



California Library Literacy Services Final Report Frequently Asked Questions

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How do I access the CLLS Final Report?

All previous and current CLLS reports and applications can be accessed on [Counting Opinions](#). If you do not have your Counting Opinions login credentials, please contact Allyson Jeffredo, allyson.jeffredo@library.ca.gov.

The 2022-2023 CLLS Final Report is open on Counting Opinions and can be accessed by selecting the “CLLS Final Report Form” option. You are completing the “CLLS Final Report Form” for the “2022/2023” period.

How are “refreshments” reported on the final report?

According to the [CLLS Allowable and Unallowable Expenses](#) guidelines, CLLS funds and local matching funds can be used for “food and beverages” and “refreshments” in only two instances:

1. “Food and beverage purchases are allowable for family literacy programming when necessary to encourage full family participation or enable families to participate. Other food costs, such as for celebrations, volunteer recognition events, and social events, are unallowable.”
2. “Funds may be spent on working lunches or refreshments, where a training occurs during the meal or refreshment time. However, a social lunch or refreshments offered during a non-working time or break during a longer training event is unallowable.”

These costs would be considered operations expenses. Other costs for refreshments of food are not allowable with state funds, and thus should not be reported in local matching funds for your CLLS program(s), which also must follow state guidelines.

What is the difference between the local match and in-kind expenses?

The CLLS local match may only include cash costs committed to your CLLS program(s). A library’s local matching funds are in addition to their CLLS award funds. Local match funds can come from your library’s budget but may also include other funds expended on your literacy program in 2022-2023, such as funds that come from outside grants, partner agencies, gifts from your friends/foundation/donors, bequests, or other sources.

In-kind costs reflect services and goods where no cash is exchanged. These costs are not reportable on the financial report section and should not be included in the CLLS financial report on the final report. We acknowledge that in-kind support may be of great importance, and if you receive in-kind community partner support that supports your CLLS program(s) in some way, list this community partner in the Section 7 of the final report. You may include details about the nature and value of the in-kind support received during the 2022-2023 period in the narrative description.

Is there guidance on allowable expenses?

A general list of allowable and unallowable expenses can be found on the most recent [CLLS Allowable and Unallowable Expenses](#) guidelines. If you still have questions about whether an expense is allowable or unallowable, please contact your CLLS state grant team.

What is the definition of “first language learners”?

“First language learners” are learners who are building literacy skills in their home or primary language when that language is not English.

In February 2023, CLLS ESL funds were approved for use on first language literacy programs, such as Leamos, for learners whose goal is to learn English but have limited literacy skills in their first language. If a learner would first like to build their literacy skills in their home or primary language to transition to learning English literacy skills, then they may be included as ESL learners.

Regarding descriptions of activities for CLLS-funded activities, should we only include community partners that have direct connection for funds expenditures? Very few of our partners need/utilize CLLS expenditures, they're more literacy adjacent or supportive.

Your report should include any community partner, regardless of whether they directly benefit from CLLS funds. Partners can be groups that your program provides services and resources to; groups that provide services and resources to your literacy program; or your program and the partner may have a mutual exchange of services. These services and resources may be tutoring, classes, books, referrals, outreach, publicity/marketing, and expertise by professionals that goes beyond the typical value of volunteer time. If an agency or individual is paid by your program to provide literacy services or they pay you to provide literacy services, they are not a partner; they are a contractor or a recipient of contract services.

Is tutor drive time to their learning sessions included in tutor preparation time?

In general, a tutor's drive time from their home to their library or community location should not be included as part of their non-tutoring volunteer hours. However, if a tutor is at their library or community home base for tutoring or other learning activities and must drive to another library or community location for tutoring or other learning activities, their drive time can be included as part of their non-tutoring volunteer hours.

Where do we report AmeriCorps tutoring hours?

An AmeriCorps member's time spent tutoring participants in your literacy program can be reported in the corresponding program's volunteer tutor instructional hours. An AmeriCorps member's preparation (and other activity) time can be reported as non-tutoring volunteer hours for the corresponding program they are serving.

Where would I describe our citizenship program on the final report?

