



# 2022-2023 CLLS Final Report Information & Q&A Session

Wednesday, August 2, 2023



# CLLS Team

Your CLLS team at the California State Library:

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# Today's Agenda

- CLLS Final Report Goals
- 2022-2023 Encumbrance Reminder
- CLLS Final Report Important Dates
- CLLS Final Report Overview
- CLLS Final Report Resources
- Contact us!
- Questions?



# CLLS Final Report Goals

The CLLS Final Report provides:

- Documentation on your resource allocations (budget and staff commitment)
- Services provided
- Measurable outcome and impact data for your 2022-2023 CLLS and non-CLLS programs



# 2022-2023 Encumbrance Reminder

All 2022-2023 CLLS encumbered  
funds should be spent by **December  
31, 2023.**



# 2022-2023 Encumbrance Reminder Cont.

On your 2022-2023 CLLS Final Report, your program financial report must account for your full award according to your approved budget on file.

If you are waiting to spend your encumbered funds, you will still account for these funds in the appropriate line-item category.



# 2022-2023 CLLS Final Report Important Dates

- **Tuesday, August 1**  
CLLS Final Report opens
- **Wednesday, August 9, 2:00 pm**  
CLLS Final Report Q&A – Narrative Sections
- **Wednesday, August 16, 11:00 am**  
CLLS Final Report Q&A – Financial Sections
- **Thursday, September 28**  
CLLS Final Report due by 5:00 pm



# 2022-2023 CLLS Final Report Section Overview

**The 2022-2023 CLLS Final Report has nine sections:**

1. Applicant Information
2. Program Information
3. Financial Report
4. Staff Commitment
5. Description of Programs and Activities
6. Description of Volunteer Activities
7. Community Partners
8. Library Impact
9. (Optional) English Language and Literacy Intensive, Non-CLLS English as a Second Language Services, and Other Services





# Section 1: Applicant Information



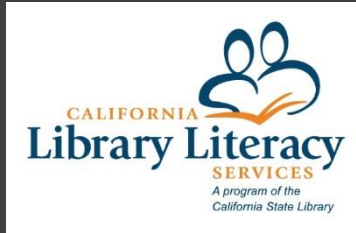
- Library Information
- Literacy Program Coordinator Information
- Director Information
- Authorized Representative(s) Information

## Section 2: Program Information



- Program Information
- Basic or Institutional Information
- Participation in Regional Literacy Network and Adult Education Consortium/a

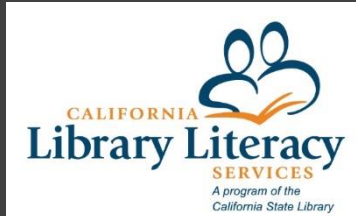
# Section 3: Financial Report



- Includes an area to document expenses for both CLLS & local match for:
  - Adult Literacy (required)
  - Family Literacy
  - ESL

**NOTE:** Only libraries awarded CLLS ESL funds in Rounds 1, 2, or 2.5 will complete the ESL section.

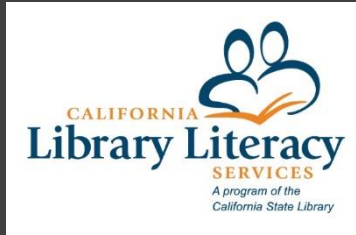
# Section 3: Financial Report Part 2



## 3.1 Financial Report: Adult Literacy Services and Family Literacy Services

	<u>ALS - CLLS</u>	<u>ALS - Local</u>	<u>FLS - CLLS</u>	<u>FLS - Local</u>	<u>ESL - CLLS</u>	<u>ESL - Local</u>	<u>Total CLLS Funds</u>	<u>Total Local Funds</u>	<u>Grand Totals</u>	<u>Narrative</u>
<b>Salaries &amp; Benefits</b>	\$45,000	\$30,000	\$5,000	\$10,000			\$50,000	\$40,000	\$90,000	Explanation...
<b>Contract Staff</b>	\$0	\$0	\$200	\$300			\$200	\$300	\$500	Explanation...
<b>Operations</b>	\$3,000	\$6,000	\$4,000	\$0			\$7,000	\$6,000	\$13,000	Explanation...
<b>Library Literacy Materials</b>	\$245	\$14,000		\$500			\$245	\$14,500	\$14,745	Explanation...
<b>Small Equipment</b>	\$4,670	\$2,000	\$2,000	\$0			\$4,670	\$2,000	\$6,670	Explanation...
<b>Equipment (\$5,000+)</b>							\$0	\$0	\$0	Explanation...
<b>Subtotal</b>	\$52,915	\$52,000	\$0	\$10,800	\$0	\$0	\$62,115	\$62,800	\$124,915	
<b>Indirect</b>	\$0						\$0	\$0	\$0	
<b>Total</b>	\$52,915	\$52,000	\$0	\$10,800	\$0	\$0	\$62,115	\$62,800	\$124,915	

