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:

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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 be 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
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 with 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 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.

<table>
<thead>
<tr>
<th>Category</th>
<th>ALS - CLLS</th>
<th>FLS - CLLS</th>
<th>ESL - CLLS</th>
<th>Grand Totals</th>
<th>Narrative</th>
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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
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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