



California Library Literacy Services 2024-2026 ESL Continuing Libraries Application Instructions

Grant Period: July 1, 2024 – June 30, 2026

Deadline: Friday, December 15, 2023

Grant Timeline.....	1
CLLS ESL Services Definition of an ESL Learner	1
Types of Programs Supported by CLLS ESL Services.....	1
Application Overview	2
Section 1. Applicant Information.....	2
1.1 Library Information.....	2
1.2 Literacy Program Coordinator’s Contact Information.....	2
1.3 Library Director’s Contact Information	2
1.4 Authorized Representative Information	2
Section 2. Program Information	3
2.1 Basic or Institutional Information.....	3
2.2 Participation in Regional Networks	3
Section 3. Financial Report: English as a Second Language Services	4
3.1.a 2024-2025 Program Budget	4
3.1.b 2025-2026 Program Budget	5
3.2 Does your library have ESL funds that need to be spent?.....	5
Section 4. Description of Programs and Activities	5
4.1 English as a Second Language Services	5
Application Assistance.....	5
Submitting Your Application on Counting Opinions.....	6

Grant Timeline

- Wednesday, November 1, 2023 – Application opens
- **Wednesday, November 1, 2023** – 2024-2026 ESL Continuing Libraries Application Information Session at 1:00 pm. [Register for the information session.](#)
- **Tuesday, November 14, 2023** – 2024-2026 ESL Continuing Application Q&A #1 – General Questions at 1:00 pm. [Register for the ESL Continuing Application Q&A #1.](#)
- **Tuesday, December 5, 2023** – 2024-2026 ESL Continuing Application Q&A #2 – General Questions at 11:00 am. [Register for the ESL Continuing Application Q&A #2.](#)
- **Friday, December 15, 2023** – Application is due by 5:00 pm on Counting Opinions
- **December 2023 – January 2024** – Application review period
- **February 2024** – Grant agreements emailed to grantee’s authorized representatives via DocuSign
- **January 31, 2025** – 2024-2025 Mid-Year Report is due
- **September 30, 2025** – 2024-2025 Final Report is due
- **May 2025** – 2025-2026 claim form and documents emailed to grantee’s authorized representatives via DocuSign
- **January 31, 2026** – 2025-2026 Mid-Year Report is due
- **September 30, 2026** – 2025-2026 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
- 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 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 or volunteers

Application Overview

The 2024-2026 ESL Continuing Libraries Application can be accessed on [Counting Opinions](#). When you log into Counting Opinions, you will select “ESL Continuing Application” from the homepage options. After the form opens, please ensure you are completing the application form for the “2024-2025” period. Please note: This application will cover two years of funding, 2024-2025 and 2025-2026. This application contains five required sections:

1. Applicant Information
2. Program Information
3. Financial Report: English as a Second Language Services
4. Staff Commitment: English as a Second Language Services
5. Description of Programs and Activities

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 September 2023?
- e. Check here if your program has an additional literacy contact person working with the program.
 - If “yes” is selected in “1.2.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 September 2023?
- e. For library directors: Have you read, and do you agree to the CLLS program essentials?
 - See “[CLLS Mission, Values, and Program Essentials](#)” webpage for more information.

1.4 Authorized Representative Information

This is the person or people authorized to sign financial documents, certification forms, and report

forms on behalf of the library. For example: The person who would sign the claim form to claim your CLLS award funds.

- 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

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)
 - Contract with another agency (please provide the agency's name and the director's contact information)
 - Other (please provide the organization's name and the director's contact information)
- 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 (auto-calculate)
- h. Number of main and branch libraries within the library jurisdiction (autofill)
- i. Percentage of total library outlets where literacy services will be provided (auto-calculate)

2.2 Participation in Regional Networks

- a. Regional Network Name
 - Bay Area Literacy Network (BALit)
 - Central Valley Library Literacy Network (CVLLN)
 - Inland Literacy Network (ILN)
 - North Central Coast Library Literacy Network (NCCLLN)
 - Northern California Literacy Coalition (NCLC)
 - Southern Central Coast Literacy Providers (SCCLP)
 - Southern California Library Literacy Network (SCLLN)
 - Southern California Library Literacy Network (SCLLN) & Inland Literacy Network (ILN)
 - Northern California Literacy Coalition (NCLC) & Central Valley Library Literacy Network (CVLLN)
 - Southern Central Coast Literacy Providers (SCCLP) & Southern California Library Literacy Network (SCLLN)

Section 3. Financial Report: English as a Second Language Services

Please complete the following budgets for your CLLS ESL program in 2024-2025 and 2025-2026 using your projected award amounts provided by your state library team. In the “ESL – CLLS” section, you will use your projected award amount to construct your CLLS ESL budget for the 2024-2025 and 2025-2026 periods.

In the “ESL – Local” section, you will identify any projected local matching funds that will support your CLLS ESL program in the 2024-2025 and 2025-2026 fiscal years.