# Section 3: Financial Report Part 3



The financial report for both CLLS awards and local matches includes:

- Fully burdened salary, wages, and benefits for staff based on time worked in each program
- Only CLLS allowable expenses (even as matching costs)
- Full 2022-2023 CLLS award amounts (even if encumbered funds will be spent after you file the report)

## Section 3: Financial Report Part 4



In the financial report for both CLLS awards and local match:

- All costs (other than indirect) should relate to direct services to learners.
- Should not include in-kind contributions.

## Section 3: Financial Report Part 5



The financial report for both CLLS awards and local match includes:

- A narrative with a description of expenses for each line item. For example:

*“ALS: Consumable literacy and citizenship preparation workbooks. FLS: Consumable books for all ages for home libraries, materials for educational kits for the whole family, books for our library’s collection. ESL: Consumable ESL workbooks.”*

## Section 3: Financial Report Part 6



The financial report for both CLLS awards and local matches may include indirect costs:

- Costs such as rent, utilities, payroll, janitorial and other standard costs of operation are included under “Indirect.” Indirect costs may be up to 10% of the subtotal for each CLLS award and local match columns.



## Section 3: Financial Report Part 7



### Allowable/Unallowable costs based on California Library Literacy Services law:

“A local library shall ensure that funds received pursuant to this chapter are exclusively used for expenses resulting from providing English language and literacy services and shall ensure that at least 90 percent of the funds received for the program are expended on direct services and related materials.”

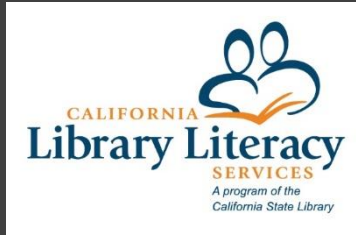
## Section 3: Financial Report Part 8



### Allowable costs include:

- Salary & Benefits – Includes “fully burdened” literacy staff salary and benefits, such as insurance and paid time off. Unfunded pension liabilities may NOT be included.
- Contract Staff - Limited-term literacy staff under contract
- Operations – Includes: printing costs, one-time performers, travel expenses, membership fees, subscription fees, trainings, office supplies/furniture and others

## Section 3: Financial Report Part 9



### 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 that cost less than \$5,000 per unit.
- Equipment – Equipment over \$5,000 per unit. NOTE: Needs approval before purchase.

# Section 4: Staff Commitment



## 4.1 Library Personnel

- Library personnel are directly employed by the library, city, county or district

4.1 Library Personnel		
	FTE	Narrative
<a href="#">Total Adult Literacy Services FTE</a>	<input type="text"/>	<input type="text"/>
<a href="#">Total Family Literacy Services FTE</a>	<input type="text"/>	<input type="text"/>
<a href="#">Total ESL Services FTE</a>	<input type="text"/>	<input type="text"/>
<b>Total FTE – library personnel</b>	0.00 9.00	

4.2 Contract Personnel		
	FTE	Narrative
<a href="#">Total Adult Literacy Services FTE</a>	<input type="text"/>	<input type="text"/>
<a href="#">Total Family Literacy Services FTE</a>	<input type="text"/>	<input type="text"/>
<a href="#">Total ESL Services FTE</a>	<input type="text"/>	<input type="text"/>
<b>Total FTE – contracted personnel</b>	0.00 9.00	

# Section 4: Staff Commitment Part 2



## 4.2 Contract Staff

- Contract Staff are limited-term staff employed under contract.