If learners meet the CLLS requirements, a citizenship class conducted in English can be reported as an adult literacy program in Section 5.1.

A citizenship class that has bilingual elements to support learners' learning can be reported as a CLLS ESL service in Section 5.3 if the library was awarded CLLS ESL funds in Rounds 1, 2, or 2.5. If the library was not awarded CLLS ESL funds in Rounds 1, 2, or 2.5, the class can be reported in Section 9 as a Non-CLLS-funded ESL program.

A citizenship class that is conducted wholly in a language other than English, without supporting the learning of English, can be reported in Section 9 as an Other Service.

How do we report AmeriCorps member hours?

The 2022-2023 CLLS Final Report is collecting information about the July 1, 2022 – June 30, 2023, program period. Therefore, AmeriCorps member hours and activities can be reported until June 30, 2023.

AmeriCorps member time completed between July 1, 2023 – October 31, 2023, can be reported on your 2023-2024 CLLS Final Report.

If we worked with our county's Office of Education staff to provide family literacy services, would the Office of Education be considered community partners?

Absolutely! This sounds like a great partnership. If you worked with individual school districts (instead of a county office) to provide these services, please list the individual school districts as partners.

Should we continue to put Career Online High School in the "Other Services" section of the final report?

Career Online High School program costs, staff commitment, and activities should be reported as an "Other Services" in Section 9 of the final report.

Where should we report a community partner who is providing resources to offer a non-CLLS-funded ESL class at the library?

A library who has received CLLS ESL funds in Rounds 1, 2, and 2.5 can include this ESL program as a CLLS ESL program if the program follows CLLS guidelines. The partner can then be listed as a CLLS ESL community partner in Section 7 of the final report.

If a library was not awarded CLLS ESL funds in Rounds 1, 2, and 2.5, the non-CLLS-funded ESL program can be reported in Section 9 of the final report. If the community organization provides referrals and other types of promotional support for the library's CLLS programs, but does not receive payment, the agency can be listed in Section 7 of the final report. If the partnership does not include any connection back to the literacy program, the partnership can be explained in the narrative section of Section 9.4.

How do we reflect a library staff member whose FTE increased partway through the year?

The best way to calculate a staff member's overall full-time equivalency (FTE) is by calculating their full hours worked over the program period (July 1, 2022 – June 30, 2023) then dividing it by the full-time hours available for the year, which is 2,080 hours where a library's regular workweek is 40 hours. A note in the narrative field can be included to explain the increase in a staff person's cumulative hours if needed.

For help calculating FTE, please see:

- [Calculating FTE](#)
- [Calculating FTE percentages](#)
- [Staff Salary Chart](#)

How do we report America Reads Federal Work-Study Program students?

Federal Work-Study Program students can be reported as contract staff. Any costs for Federal Work-Study Program students can be reported in the contract staff line in Section 3.1 and their corresponding FTE for the time worked in your CLLS program(s) can be reported in Section 4.2 of the final report. Their work can be reported in learner instructional hours, but not in volunteer hours.

How can we add more than three "other" languages in section 5.3.c.f? so list the top used languages in the first and second and then the remaining languages in the third?

Unfortunately, Counting Opinions only offers three sections to list other languages. If the total of languages spoken by ESL learners in your program exceeds three, please

include the top two most spoken languages in the first and second sections. The remaining languages can be listed in the third section.

What are you looking for in 6.3.c “Total number of volunteer tutor training hours”?

The total number of volunteer tutor training hours intends to collect the cumulative hours tutors receive training during the program period. Training hours can include the initial time spent in training, ongoing training, online or in-person trainings provided by CLLS, trainings provided by a community partner, trainings provided by a paid consultant, etc.

Under 5.2.d “Additional Family Literacy Outputs,” it asks about books provided to build home libraries. Should this number only include books given to our learners and eligible-but-not-yet-enrolled adult learner families or can it also include books given at outreach events that includes the public?

General library outreach is not an allowable CLLS activity. If the goal of the public outreach program was to inform participants about family literacy and offer to enroll them, you may count a proportion of attendees corresponding to the general [PIAAC](#) literacy rates for your community. For example, if the books were part of family literacy outreach and your county has a 27% Level 1 or below literacy rate, you may count 27% of the attendees and books for home libraries.

