



# California Library Literacy Services 2023-2024 ESL Round 3 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
- **Thursday, February 2, 2023** – 2023-2024 CLLS ESL Round 3 Application Information Session at 1:00 pm. [Register for the information session.](#)
- **Thursday, February 9, 2023** - 2023-2024 CLLS ESL Round 3 Application Q&A - Narrative Sections at 1:00 pm. [Register for ESL Round 3 Application Narrative Section Q&A.](#)
- **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 Round 3 Application can be accessed on [Counting Opinions](#). From the Counting Opinions home screen, select the “ESL Application” for “Period” “2023-2024.” This application contains four required sections:

1. Applicant Information
2. Program Information
3. Projected Budget
4. Staff Commitment

## 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.
  - 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

### 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?
  - o If "no," please indicate the correct individual's name and email address.
- d. Is this individual the correct signatory on any certifications?
  - o If "no," please indicate the correct individual's name and email address.
- e. Is this individual the correct signatory on any reports?
  - o If "no," please indicate the correct individual's name and email address.

## Section 2. Program Information

This section requests grant program information for the following categories:

### 2.1 Population

- o What are the demographic characteristics of your community in general, and the target population for ESL services specifically? Cite sources.

### 2.2 Community Assets

What formal and informal organizations and networks, both within your organization and in the community, support literacy and language learning services?

1. Your literacy program.
2. Your library.
3. Your community.
4. Needs: What gaps do you see in services in your program, library, and community?

### 2.3 Partners

#### a. Current Community Partners

Identify your current community partners who tie into ESL work and describe how you are connected to them. (list)

- a. Current Community Partner Name
- b. Description of partnership

#### b. Potential Community Partners

Identify at least two potential community partners and how you might like to connect with them.

- a. Potential Community Partner Name
- b. Description of partnership

### 2.4 Proposed Plans of Service

- a. Based on the information above, describe the scope and nature of your library's proposed ESL services. Consider the following, but include other information you've found demographics, assets, needs, services that don't duplicate existing offerings, technology, range of services, levels, and populations to be served, volunteer/paid instruction.
- b. Timeline

- a. Activity
- b. Start Date to End Date of Activity
  - i. NOTE: Dates should be within the program period.
- c. Description of Activity

## 2.5 Service Population

- a. Explain how you identified any currently underserved or marginalized populations in your community.
- b. Explain specifically how your library plans to reach out and offer ESL services to these groups.
- c. How many people do you anticipate serving with ESL services in 2022-2023?

## 2.6 Program Alignment

Describe the mission of your library's proposed ESL services in a few sentences that reflect the CLLS mission. To view CLLS mission, values, and program essentials, visit: <https://libraryliteracy.org/for-coordinators/mission-values/>.

- a. How do your proposed ESL services align with CLLS mission, values, and program essentials?
- b. Explain how your library's proposed ESL services are library based.
- c. Explain how your library's proposed ESL services are a core library service.
- d. Explain how your library's proposed ESL services are learner-driven.
- e. Explain how your library's proposed ESL services are volunteer supported.
- f. Explain how your library's proposed ESL staff are professionally engaged.

## 2.7 Needs

- What needs do you have that can be addressed by training and support from the State Library and your CLLS peer community?

## Section 3. Projected Budget

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

In the "Projected State Funds Needed" section, you will be constructing your own request for CLLS 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 "Projected Local Funds Available" 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 "Projected State Funds Needed" award expenditures and your "Projected Local Funds Available" match expenditures.

Budget Categories	Projected State Funds Needed	Projected Local Funds Available	Total CLLS Funds	Total	Narrative of expenses (required)
Salaries & Benefits			Auto	Auto	
Contract Staff			Auto	Auto	
Operations			Auto	Auto	
Literacy Materials			Auto	Auto	
Small Equipment			Auto	Auto	
Large Equipment (\$5,000+)			Auto	Auto	
Subtotal	Auto	Auto	Auto	Auto	
Indirect			Auto	Auto	
<b>Totals</b>	<b>Auto</b>	<b>Auto</b>	<b>Auto</b>	<b>Auto</b>	

## Section 4. Staff Commitment

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

### 4.1 Library Personnel

- a. Position
  - Please provide the position's title.
- b. FTE
  - This is a figure of the proposed time you expect each staff position will dedicate to your CLLS ESL program in 2023-2024.
- c. Name
  - Please provide the name of the staff person if known or state "TBD" for to be determined.
- d. Role
  - The narrative will capture the staff person's specific role in your CLLS ESL services.

### 4.2 Contract Staff

- e. Position
  - Please provide the position's title.
- f. FTE
  - This is a figure of the proposed time you expect each contract staff position will dedicate to your CLLS ESL program in 2023-2024.
- g. Name
  - Please provide the name of the contract staff person if known or state "TBD" for to be determined.
- h. Role
  - The narrative will capture the contract staff person's specific role in your CLLS ESL services.

## CLLS ESL 3-Year Funding Request Form

In addition to the 2023-2024 ESL Round 3 Application due through Counting Opinions, libraries applying to begin offering a 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](mailto:allyson.jeffredo@library.ca.gov).
2. Include a read receipt or delivery receipt with your email to ensure that your email was received by the March 15<sup>th</sup> deadline.

### Application Assistance

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

- Please refer to the [ESL Application Preparation Material](#) documents for support completing the application.
- Please refer to the [CLLS FAQ sheet](#) for frequently asked CLLS questions.
- A **2023-2024 ESL Round 3 Application Information Session** will be held **Thursday, February 2, 2023** at **1:00 pm**. [Register for information session](#). A recording will be made available soon after on the "[Funding, Applications, and Reports](#)" webpage of [libraryliteracy.org](http://libraryliteracy.org).
- A **2023-2024 CLLS ESL Round 3 Application Q&A - Narrative Sections** will be held **Thursday, February 9** at **1:00 pm**. [Register for ESL Round 3 Application Narrative Section Q&A](#).
- 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 the 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](mailto:beverly.schwartzberg@library.ca.gov)
- Allyson Jeffredo, Literacy & Grants Analyst, [allyson.jeffredo@library.ca.gov](mailto:allyson.jeffredo@library.ca.gov)
- Additional support materials can be found at the CLLS webpage, [libraryliteracy.org](http://libraryliteracy.org).