4.1 Library Personnel		
	FTE	Narrative
Total Adult Literacy Services FTE	<input type="text"/>	<input type="text"/>
Total Family Literacy Services FTE	<input type="text"/>	<input type="text"/>
Total ESL Services FTE	<input type="text"/>	<input type="text"/>
Total FTE – library personnel	0.00	9.00

4.2 Contract Personnel		
	FTE	Narrative
Total Adult Literacy Services FTE	<input type="text"/>	<input type="text"/>
Total Family Literacy Services FTE	<input type="text"/>	<input type="text"/>
Total ESL Services FTE	<input type="text"/>	<input type="text"/>
Total FTE – contracted personnel	0.00	9.00

## Section 4: Staff Commitment Part 3



The staff commitment report for both CLLS-funded and locally funded positions include:

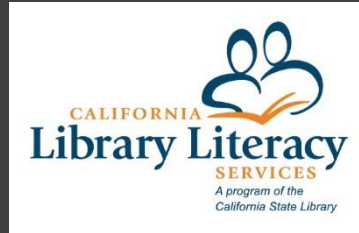
- The cumulative FTE breakdown all staff work on each program. For example:
  - Adult Literacy Services Total FTE = 1.5 FTE (3 staff working @ .5 FTE)
  - Family Literacy Services Total FTE = .5 FTE (2 staff working @ .25 FTE)
  - ESL Services Total FTE = 1.0 FTE (2 staff working @ .5 FTE)

## Section 4: Staff Commitment Part 4



- A narrative with a description of time worked for each staff person. For example, in adult literacy:  
“Maria (Literacy Coordinator) worked .5 FTE on adult literacy, Michael (Literacy Assistant) worked .25 FTE on adult literacy, and Luz (Literacy Assistant) worked .25 FTE on adult literacy.”

## Section 4: Staff Commitment Part 5



- FTEs must be calculated and reported separately for library personnel and contract staff.
- A staff person who splits their time working on CLLS and regular library duties may only report their time working on CLLS programs (adult literacy, family literacy, and ESL). Do not report non-CLLS library work time.



# Section 5: Description of Programs and Activities



Section 5 consists of:

- 5.1 Adult Literacy Services
  - Program and activities report
    - NOTE: Narrative sections should be no longer than 150 words.
  - Adult learner cumulative data collection
  - Adult learner demographics

# Section 5: Description of Programs and Activities Part 2



Section 5 consists of:

- 5.2 Family Literacy Services
  - Program and activities report
    - NOTE: Narrative sections should be no longer than 150 words.
  - Enrolled adult learner cumulative data collection
  - Unenrolled adult learner cumulative data collection
  - Mobile Library Literacy Services report

# Section 5: Description of Programs and Activities Part 3



Section 5 consists of:

- 5.3 ESL Services
  - Program and activities report
    - NOTE: Narrative sections should be no longer than 150 words.
  - ESL learner cumulative data collection
  - ESL learner demographics

# Section 6: Description of Volunteer Activities



Section 6 consists of:

- 6.1.a – 6.1.c ALS, FLS (optional), and ESL Volunteer Data
  - NOTE: Volunteers should be counted only once in their primary program of volunteer.
- 6.2 Volunteer Hours
- 6.3 Volunteer Training
- 6.4 Volunteer Demographics

# Section 7: Community Partners



## Section 7 consists of:

- 7.1 Adult Literacy Services Community Partners Information
- 7.2 Family Literacy Community Partners Information
- 7.3 ESL Community Partners Information

## Section 7: Community Partners Part 2



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.

Do not include your library, library foundations, friends groups, other CLLS programs, or local government.

# Section 8: Library Impact



## Section 8 consists of:

- 8.1 General Impact
- 8.2 Program Success Stories
  - NOTE: Success stories should be no longer than 300 words and tell a story that highlights the impact of your program(s).
- 8.3 Program Outcomes
- 8.4 Roles and Goals Data

## Section 9: English Language and Literacy Intensive, Non-CLLS English as a Second Language Services, and Other Services



### Section 9 includes:

- 9.1 Financial Report
- 9.2 Staff Commitment
- 9.3 English Language and Literacy Intensive Program Information
- 9.4 **Non-CLLS** English as a Second Language Services Program Information
  - NOTE: this section is only for non-CLLS-funded services.
- 9.5 Other Services



# CLLS Final Report Resources

- [2022-2023 CLLS Final Report Instructions](#)
- [2022-2023 CLLS Final Report Blank Template](#)
- [Allowable/Unallowable Expenses Guidelines \(August 2023\)](#)
- [CLLS FAQ Sheet](#)
- [Family Literacy Services Overview](#)
- FTE resources
  - [Calculating FTE](#)
  - [Calculating FTE Percentages](#)
  - [Staff Salary Chart](#)



# Contact us!

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# Questions?

What final report questions do you have?

