

2022-2023 Mid-Year Report & 2023-2024 Pre-Application Information Session

Wednesday, January 11 | 1:00 pm



CLLS Team

Your CLLS team at the California State Library:

- Beverly Schwartzberg, Library Programs Consultant
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 - 916-701-6880
- Allyson Jeffredo, Literacy & Grants Analyst
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Today's Agenda

- Mid-Year Report & Pre-Application Purpose
- Mid-Year Report & Pre-Application Deadline
- Spending for 2022-2023 Program Period
- Encumbrance Deadline
- “Encumbered” Definition
- Budget Modifications
- CLLS Mid-Year Report & Pre-Application Overview
- CLLS Mid-Year Report & Pre-Application Resources
- Questions?



Mid-Year Report Purpose

The 2022-2023 Mid-Year Report helps us better support you during the year—especially to:

- Help you stay on track with spending your CLLS funds
- Make your final report for the year a bit easier
- Release your remaining 10% of your 2022-2023 CLLS adult literacy services funds



Pre-Application Purpose

The 2023-2024 Pre-Application helps us get an idea of each CLLS program's plans for 2023-2024 to better plan for the 2023-2024 program period by learning:

- Whether you plan on continuing your current CLLS programs
- Whether you intend to apply for family literacy services or ESL services
- Any significant changes to your program



Mid-Year Report & Pre-Application Deadline

The 2022-2023 CLLS Mid-Year Report and 2023-2024 Pre-Application is due:

Tuesday, January 31, 2023, by 5:00 pm



Spending for 2022-2023 Program Period

- We expect 2022-2023 CLLS funds to be spent by **June 30, 2023**.
- This report is capturing any CLLS funds spending between July 1, 2022 – December 31, 2022.



Encumbrance Deadlines

- 2022-2023 CLLS funds must be “encumbered” by **May 31, 2023**.
- Encumbered 2022-2023 CLLS funds may spent between July 1, 2023, and December 31, 2023.



“Encumbered” Definition

- **“Encumbered”** means having an approved budget on file with the California State Library showing your spending plan for the July 1, 2023 – December 31, 2023 encumbrance period.



Budget Modifications

- If your spending plan differs from your approved budget on file, you must complete a Budget Modification Form by **May 31, 2023**.



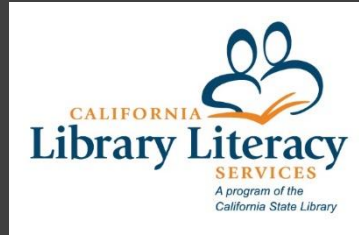
CLLS Mid-Year Report Overview

The 2022-2023 CLLS Mid-Year Report has four sections:

1. Jurisdiction Information
2. Program Information
3. Description of Programs and Activities
4. Financial Report for 2022-2023 Funds



Section 1: Jurisdiction Information



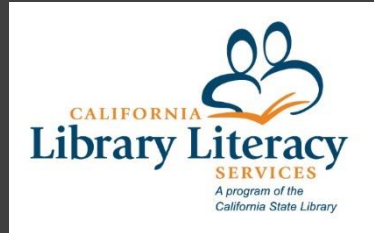
- Library Information
- Literacy Program Coordinator's Contact Information
- Library Director's Contact Information
- Authorized Representative(s) Information

Section 2: Program Information



- Program Name
- How was your 2022-2023 program provided?
 - If an option other than “In-house by the library” is selected, a separate text box will open to add the other agency’s name and director information.

Section 3: Description of Programs and Activities



Complete each section for the 2022-2023 CLLS program(s) you offer:

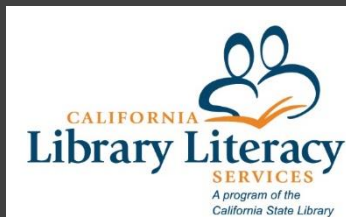
- Program (yes/no check box)
- Description of program activities from **July 1, 2022 - December 31, 2022. (150 words)**
- Description of any challenges with your program. **(150 words)**
- Are you on track to spend your 2022-2023 CLLS program funds? (yes/no dropdown)

Section 4: Financial Report



- Use this section to report only the 2022-2023 CLLS Adult Literacy Services, Family Literacy Services, and ESL Services funds expended between **July 1, 2022 – December 31, 2022.**
- **Do not report** any 2021-2022 CLLS encumbered funds spent during this period.
- Narrative description of expenses is not required for the Mid-Year Report.