Any literacy/literacy-adjacent program open to the public (computer class, financial literacy workshop, etc.) goes under “Other Services,” correct?

Unless your program completed the basic requirements for counting an adult learner (e.g., the person requested services, there was an intake with skills assessment, and goals were set), please count these as “Other Services” in section 9. If there was a CLLS-learner-focused event (promoted to CLLS learners primarily), and others happened to attend, please do not count the “other” attendees as CLLS learners.

Can tutoring hours include preparation hours?

You are encouraged to collect and report your tutors’ preparation time for learning sessions. Preparation time is reported separately as “Non-tutoring volunteer hours.”

Before the end of the fiscal year, we had a tutor training. Are those tutors active?

Yes, these tutors can be counted as awaiting match.

Do we need to indicate anywhere on the report that we had an approved budget modification?

You can always include a note on Counting Opinions, but we are able to crosscheck budget modification records on our side.

How much detail do you want to see in the narrative field for expenses?

In general, a brief list of expenditures will suffice. For example, a salary and benefits narrative may include, "Salary and benefits for literacy coordinator and two assistants." An operations narrative may include, "Anthology printing, whiteboards, paper and office supplies, memberships." A small equipment narrative may include, "5 iPads, 5 Chromebooks, 2 printers."

My program had a couple of 2022-2023 expenses that ended up having to be paid in July. How should these be reported in the final report?

These would be considered 2022-2023 CLLS encumbered funds. They should be reported as part of your 2022-2023 spending.

Can you share some examples of allowable indirect costs?

You generally don't need to itemize indirect costs, as they can be difficult to break down. You may have a general statement, such as the following: "Indirect costs include utilities, payroll, custodial services, and general administration."

We partnered with a local school district for a family literacy program. The school district paid for the materials, and we can use them for our students. If I remember correctly, we don't put this in "local funds." We would put this in the "additional comments" section, correct?

Spending by a community partner, such as a school district, that pays for materials for a CLLS program would be considered an in-kind expense that would not be reported as part of the local match. You can report the school district as a partner in Section 7 and list these materials (and, if you like, their in-kind value, since you paid no cash for them) in describing the partnership.

If we used local funds for food for a tutor training, we do not report that dollar amount on the report, but we can still use the local funds for that if it is allowed by the fund?

Yes, you would not include any "unallowable" food costs in your CLLS or local funds in the financial report. You may use other funds for unallowable costs, such as social

refreshments, out of state travel, etc., without including these funds on the financial report.

If you have part-time employees whose time is spent exclusively on literacy, do you want them listed as 1.0 FTE or percentage they worked in the program?

Please list only list the proportion of a part-time person's time spent on the program. The portion of will be determined by your jurisdiction's full work week. For example, if a part-time employee works 18 hours per week in literacy and your full-time work week is 40 hours per week, that person is a .45 FTE literacy employee.

If you are awarded CLLS ESL funds but the library offered other ESL services, non-CLLS-funded, does this need to be filled in or is this portion of the report optional?

We recommend including these services to demonstrate the full commitment of your library jurisdiction.

The literacy coordinator position at our library was vacant for most of this calendar year. Our county librarian filled in to keep up with paperwork. Would I count her time spent providing upkeep during that interim period?

Yes, a proportion of an administrator's time may be included if there is no literacy coordinator. The administrator should be able to demonstrate the time spent on literacy-related tasks and the nature of those tasks.

Is Section 8.2 "Program Success Stories" still 300-word limit?

While most narrative sections on the final report cannot exceed 150 words, the program success story sections in 8.2 still have a 300-word limit. The director's statement in section 8.1.c also has a 300-word limit.

How do you handle taking photos of tutoring pairs?

Generally, it's best to let learners and tutors know in advance if a photographer will be on site and make sure they know they do not have to be photographed. Please make sure you have signed permission forms for tutoring pairs. If you want to share the pictures with the State Library, make sure the permission form states that the use of photographs is not limited to your library only.