



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

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

Deadline: Monday, May 15

Table of Contents

Grant Timeline.....	1
CLLS Adult Literacy Services Definition of an Adult Learner	1
CLLS ESL Services Definition of an ESL Learner	1
Types of Programs Supported by CLLS Services	2
CLLS Definition of Family Literacy Services	2
Types of Family Literacy Services Programs Supported by CLLS	2
Application Overview	2
Section 1. Applicant Information	3
1.1 Library Information.....	3
1.2 Literacy Program Coordinator’s Contact Information.....	3
1.3 Library Director’s Contact Information	3
1.4 Authorized Representative Information	3
Section 2. Program Information	4
2.1 Basic or Institutional Information.....	4
2.2 Participation in Regional Networks	4
Section 3. Financial Report: Adult Literacy Services, Family Literacy Services and English as a Second Language Services.....	4
3.1 Program Budget.....	5
Section 4. Staff Commitment: Adult Literacy Services, Family Literacy Services and English as a Second Language Services.....	5
4.1 Library Personnel.....	5
4.2 Contract Staff.....	6
Section 5. Description of Programs and Activities	6

5.1 Adult Literacy Services.....	6
5.2 Family Literacy Services.....	6
5.3 English as a Second Language Services	7
Section 6. Community Partners.....	7
Section 7. Is there anything else you would like to tell us?	7
Section 8. English Language and Literacy Intensive, Non-CLLS English as a Second Language Services and Other Services.....	8
8.1 Financial Report: Local funds that support English Language and Literacy Intensive, Non-CLLS English as a Second Language Services and Other Services	8
8.2 Staff Commitment. English Language and Literacy Intensive, Non-CLLS English as a Second Language Services, and Other Services Library Personnel	8
8.3 English Language and Literacy Intensive	9
8.4 Non-CLLS-funded English as a Second Language Services	9
8.5 Other Services	9
Application Assistance.....	10
Submitting Your Application on Counting Opinions.....	10

Grant Timeline

- Monday, April 3, 2023 – Application opens
- **Thursday, April 6, 2023** – 2023-2024 CLLS Continuing Libraries Application Information Session at 1:00 pm. [Register for the information session.](#)
- **Thursday, April 13, 2023** – 2023-2024 CLLS Continuing Libraries Application Q&A – Narrative Sections at 1:00 pm. [Register for Narrative Sections Q&A.](#)
- **Thursday, April 20, 2023** – 2023-2024 CLLS Continuing Libraries Application Q&A – Budget Section at 11:00 am. [Register for Budget Section Q&A.](#)
- **May - June 2023** – Application review period
- **July 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
- **December 31, 2024** – All 2023-2024 CLLS award encumbered funds must be spent

CLLS Adult Literacy Services Definition of an Adult Learner

According to CLLS guidelines, an adult learner enrolled in CLLS Adult Literacy 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 in English and can do the intake interview in English
- is willing to be assessed and complete an intake interview and assessment that includes reading and writing skills
- has established one or more personal learning goals related to reading and/or writing
- spends a large proportion of their tutoring or instructional time working on improving reading skills and/or writing skills
- has attended at least two tutoring sessions in the current fiscal year

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
- is 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 Services

According to CLLS guidelines, a CLLS 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

CLLS Definition of Family Literacy Services

According to CLLS guidelines, family literacy services can be provided in the following ways:

- Support enrolled adult learners meet their family learning goals with special programming to meet these needs
- Outreach to unenrolled-but-eligible adult learners and their families with a direct connection back to the literacy program with the goal to enroll learners in adult literacy

Types of Family Literacy Services Programs Supported by CLLS

According to CLLS guidelines, family literacy services can be offered in the following ways (also see [“CLLS Family Literacy Services Webinar Series”](#)):

- Direct programming – Workshops, family literacy programs, and family literacy events
- Passive programming – Services for adult learners and families with an interactive element connecting back to literacy program
- Outreach – Activities connecting adult learners and families to literacy program

Application Overview

The 2023-2024 CLLS Continuing Libraries Application can be accessed on [Counting Opinions](#). On the Counting Opinions homepage, you will click, “CLLS Application Form.” The period is “2023/2024.” This application contains eight required sections:

1. Applicant Information
2. Program Information
3. Financial Report: Adult Literacy Services, Family Literacy Services and English as a Second Language Services
4. Staff Commitment: Adult Literacy Services, Family Literacy Services and English as a Second Language Services
5. Description of Programs and Activities
6. Community Partners

7. Is there anything else you would like to tell us?
8. English Language and Literacy Intensive, Non-CLLS English as a Second Language Services and Other Services

NOTE: If you completed the 2023-2024 ESL Continuing Libraries Application, your CLLS ESL information should autofill into this application. Please make sure these sections are correct.