Section 4: Financial Report Example



Section 4: Financial Report for 2022-2023 Funds

Use this section to report the 2022-2023 CLLS Adult Literacy Services, Family Literacy Services, and ESL Services funds expended between July 1, 2022 and December 31, 2022.

	<u>ALS - CLLS</u>	<u>FLS - CLLS</u>	<u>ESL - CLLS</u>	<u>Grand Totals</u>	<u>Narrative</u>
Salaries & Benefits	<input type="text"/> \$5,000	<input type="text"/> \$10,000	<input type="text"/> \$5,000	<input type="text"/> \$0 \$20,000	<input type="text"/>
Contract Staff	<input type="text"/> \$1,000	<input type="text"/> \$500 \$1,000	<input type="text"/> \$5,000	<input type="text"/> \$0 \$6,500	<input type="text"/>
Operations	<input type="text"/> \$6,000	<input type="text"/> \$1,000	<input type="text"/> \$5,000	<input type="text"/> \$0 \$12,000	<input type="text"/>
Library Literacy Materials	<input type="text"/> \$3,000	<input type="text"/> \$10,000	<input type="text"/> \$5,000	<input type="text"/> \$0 \$18,000	<input type="text"/>
Small Equipment	<input type="text"/> \$1,000	<input type="text"/> \$500 \$1,000	<input type="text"/> \$5,000	<input type="text"/> \$0 \$6,500	<input type="text"/>
Equipment (\$5,000+)	<input type="text"/> \$5,000	<input type="text"/> \$5,000	<input type="text"/> \$5,000	<input type="text"/> \$0 \$15,000	<input type="text"/>
Subtotal	<input type="text"/> \$0 \$21,000	<input type="text"/> \$0 \$21,000	<input type="text"/> \$0 \$25,000	<input type="text"/> \$0 \$78,000	<input type="text"/>
Indirect	<input type="text"/> \$2,100	<input type="text"/> \$2,700	<input type="text"/> \$5,000	<input type="text"/> \$0 \$9,800	<input type="text"/>
Total	<input type="text"/> \$0 \$23,100	<input type="text"/> \$0 \$23,700	<input type="text"/> \$0 \$30,000	<input type="text"/> \$0 \$87,800	<input type="text"/>

CLLS Pre-Application Overview

Section 5: 2023-2024 CLLS Pre-Application has two sections:

1. Current Program Information
2. New CLLS Family Literacy Program
 - NOTE: This section is only completed if you plan to begin offering a family literacy program in 2023-2024.

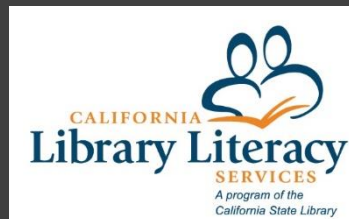


Section 5.1 Current Program Information



- Plans to continue Adult Literacy Services in 2023-2024
- Plans to continue Family Literacy Services in 2023-2024
- Any significant changes to your program(s) in 2023-2024
- Interest in beginning Family Literacy Services in 2023-2024
- Application history for CLLS ESL funds

Section 5.2 New CLLS Family Literacy Program



This section is only for programs interested in beginning a new Family Literacy Services program in 2023-2024.

- Describe your planned family literacy services program
- Anticipated number of enrolled adult learners served
- Anticipated number of enrolled adult learner children served
- Anticipated number of unenrolled but eligible adult learners and families served

CLLS Mid-Year Report and Pre-Application Resources

- [2022-2023 CLLS Mid-Year Report and 2023-2024 Pre-Application Instructions](#)
- [2022-2023 CLLS Mid-Year Report and 2023-2024 Pre-Application Blank Template](#)
- [CLLS Allowable and Unallowable Expenses Document](#) (November 2022)
- [Allyson's Open Office Hours](#)



CLLS Team Reminder

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