



California Library Literacy Services 2023-2024 ESL Continuing Libraries Application Instructions

Grant Period: July 1, 2023 – June 30, 2024

Deadline: Wednesday, March 15

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Grant Timeline

- **Wednesday, February 1, 2023** – Application opens
- **Wednesday, February 1, 2023** – 2023-2024 ESL Continuing Libraries Application Information Session at 1:00 pm. [Register for the information session.](#)
- **Thursday, February 16, 2023** – Budgeting 102 at 1:00 pm, which will cover creating a three-year program budget. [Register for the Budgeting 102 session.](#)
- **Wednesday, March 15, 2023** – [CLLS ESL 3-Year Funding Request Form](#) is due
- **Wednesday, March 15, 2023** – Application is due by 5:00 pm
- **March – May 2023** – Application review period
- **Early June 2023** – Grant agreements emailed to grantee authorized representatives via DocuSign
- **January 31, 2024** – Mid-Year Report is due
- **September 30, 2024** – Final Report is due

CLLS ESL Services Definition of an ESL Learner

According to CLLS guidelines, an ESL learner enrolled in CLLS ESL Services is an individual who:

- is 16 years or older and not concurrently enrolled in high school or another degree-granting program or college-degree program (Career Online High School learners may count as a CLLS learner if they receive individual tutoring)
- seeks literacy services for themselves although they may not be able to do the intake interview in English
- are willing to be assessed and complete an intake interview and assessment that includes listening and speaking skills
- has established one or more personal learning goals, including communication-related (listening and speaking) goals
- spends a large proportion of their tutoring or instructional time working on English language acquisition, conversational fluency, and pronunciation
- has attended at least two tutoring sessions in the current fiscal year

Types of Programs Supported by CLLS ESL Services

According to CLLS guidelines, an ESL learner can receive instruction in the following formats:

- One-on-one tutoring
- Small group instruction in groups that average 2 to 8 people
- Class instruction in groups that average 9 or more attendees
 - NOTE: To offer large group learning sessions, there should be a justifiable need for this service that does not duplicate the efforts of community partners or other organizations in your community.
- Computer lab time with some help from staff and volunteers

Application Overview

The 2023-2024 ESL Continuing Libraries Application can be accessed on [Counting Opinions](#). When you select a form, you will be able to select the “ESL Continuing Libraries Application” for “Period” “2023-2024.” If you need additional support, please view, “[How to Access Your 2023-2024 ESL Continuing Libraries Application](#).” This application contains five required sections:

1. Applicant Information
2. Financial Report: English as a Second Language Services
3. Staff Commitment: English as a Second Language Services
4. Description of Programs and Activities
5. CLLS 3-Year Funding Request Form (external document)

Section 1. Applicant Information

This section requests grant applicant information for the following categories:

1.1 Library Information

- a) Full legal name of library jurisdiction
- b) Street
- c) City
- d) Zip

1.2 Literacy Program Coordinator’s Contact Information

- a. Name
- b. Email
- c. Phone
- d. Is this a new coordinator since January 2023?
- e. Check here if your program has an additional literacy contact person working with the program.
 - o If “yes” is selected in “e,” a new box will appear to collect name, title, and email of the additional literacy contact.

1.3 Library Director’s Contact Information

If the library contracts with another agency to provide library literacy services, please be sure to enter the library director’s information here, not the director of the contracted agency.

- a. Library director’s name
- b. Library director’s email
- c. Library director’s phone
- d. Is this a new library director since January 2023?
- e. For library directors: Have you read, and do you agree to the CLLS program essentials?
 - o See “[CLLS Mission, Values, and Program Essentials](#)” webpage for more information.

1.4 Authorized Representative Information

If the library contracts with another agency to provide library literacy services, please be sure to enter the library director's information here, not the director of the contracted agency.

- a. Authorized representative's name
- b. Authorized representative's email
- c. Is this individual the correct signatory on any claim forms?
 - If "no," please indicate the correct individual's name and email address.
- d. Is this individual the correct signatory on any certifications?
 - If "no," please indicate the correct individual's name and email address.
- e. Is this individual the correct signatory on any reports?
 - If "no," please indicate the correct individual's name and email address.

Section 3. Financial Report: English as a Second Language Services

Please complete the following budget for your CLLS ESL program in 2023-2024.

In the "ESL – CLLS" section, you will be constructing your own request for CLLS ESL funding from the California State Library. Please note there are no minimum or maximum funding request limits. You may request what you need for your CLLS ESL program. In addition to this, you will also be required to complete the "[CLLS ESL 3-Year Funding Request Form](#)" as a separate document.