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 2. Program Information

This section requests grant applicant information for the following categories:

2.1 Basic or Institutional Information

- a. Program Name
- b. What year did the program start? (autofill)
- c. Year left/returned to program
- d. How will this program be provided?
 - In-house by the library
 - Contract with another library (please provide the library’s name and the director’s contact information in d.i.)
 - Contract with another agency (please provide the agency’s name and the director’s contact information in d.i.)
 - Other (please provide the organization’s name and the director’s contact information in d.i.)
- e. Number of main and branch libraries where library literacy services will be provided
- f. Number of community locations where library literacy services will be provided
- g. Total number of locations (autofill)
- h. Number of main and branch libraries with the library jurisdiction (autofill)
- i. Percentage of total library outlets where literacy services will be provided (autofill)

2.2 Participation in Regional Networks

- a. Regional network name
- b. Will you or a representative from your library actively participate in your regional literacy network during the reporting period?
 - If “No” was selected for question 2.2.b., please explain why you or a representative were unable to participate in your regional literacy network.
- c. Will you or a representative from your library attend any CLLS statewide virtual network meeting or training during the reporting period?
 - If “No” was selected for question 2.2.c., please explain why you or a representative were unable to attend a CLLS statewide virtual network meeting or training.
- d. Will you or a representative from your library participate in your local Adult Education Consortium during the reporting period?
 - If “No” was selected for question 2.2.d., please explain why you or a representative were unable to participate in your Adult Education Consortium.

Section 3. Financial Report: Adult Literacy Services, Family Literacy Services and

English as a Second Language Services

Please complete the following budget for both your CLLS award and local match for your Adult Literacy Services, Family Literacy Services, and English as a Second Language Services. Please also include a detailed narrative of projected expenditures in the “Narrative” column for both your projected CLLS award expenditures and projected local match expenditures for each program.

NOTE: If you completed the 2023-2024 ESL Continuing Libraries Application, your CLLS ESL information should autofill into this application. Please make sure these sections are correct.

3.1 Program Budget

Budget Categories	ALS-CLLS	ALS-Local	FLS - CLLS	FLS - Local	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	Auto	Auto	Auto	Auto	
Indirect							Auto	Auto	Auto	
Totals	Auto	Auto	Auto	Auto	Auto	Auto	Auto	Auto	Auto	

Section 4. Staff Commitment: Adult Literacy Services, Family Literacy Services and English as a Second Language Services

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

4.1 Library Personnel

- a. ALS FTE
 - This is a combined figure of the proposed time you expect library personnel will dedicate to your CLLS adult literacy services program in 2023-2024
- b. FLS FTE
 - This is a combined figure of the proposed time you expect library personnel will dedicate to your CLLS family literacy services program in 2023-2024
- c. 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.
- d. Narrative

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

NOTE: If you completed the 2023-2024 ESL Continuing Libraries Application, your CLLS ESL information should autofill into this application. Please make sure these sections are correct.

4.2 Contract Staff

- a. ALS FTE
 - This is a combined figure of the proposed time you expect contract staff will dedicate to your CLLS adult literacy services program in 2023-2024
- b. FLS FTE
 - This is a combined figure of the proposed time you expect contract staff will dedicate to your CLLS family literacy services program in 2023-2024
- c. 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.
- d. Narrative
 - The narrative will capture a breakdown of each staff person’s FTE commitment. For example, “Maria will work .75 FTE; Carla will work .25 FTE; and Michael will work .25 FTE in adult literacy.” The total of the narrative breakdown should match the “Total FTE: Contract Personnel” total figure.

