



2023-2024 CLLS CONTINUING LIBRARIES APPLICATION INFORMATION SESSION

Thursday, April 6 | 1:00 pm



CLLS TEAM

Your CLLS team at the California State Library:

- Beverly Schwartzberg, Library Programs Consultant
 - Beverly.Schwartzberg@library.ca.gov
 - 916-701-6880
- Allyson Jeffredo, Literacy & Grants Analyst
 - Allyson.Jeffredo@library.ca.gov
 - 916-603-6709



TODAY'S AGENDA

- 2022-2023 Encumbrance Deadline
- CLLS Program Overview
- Grant Timeline
- Application Goals
- CLLS Application Overview
- Application Reminders
- Application Resources
- Contact Us
- Questions?



2022-2023 ENCUMBRANCE DEADLINE

- All 2022-2023 CLLS funds **must be** encumbered by May 31, 2023
 - “Encumbered” means you must have an approved budget on file by May 31, 2023
- Any budget change requests must be submitted by **May 31, 2023**



CLLS PROGRAM OVERVIEW

- CLLS is comprised of three core programs:
 - Adult Literacy Services (required)
 - Family Literacy Services
 - English as a Second Language (ESL) Services



ADULT LITERACY SERVICES PROGRAM OVERVIEW PART I

Adult Literacy Services accept adults who:

- Are 16 years or older
- Are not enrolled in high school or a formal degree-granting program
- Are native or proficient English speakers
- Are willing to undergo an intake, set at least one reading/writing goal, and have their skills assessed
- Seek literacy services for themselves



ADULT LITERACY SERVICES PROGRAM OVERVIEW PART 2

Adult Literacy Services can be offered to adults in:

- One-on-one tutoring settings
- Small group learning sessions (2-8 learners)
- Large class learning sessions (9+ learners)
- NOTE: Adult Literacy Services may also be offered as classes (9+ learners) if there is a demonstrable need in your community.



FAMILY LITERACY SERVICES PROGRAM OVERVIEW PART I

Family Literacy Services may serve:

- Enrolled adults in the adult literacy services program and their families
- Unenrolled adults who are eligible for CLLS adult literacy services and their families



FAMILY LITERACY SERVICES PROGRAM OVERVIEW PART 2

Family Literacy Services can be offered to adults and their families in the following ways:

- **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



ESL SERVICES PROGRAM OVERVIEW

PART I

ESL Services accept adults who:

- Are 16 years or older
- Are not enrolled in high school or a formal degree-granting program
- Are speakers of languages other than English
- Are willing to undergo an intake, set at least one listening/speaking goal, and have their skills assessed
- Seek literacy services for themselves



ESL SERVICES PROGRAM OVERVIEW

PART 2

ESL Services can be offered to adults in:

- One-on-one tutoring settings
- Small group learning sessions (2-8 learners)
- Large class learning sessions (9+ learners)
- NOTE: ESL Services may also be offered as classes (9+ learners) if there is a demonstrable need in your community.



GRANT TIMELINE

2023-2024 CLLS Continuing Libraries Application timeline:

- **Monday, April 3** – Application opens
 - **Week of April 17** – Projected award amounts sent to libraries
- **Monday, May 15** – Application is due
- **May – June 2023** – Application review period
- **July 2023** – Grant award documents sent via DocuSign
- **January 31, 2024** – Mid-Year Report is due
- **September 30, 2024** – Final Report is due
- **December 31, 2024** – 2023-2024 CLLS encumbered funds deadline



APPLICATION GOALS

The CLLS Application provides:

- Documentation on your proposed resource allocations (budget and staff commitment) and proposed plans of services for your 2023-2024 CLLS and non-CLLS programs



CLLS APPLICATION OVERVIEW PART I

The 2023-2024 CLLS Continuing Application has eight sections:

1. Applicant Information
2. Program Information
3. Financial Report
4. Staff Commitment
5. Description of Program and Activities
6. Community Partners
7. (Optional) Is there anything else you would like to tell us?
8. (Optional) English Language and Literacy Intensive, Non-CLLS English as a Second Language Services, and Other Services



CLLS APPLICATION OVERVIEW PART 2

CLLS ESL Program Specific Information:

- If you completed the 2023-2024 ESL Continuing Application, the ESL portions of the application will autofill with your responses.
- If you completed the 2023-2024 ESL Round 3 Application, you **will not** complete the ESL sections of this application.



SECTION I: APPLICANT INFORMATION

- Library Information
- Literacy Program Coordinator's Information
 - Includes section for an additional contact
- Library Director's Information
- Authorized Representative(s) Information



SECTION 2: PROGRAM INFORMATION

- Basic or Institutional Information
- Participation in Regional Networks
 - Regional literacy network
 - CLLS Statewide Network Meetings and Trainings
 - Adult Education Consortia



SECTION 3: FINANCIAL REPORT PART I

- Projected award amounts for adult literacy and family literacy will be provided to help you complete Section 3: Financial Report.
- Upon submission, your CLLS budget totals in Section 3: Financial Report should total the projected award amounts provided.