In the "ESL – Local" section, you will be identifying any projected local matching funds that will support your CLLS ESL program in the 2023-2024 fiscal year.

For each expense, please include a detailed narrative of the projected expenditures in the "Narrative" column for both your projected "ESL-CLLS" award expenditures and your projected local match expenditures.

3.1 Program Budget

Budget Categories	ESL – CLLS	ESL – Local	Total CLLS Funds	Total Local Funds	Grand Totals	Narrative of expenses (required)
Salaries & Benefits			Auto	Auto	Auto	
Contract Staff			Auto	Auto	Auto	
Operations			Auto	Auto	Auto	
Literacy Materials			Auto	Auto	Auto	
Small Equipment			Auto	Auto	Auto	
Equipment (\$5,000+)			Auto	Auto	Auto	
Subtotal	Auto	Auto	Auto	Auto	Auto	
Indirect			Auto	Auto	Auto	
Totals	Auto	Auto	Auto	Auto	Auto	

Section 4. Staff Commitment: English as a Second Language Services

This section requests grant staff commitment information for the following categories:

4.1 Library Personnel

a. ESL FTE

- This is a combined figure of the proposed time you expect library personnel will dedicate to your CLLS ESL program in 2023-2024.

b. Narrative

- The narrative will capture a breakdown of each staff person’s FTE commitment. For example, “Maria worked .75 FTE; Carla worked .25 FTE; and Michael worked .25 FTE in adult literacy.” The total of the narrative breakdown should match the “ESL FTE” total figure.

4.2 Contract Staff

a. ESL FTE

- This is a combined figure of the proposed time you expect contract staff will dedicate to your CLLS ESL program in 2023-2024.

b. Narrative

- The narrative will capture a breakdown of each staff person’s FTE commitment. For example, “Maria worked .75 FTE; Carla worked .25 FTE; and Michael worked .25 FTE in adult literacy.” The total of the narrative breakdown should match the “ESL FTE” total figure.

Section 5. Description of Programs and Activities

This section requests grant program and activities information for the following categories:

5.1 English as a Second Language Services

- a. English as a Second Language Services
- b. English as a Second Language Services Continuing
- c. Please describe your planned program that explains what you will do, how you will do it, for whom you will do it, and the anticipated benefits. (150 words)
- d. Please describe your outreach plans for recruiting learners and tutors to your program. (150 words)
- e. Please describe how your program will engage learners in program planning and how you will discover learners' aspirations. (150 words)
- f. Anticipated number of English as a Second Language learners to be served this year.

CLLS ESL 3-Year Funding Request Form

In addition to the 2023-2024 ESL Continuing Libraries Application due through Counting Opinions, libraries applying to continue their CLLS ESL program in years 2023-2024, 2024-2025, and 2025-2026 are also required to submit the [CLLS ESL 3-Year Funding Request Form](#). The CLLS ESL 3-Year Funding Request Form is a separate Excel spreadsheet where libraries will include their request for CLLS ESL funding for years 2023-2024, 2024-2025, and 2025-2026. Please make sure your 2023-2024 request on the CLLS ESL 3-Year Funding Request Form matches your budget on Counting Opinions exactly.

Submission Guidelines

Once you complete your CLLS ESL 3-Year Funding Request Form, please do the following:

1. Email your completed CLLS ESL 3-Year Funding Request Form to Allyson Jeffredo at allyson.jeffredo@library.ca.gov.
2. Include a read receipt and/or delivery receipt with your email to ensure that your email was received by the March 15th deadline.

Application Assistance

The California Library Literacy Services state grant team provides application support in various ways:

- Please refer to the [CLLS FAQ Sheet](#) for frequently asked CLLS questions.
- A **2023-2024 ESL Continuing Library Application Information Session** will be held **Wednesday, February 1, 2023 at 1:00 pm**. [Register for the information session](#). A recording will be made available soon after on the "[Funding, Applications, and Reports](#)" webpage of libraryliteracy.org.
- A **Budgeting 102** session will be held on **Thursday, February 16, 2023, at 1:00 pm** to support libraries as they generate their 2023-2024 budget and complete the CLLS 3-Year Funding Request Form. [Register for Budgeting 102 session](#).
- Please contact the California Library Literacy Service state grant team for support:
 - Beverly Schwartzberg, Library Programs Consultant, beverly.schwartzberg@library.ca.gov

- Allyson Jeffredo, Literacy & Grants Analyst, allyson.jeffredo@library.ca.gov
- Additional support materials can be found at the CLLS webpage, libraryliteracy.org.