NOTE: If you completed the 2023-2024 ESL Continuing Libraries Application, your CLLS ESL information should autofill into this application. Please make sure these sections are correct.

Section 5. Description of Programs and Activities

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

5.1 Adult Literacy Services

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

5.2 Family Literacy Services

- a. Family Literacy Services

- b. Family Literacy Services Continuing
- c. Please describe your planned programming for enrolled adult learners and their families that explains what you will do, how you will do it, for whom you will do it, and the anticipated benefits. Please include any relevant mobile literacy services that are connected to your CLLS family literacy services. (150 words)
 - NOTE: We will not be asking for MLLS information on this application. This information will be collected only on the CLLS Final Report.
- d. Anticipated number of enrolled adult learners to be served this year with their families.
- e. Please describe your outreach plans and programming plans for CLLS eligible but unenrolled adults (with families) that explains what you will do, how you will do it, for whom you will do it, and the anticipated benefits. Please include any relevant mobile literacy services that are connected to your CLLS family literacy services. (150 words)
 - NOTE: We will not be asking for MLLS information on this application. This information will be collected only on the CLLS Final Report.
- f. Please describe how your program will engage learners in planning for your family literacy services and how you will discover learners' aspirations for their families. (150 words.)

5.3 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.

NOTE: If you completed the 2023-2024 ESL Continuing Libraries Application, your CLLS ESL information should autofill into this application. Please make sure these sections are correct.

Section 6. Community Partners

In this section, please list the community partners that you anticipate your program will work with this year to deliver California Library Literacy Services in your community. For each community partner, describe how you will work together.

- a. Community Partner
- b. Community Partner Description (150 words)

Section 7. Is there anything else you would like to tell us?

In this section, please share any other information regarding your CLLS program that does not fit into the previous sections.

Section 8. English Language and Literacy Intensive, Non-CLLS English as a Second Language Services and Other Services

Please complete the following financial report that documents the proposed local expenditures for non-CLLS funded services. This section is intended to describe other services your literacy program offers that serves the adult learner community. Please use this section of the report for projected Career Online High School scholarship expenses. For each local expenditure, please also include a detailed narrative of the expenditures in the “Narrative” column for each program. For example, a “Literacy Materials” narrative may look like: “Other Services: Will purchase consumable Spanish literacy preparation workbooks. Non-CLLS ESL: Will purchase consumable ESL workbooks.” In this example, each program’s proposed purchase is clearly identified.

NOTE: If you were NOT awarded CLLS ESL funds in Rounds 1, 2, 2.5, or 3, please include your projected non-CLLS ESL local funds here.

8.1 Financial Report: Local funds that support English Language and Literacy Intensive, Non-CLLS English as a Second Language Services and Other Services

Budget Categories	ELLI	Non-CLLS ESL	Other Services	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	
Indirect				Auto	Auto	Auto	
Totals				Auto	Auto	Auto	

8.2 Staff Commitment. English Language and Literacy Intensive, Non-CLLS English as a Second Language Services, and Other Services Library Personnel

- a. Library Personnel
 - a. ELLI FTE
 - This is a combined figure of the proposed time you expect library personnel will dedicate to your ELLI program in 2023-2024
 - b. Non-CLLS ESL FTE
 - This is a combined figure of the proposed time you expect library personnel will dedicate to your non-CLLS ESL program in 2023-2024
 - c. Other Services FTE

- This is a combined figure of the proposed time you expect library personnel will dedicate to your Other Services in 2023-2024.
- d. Narrative
 - The narrative will capture a breakdown of each staff person’s FTE commitment. For example, “Maria will work .15 FTE; Carla will work .05 FTE; and Michael will work .05 FTE in ELLI.” The total of the narrative breakdown should match the “Total FTE: Library Personnel” total figure.
- b. Contract Personnel
 - a. ELLI FTE
 - This is a combined figure of the proposed time you expect contract staff will dedicate to your ELLI program in 2023-2024
 - b. Non-CLLS ESL FTE
 - This is a combined figure of the proposed time you expect contract staff will dedicate to your non-CLLS ESL program in 2023-2024
 - c. Other Services FTE
 - This is a combined figure of the proposed time you expect contract staff will dedicate to your Other Services in 2023-2024.
 - d. Narrative
 - The narrative will capture a breakdown of each staff person’s FTE commitment. For example, “Maria will work .15 FTE; Carla will work .05 FTE; and Michael will work .05 FTE in ELLI.” The total of the narrative breakdown should match the “Total FTE: Contract Personnel” total figure.