SECTION 3: FINANCIAL REPORT

PART 2

CLLS allowable costs include:

- *Salary & Benefits* – Includes “fully burdened” literacy staff salary with benefits, such as insurance and paid time off
- *Contract Staff* - Limited-term literacy staff under contract (include AmeriCorps members here)
- *Operations* – Includes printing costs, one-time performers, travel expenses, membership fees, subscription fees, trainings, office supplies/furniture and others



SECTION 3: FINANCIAL REPORT

PART 3

CLLS allowable costs include:

- *Library Literacy Materials* – Includes circulation materials, materials for learners (such as consumable workbooks and books for the home library)
- *Small Equipment* – Tablets, computers and other small equipment
- *Equipment* – Equipment over \$5,000/unit. Purchases need special approval



SECTION 3: FINANCIAL REPORT

PART 4

CLLS allowable costs include:

- *Indirect Costs* – Can be charged up to 10% of the subtotal for **each** budget column. Includes costs such as rent, utilities, payroll, janitorial, and other standard costs of operation



SECTION 4: STAFF COMMITMENT PART I

Staff commitment includes:

- *Library Personnel* – Staff who are directly employed by library, city, county or district.
- *Contract Staff* – Staff who are limited-term staff employed under contract (include AmeriCorps members here)



SECTION 4: STAFF COMMITMENT PART 2

Full-time Equivalency or FTEs

- FTE is calculated by approximately how much time a staff person will spend working on CLLS programs
- A staff person's FTE cannot exceed 1.0 FTE for a full-time person
- Do not report a staff person's non-CLLS time
- Full-time work week depends on your workplace and may be 40 hours, 37.5 hours, 35 hours, or other schedule.



SECTION 4: STAFF COMMITMENT

PART 3

Full-time Equivalency or FTEs

- FTE example for a staff person who works full-time 40-hours per week, their FTE breakdown might be:
 - Adult Literacy Services – 40% or .4 FTE (16 hours/week)
 - ESL Services – 35% or .35 FTE (14 hours/week)
 - Family Literacy Services – 25% or .25 FTE (10 hours/week)
 - **TOTAL = 100% or 1.0 FTE (40 hours/week)**



SECTION 4: STAFF COMMITMENT

PART 4

Full-time Equivalency or FTEs

- Once you calculate each staff person's FTE breakdown per program, you can add these up:
 - Adult Literacy Services Total FTE = 1.5 FTE (3 staff working @ .5 FTE)
 - Family Literacy Services Total FTE = .5 FTE (2 staff working @ .25 FTE)
 - ESL Services Total FTE = .5 FTE (2 staff working @ .25 FTE)
 - NOTE: FTEs should be calculated and totaled separately for library personnel and contract personnel.



SECTION 5: DESCRIPTION OF PROGRAMS AND ACTIVITIES PART I

Adult Literacy Services (5.1) & ESL Services (5.3)

1. Please describe your planned programming: explain what you will do, how you will do it, for whom you will do it, and anticipated benefits. (Max. 150 words)
2. Describe your outreach plans for recruiting learners and tutors to your program. (Max. 150 words)
3. Describe how your program will engage learners in program planning and how you will discover learners' aspirations. (Max. 150 words)
4. Anticipated number of adult learners to be served this year. (#)

SECTION 5: DESCRIPTION OF PROGRAMS AND ACTIVITIES PART 2

Family Literacy Services (5.2)

- Describe your planned programming for **enrolled adult learners and their families**: explain what you will do, how you will do it, for whom you will do it, and the anticipated benefits. Include any relevant mobile literacy services connected to your CLLS family literacy services. (Max. 150 words)
- Anticipated number of **enrolled adult learners** to be served this year **with their families**. (#)



SECTION 5: DESCRIPTION OF PROGRAMS AND ACTIVITIES PART 3

Family Literacy Services (5.2)

- Describe your **outreach plans** and **programming plans** for **adults (with families) who are eligible to be enrolled in your CLLS program but who are not currently enrolled**.

Explain 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 connected to your CLLS family literacy services. (Max. 150 words)



SECTION 5: DESCRIPTION OF PROGRAMS AND ACTIVITIES PART 4

Family Literacy Services (5.2)

- Please describe how your program will **engage learners in planning** for family literacy services and how you will discover learners' aspirations for their families. (Max. 150 words)



SECTION 6: COMMUNITY PARTNERS

Community partners include any agencies, businesses, schools, or other entities with which you have an agreement (casual or formal) to receive or provide services or support at no charge. For the application you will capture:

- Community Partner Name
- Community Partner Description (Max. 150 words)



SECTION 7: IS THERE ANYTHING ELSE YOU'D LIKE TO TELL US? PART I

Please share any information you believe is important for the California State Library staff to know. For example:

- Important information about your program that may not fit into the previous sections
- Any foreseeable changes to your program
- Any challenges you may experience
- Additional training/support you would like to see from the State Library and/or your CLLS peer community



SECTION 7: IS THERE ANYTHING ELSE YOU'D LIKE TO TELL US? PART 2

In addition to including additional information in this specific box in Section 7, you can also include a “note” with additional information on the application using the pen and paper icon to the left of any form field.



SECTION 8: ELLI, NON-CLLS ESL SERVICES, AND OTHER SERVICES

Section 8 Overview:

- 8.1 Financial Report
- 8.2 Staff Commitment
- 8.3 English Language and Literacy Intensive Program Information
- 8.4 Non-CLLS English as a Second Language Services Program Information
- 8.5 Other Services
 - NOTE: this section is only for non-CLLS-funded services.



APPLICATION REMINDERS PART I

- Your application should capture your intended budget, staff commitment, and program plans for the 2023-2024 period.
 - If your services will remain the same as 2022-2023, your application will look similar to your 2022-2023 application.
 - If your services are expected to change, your application should change to reflect these changes.
- We understand that your application is a proposed plan of service and plans can and most likely will change during the program period.



APPLICATION REMINDERS PART 2

- If you have questions, please ask with enough time before the deadline.
- Because CLLS programs share a common, fixed-size pool of funding, it's important to turn in your application on time to minimize the delay in receiving funds. One late application or report can affect all programs!



APPLICATION RESOURCES

- 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 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.](#)



CONTACT US

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QUESTIONS?

