021 1:07:32 PM

Hi Heather,

Thank you so much for this helpful explanation. We will leave the award letter as is and this correspondence will serve as documentation of the change in payment schedule (first payment will now be made upon approval of the accept and spend legislation). Please let us know when the legislation has been approved and we can release the initial payment. We would recommend that we address any resulting need for an extension of the grant term at that time. As a reminder, please note that in accordance with the award letter, grant activities cannot begin until payment is received. Please let us know if you have any other questions or concerns.

Many thanks and happy holidays,
Jocelyn

From: Green, Heather (LIB) <heather.green@sfpl.org>
Sent: Wednesday, December 15, 2021 2:19 PM
To: Jocelyn Brekken <jmb@mellon.org>; Lindsley, Lovely (LIB) <lovely.lindsley@sfpl.org>
Cc: Renee Valenti <rdv@mellon.org>; Chandra Marshall <crm@mellon.org>; Patricia Hswe <ph@mellon.org>; Peri Zelig <plz@mellon.org>; Austin, Jeanie (LIB) <jeanie.austin@sfpl.org>; Singleton, Maureen (LIB) <Maureen.Singleton@sfpl.org>; Santander, Lilimae Marie (LIB) <Lilimaemarie.Santand@sfpl.org>; Murdoch, Christine (LIB) <Christine.Murdoch@sfpl.org>; Lange, Marcus (LIB) <marcus.lange@sfpl.org>
Subject: RE: Hold payment on G-2105-10593

External E-mail

Hi Jocelyn,

Thank you for writing. We tried to flag this in the lead-up to the award, but I know our red tape is even more impressive when you get up close to it. SFPL cannot receive or expend funds until our Board of Supervisors has authorized Accept and Expend legislation, and they couldn't hear an item on the Accept and Expend legislation until we had the award letter. Chicken and egg problem, to put it mildly.

In order to move as quickly as possible, we have prepared legislation and vetted it with our City Attorney in advance. We also began work on the required registrations of our partners under this grant as City suppliers—that has its own paperwork universe. And we helped Jeanie/JARS identify an internal resource who could begin work ahead of time so that the grant's deliverables are not held up. Our next steps are to submit the legislative packet to the Board and get the supplier sub-grant agreements in place. Then we can hire the positions made possible by this award.

As far as timing, the Board is on recess until 2022. The next meeting available for introduction is January 4, and we are teed up with the Mayor's Office for that. The action required is an Ordinance, which typically involves a 30-day wait. We are planning to ask for a waiver on that, about which I am optimistic. Still, the City's wheels turn only so fast. We anticipated this crunch even over the summer, and we are jumping through all the many hoops as quickly as possible. I can assure you we are committed to delivering the work that Mellon has supported with this generous award timely and with the highest quality effort.

RE: the award term, the legislation we've prepared references the original letter's grant period: Jan 1 2022 – Dec 31 2023. The grant's project structure is front-loaded, so that may be enough time to complete the work, and having the award start on Jan 1 2022 is OK for us. I would say my biggest area of concern is having the grant-funded Senior Administrative Analyst supported through the close-out quarter. There will surely be many ends to tie up, and that ideally would be delivered by the person who managed the funds throughout.

Thank you for your consideration of these nuances, and please let us know if anything changes with the terms because we would need to revise our legislation and grant agreement paperwork.

Sincerely,
Heather

Heather Green (she/her)
San Francisco Public Library, Chief Financial Officer
heather.green@sfpl.org

From: Jocelyn Brekken <jmb@mellon.org>
Sent: Wednesday, December 15, 2021 10:47 AM
To: Lindsley, Lovely (LIB) <lovely.lindsley@sfpl.org>
Cc: Renee Valenti <rdv@mellon.org>; Chandra Marshall <crm@mellon.org>; Patricia Hswe <ph@mellon.org>; Peri Zelig <plz@mellon.org>; Austin, Jeanie (LIB) <jeanie.austin@sfpl.org>; Green, Heather (LIB) <heather.green@sfpl.org>; Singleton, Maureen (LIB) <Maureen.Singleton@sfpl.org>
Subject: RE: Hold payment on G-2105-10593

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Dear Lovely,

Renee has passed along your request to hold payment for the recently approved Mellon Foundation grant 2105-10593 to San Francisco Public Library. We have put a hold on this payment, but we would like to request additional information about what this means so that we can better

understand the expected timing for payment and if we need to adjust the award letter. Can you provide more information about what the Accept and Expend legislation is that is still in process, what needs to happen for it to be approved, and when that is expected to occur?

Many thanks,

Jocelyn Brekken
Director of Grant Accounting
Office of the Executive Vice President, Chief Operating Officer, General Counsel and Secretary
The Andrew W. Mellon Foundation
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212.500.2528
jmb@mellon.org

From: Renee Valenti <rdv@mellon.org>
Sent: Wednesday, December 15, 2021 10:19 AM
To: Finance <Finance@mellon.org>
Cc: Data Management <FileRoom@mellon.org>
Subject: FW: Hold payment on G-2105-10593

From: Lindsley, Lovely (LIB) <lovely.lindsley@sfpl.org>
Sent: Tuesday, December 14, 2021 4:21 PM
To: Renee Valenti <rdv@mellon.org>
Cc: Austin, Jeanie (LIB) <jeanie.austin@sfpl.org>; Green, Heather (LIB) <heather.green@sfpl.org>; Singleton, Maureen (LIB) <Maureen.Singleton@sfpl.org>
Subject: RE: AWMF Requesting Bank Details

External E-mail

Hi Renee,

Good afternoon and trust that this e-mail finds you well.

My apologies that we have not conveyed as quickly as we should have our request to hold off payment on the first remittance scheduled on 12/17. Our Accept and Expend legislation is still in process and was advised by our Controller's Office that funds be received once legislation is approved and in place. Would you please confirm that this is still doable?

Thank you for your time and guidance,
Lovely

Lovely Lindsley

San Francisco Public Library

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