



October 9, 2023

Johannes Hoevertsz
Director
County of Sonoma Department of Public Infrastructure
2300 County Center Dr Suite A220
Santa Rosa CA, 95403

Subject: Building Forward Library Facilities Improvement Program
Jurisdiction/Library: SONOMA COUNTY LIBRARY - GUERNEVILLE REGIONAL LIBRARY
Project: Guerneville Library Improvements

Dear Johannes Hoevertsz,

The California State Library is pleased to notify you of our intent to award a Building Forward grant for the project submitted for SONOMA COUNTY LIBRARY - GUERNEVILLE REGIONAL LIBRARY -- pending satisfactory completion of the conditions laid out below. Your proposed grant award is: \$382,171.00.

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.

The State Library has also reviewed and approved your request for a 25% reduction in the required local match contribution for your project. Your organization will be required to provide a matching amount of \$286,629.00 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. HVAC and Controls Upgrade
2. Electrical Upgrade
3. Lighting Controls
4. Building Envelope

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

No additional conditions are required, however, please note that if the facility is leased, a ten year lease will be required prior to award.

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
Reed Strege
Libby Carlson

From: [Carlson, Libby@CSL](mailto:Carlson.Libby@CSL)
To: [Amanda Bouillercce](mailto:Amanda.Bouillercce)
Subject: Re: Extension Request - Sonoma County
Date: Monday, December 4, 2023 10:21:30 AM
Attachments: [image001.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

EXTERNAL

Hi Amanda -

This email confirms that your request to extend the Building Forward Round Two supporting documentation deadline for Sonoma County's Guerneville lease and resolution to February 18, 2024, has been approved.

All other supporting documentation requested is due no later than the deadline specified in the Intent to Award letter for the Sonoma County-Guerneville project.

Thank you,
Libby Carlson
Building Forward Grants Analyst
California State Library

From: Amanda Bouillercce <Amanda.Bouillercce@sonoma-county.org>
Sent: Monday, December 4, 2023 10:00 AM
To: Carlson, Libby@CSL <libby.carlson@library.ca.gov>
Subject: Extension Request - Sonoma County

CAUTION: This email originated from outside of the State Library. DO NOT click links or open attachments unless you recognize the sender, are expecting the information and know the content is safe.

Hi Libby,

Please see the attached request – let me know if you need anything further.

Thank you,

Amanda Bouillercce

Customer Service & Grants Program Manager

Sonoma County Public Infrastructure

Ph: 707-565-2550

2300 County Center Drive, Suite A220

Santa Rosa, CA 95403