8.3 English Language and Literacy Intensive

- a. English Language and Literacy Intensive
- b. Please describe your planned ELLI programming that explains what you will do, how you will do it, for whom you will do it, and the anticipated benefits. (Max 150 words)
- c. Anticipated number of ELLI children to be served this year
- d. Anticipated number of ELLI parents/caregivers individuals to be served this year

8.4 Non-CLLS-funded English as a Second Language Services

- a. Non-CLLS English as a Second Language Program
- b. Please describe your non-CLLS-funded English as a Second Language Services planned programming that explains what you will do, how you will do it, for whom you will do it, and the anticipated benefits. (Max. 150 words)
- c. Anticipated number on non-CLLS-funded ESL learners to be served this year

8.5 Other Services

- a. Other Services
- b. Please describe your planned other services programming that explains what you will do, how you will do it, for whom you will do it, and the anticipated benefits. Please tell us how your other services are funded. (Max. 150 words)

Application Assistance

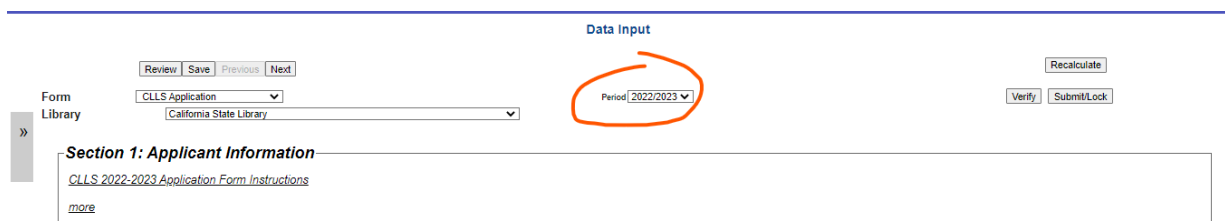
The California Library Literacy Services state grant team provides application support in various ways:

- Please refer to the [CLLS FAQ Sheet](#) for frequently asked CLLS questions.
- Please refer to the [CLLS Allowable and Unallowable Expenses](#) for support on how CLLS funds may be expended.
- Please refer to the [Staff Salary Chart](#) for support calculating proposed salary and benefits costs and respective FTE.
- A **2023-2024 CLLS Continuing Libraries Application Information Session** will be held **Thursday, April 6, 2023** at **1:00 pm**. [Register for the information session](#).
- A **2023-2024 CLLS Continuing Libraries Application Q&A – Narrative Sections** will be held **Thursday, April 13, 2023** at **1:00 pm**. [Register for Narrative Sections Q&A](#).
- A **2023-2024 CLLS Continuing Libraries Application Q&A – Budget Section** will be held **Thursday, April 20, 2023** at **11:00 am**. [Register for Budget Section Q&A](#).
- 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.

Submitting Your Application on Counting Opinions

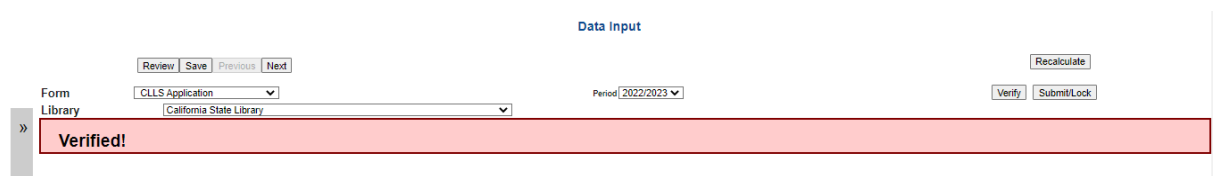
If you need support to submit your application through Counting Opinions, please follow the guide below to fully submit your 2023-2024 CLLS Continuing Libraries Application:

- Make sure you are completing the CLLS Application for the "2023-2024" period:



The screenshot shows the 'Data Input' section of the application form. At the top, there are navigation buttons: 'Review', 'Save', 'Previous', and 'Next'. Below these, the 'Form Library' dropdown is set to 'California State Library'. The 'Period' dropdown is set to '2022/2023' and is circled in orange. To the right of the 'Period' dropdown are buttons for 'Recalculate', 'Verify', and 'Submit/Lock'. Below the dropdowns, there is a section titled 'Section 1: Applicant Information' with a link to 'CLLS 2022-2023 Application Form Instructions' and a 'more' link.

- Once you have completed your application, select the "Verify" button:



The screenshot shows the 'Data Input' section of the application form. At the top, there are navigation buttons: 'Review', 'Save', 'Previous', and 'Next'. Below these, the 'Form Library' dropdown is set to 'California State Library'. The 'Period' dropdown is set to '2022/2023'. To the right of the 'Period' dropdown are buttons for 'Recalculate', 'Verify', and 'Submit/Lock'. A red banner across the bottom of the form reads 'Verified!'.

- If your application is ready to submit, you will receive a "Verified!" alert and the "Submit/Lock" button will appear. If your application is missing some type of information, you may get an alert or alerts listed in a red banner across your application:

Data Input

Recalculate

Review Save Previous Next

Form: CLLS Application Period: 2022/2023

Library: California State Library

Verify Submit/Lock

1. Number of library literacy regional network meetings that you or a representative from your library attended during the previous reporting period.

b. Number of library literacy regional network meetings that you or a representative from your library attended during the previous reporting period.: 0 > 0
If you didn't attend any library literacy network meetings please, provide an explanation.
A value is required!

2. Library Personnel Adult Narrative: 0.8 > 0 ? "!=" :1
Please provide a narrative for Adult CLLS library personnel.

3. Library Personnel Family Narrative: 1 > 0 ? "!=" :1
Please provide a narrative for Family CLLS library personnel.

4. Please describe your planned programming that explains what you will do, how you will do it, for whom you will do it, and the anticipated benefits. (Max. 300 words.) **A value is required!**

5. Please describe your outreach plans for recruiting learners and tutors to your program. (Max. 300 words.) **A value is required!**

6. Please describe how your program will engage learners in program planning and how you will discover learners' aspirations. (Max. 300 words.) **A value is required!**

7. Anticipated number of adult learners to be served this year.

e. Anticipated number of adult learners to be served this year: 0 >= 40 * .8
Anticipated number of adult learners varies by more than 20% over the 2019/20 Final Report figures. Please explain the large change.
A value is required!

- To view areas that need to be corrected, you can click each message, which will take you to the portion of the application that needs correcting. There are two ways to clear an edit check. First, is by ensuring that the required "Narrative" section has been completed if one is available (see first highlighted section). The second is by inputting an explanation in the "Note" field to the left of the area causing an edit check (second highlighted section). These fields are highlighted in yellow below.

4.2 Contract Personnel

	FTE	Narrative (required)
Total CLLS (adults)	2.00	<div style="background-color: yellow; border: 1px solid red; padding: 2px;">Contract Personnel Adult Narrative: 2 > 0 ? "!=" :1 Please provide a narrative for Adult CLLS contract personnel.</div>
Total CLLS (family)		
Total CLLS (ESL)		
Total FTE – contracted personnel	2.00	
Contract Personnel Programs Total: 2 > 0 ? 2 <= (0 + 0) * 1.2 :1 Total FTE – contract personnel varies by more than 20% over the previous year. Please explain the change.		
Contract Personnel Salary	50	

- Once each area is corrected, you will hit "Verify" again.
- If "Verified!" appears, you are ready to hit "Submit/Lock." If submission is successful, your side will read "Locked" in red:

Data Input

Recalculate

Review Save Previous Next

Form: CLLS Application Period: 2022/2023

Library: California State Library

Locked | Unlock | Approve

Verified!

- At this point, no more changes can be made, and you are welcome to print a copy of your application for your records. If you need to make any changes after your application has been locked, please let me know, and I can unlock your application for edits.