For each line you include funds (both CLLS and local funds), a narrative explanation is required. Please include a detailed narrative explaining the projected expenditures in the “Narrative” column for both your projected “ESL-CLLS” award expenditures and your projected local match expenditures. For example, a Services narrative may include, “Funds for .5 FTE contract staff person, background checks for volunteers, a portion of America Learns, Burlington English subscription, and staff/volunteer training.”

Please Note: Beginning the 2024-2025 program period, CLLS budget categories will change to match the State Library’s general funding categories. The budget table below reflects these changes.

3.1.a 2024-2025 Program Budget

Budget Categories	ESL – CLLS	ESL – Local	Total CLLS Funds	Total Local Funds	Grand Totals	Narrative of expenses (required)
Salaries & Benefits			Auto	Auto	Auto	
Consultant Fees			Auto	Auto	Auto	
Travel			Auto	Auto	Auto	
Supplies and Materials			Auto	Auto	Auto	
Equipment (\$5,000+)			Auto	Auto	Auto	
Services			Auto	Auto	Auto	
Subtotal	Auto	Auto	Auto	Auto	Auto	
Indirect			Auto	Auto	Auto	
Totals	Auto	Auto	Auto	Auto	Auto	

3.1.b 2025-2026 Program Budget

Budget Categories	ESL – CLLS	ESL – Local	Total CLLS Funds	Total Local Funds	Grand Totals	Narrative of expenses (required)
Salaries & Benefits			Auto	Auto	Auto	
Consultant Fees			Auto	Auto	Auto	
Travel			Auto	Auto	Auto	
Supplies and Materials			Auto	Auto	Auto	
Equipment (\$5,000+)			Auto	Auto	Auto	
Services			Auto	Auto	Auto	
Subtotal	Auto	Auto	Auto	Auto	Auto	
Indirect			Auto	Auto	Auto	
Totals	Auto	Auto	Auto	Auto	Auto	

3.2 Does your library have ESL funds that need to be spent?

If applicable, please report any remaining funds that need to be spent from the 2021-2022 or 2022-2023 ESL program periods.

- a. Does your library have 2021-2022 ESL funds that currently need to be spent?
 - o If “yes” in 3.2.a., how much remaining 2021-2022 ESL funds need to be spent?
- b. Does your library have 2022-2023 ESL funds that currently need to be spent?
 - o If “yes” in 3.2.b., how much remaining 2022-2023 ESL funds need to be spent?
- c. If you answered “yes” to 3.2.a. or 3.2.b., do you have an approved spending plan on file with the State Library?

Section 4. Description of Programs and Activities

This section requests program and activities information that will be conducted using both CLLS award funds and local matching funds in 2024-2025 and 2025-2026 program periods for the following categories:

4.1 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.

Application Assistance

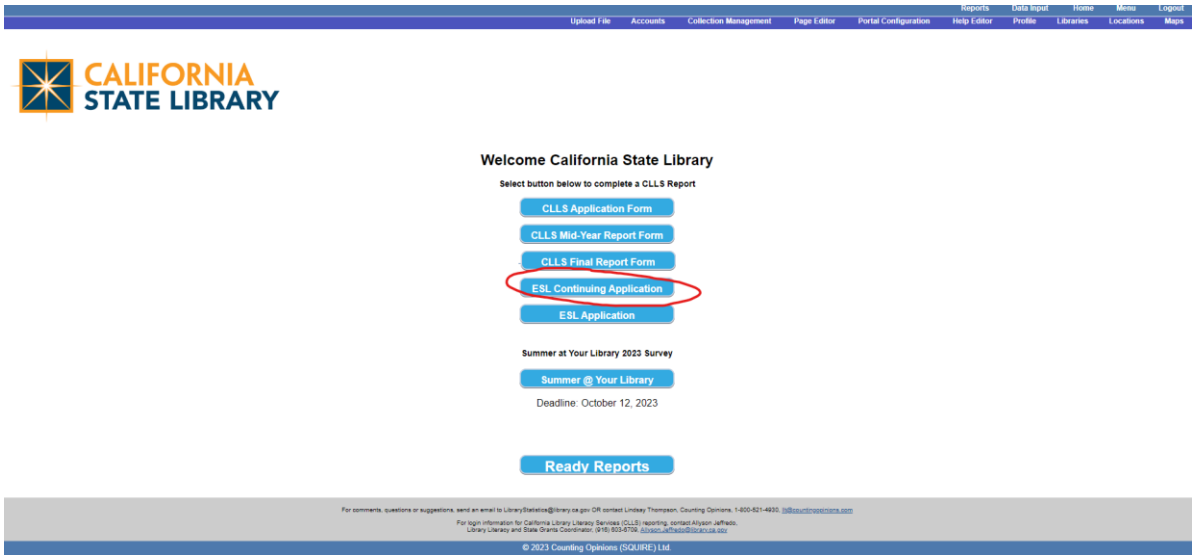
The California Library Literacy Services state grant team provides application support in various ways:

- 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 note: The CLLS budget categories will change in the 2024-2025 program period. Please be sure to use the CLLS Allowable and Unallowable Expenses linked above that reflects these changes.
- Please refer to the [Staff Salary Chart](#) for support calculating salary and benefits costs and respective full-time equivalency (FTE).
- A **2024-2026 ESL Continuing Library Application Information Session** will be held **Wednesday, November 1, 2023, at 1:00 pm** to provide a general over of the continuing application. [Register for the information session](#). A recording will be made available soon after on the “[Funding, Applications, and Reports](#)” webpage of [libraryliteracy.org](#).
- A **2024-2026 ESL Continuing Library Application Q&A #1 for General Questions** will be held **Tuesday, November 14, 2023, at 1:00 pm** to provide application support. [Register for the Q&A session](#). Due to the informal nature of the Q&A format, this session will not be recorded.
- A **2024-2026 ESL Continuing Library Application Q&A #2 for General Questions** will be held **Tuesday, December 5, 2023, at 11:00 am** to provide application support. [Register for the Q&A session](#). Due to the informal nature of the Q&A format, this session will not be recorded.
- 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
- One-on-one support is available with Allyson Jeffredo. Use [Calendly](#) to see available times and to schedule a meeting.
- Additional support materials can be found at the CLLS webpage, [libraryliteracy.org](#).

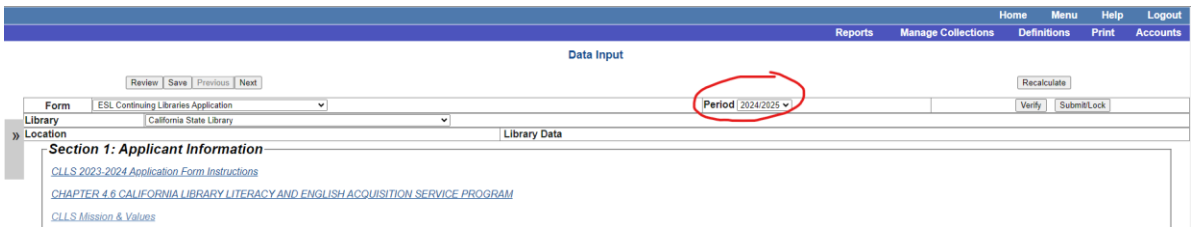
Submitting Your Application on Counting Opinions

If you need support to submit your application through Counting Opinions, please follow the guide below to fully submit your 2024-2026 ESL Continuing Application:

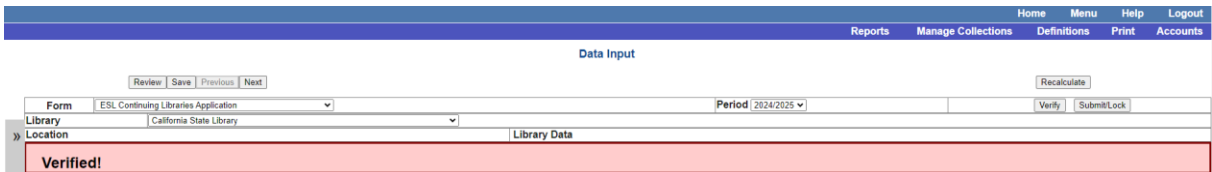
- When you log into [Counting Opinions](#), select the “ESL Continuing Application”:



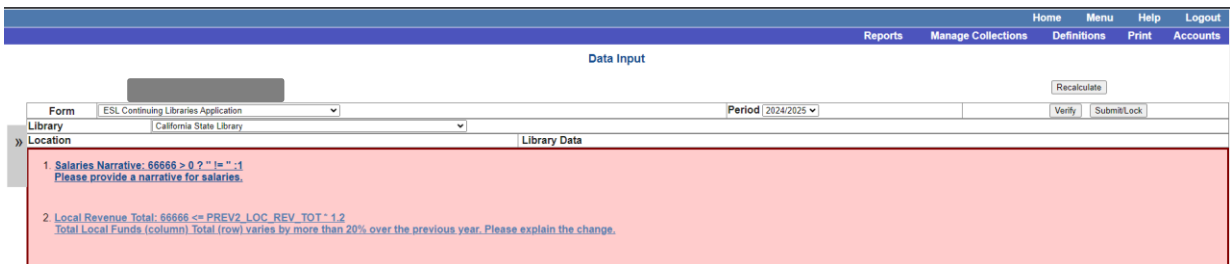
- Make sure you are completing the ESL Continuing Application for the "2024-2025" period. Please note: This application will cover two years of funding, 2024-2025 and 2025-2026.



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



- 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 information or you need to explain why information has changed, you may get an alert or alerts listed in a red banner across your application:



- 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.

3.1a 2024-2025 Program Budget

	ESL - CLLS	ESL - Local	Total CLLS Funds	Total Local Funds	Grand Totals	Narrative of expenses (required)
Salary and Benefits	\$66,666			\$66,666	\$66,666	Salaries Narrative: 66666 > 0 ? " " " " :1 Please provide a narrative for salaries.
Contract Staff						
Operations						
Library Literacy Materials						
Small Equipment						
Large Equipment (\$5,000 per unit)						
Subtotal	\$66,666			\$66,666	\$66,666	
Indirect						
Total	\$66,666			\$66,666	\$66,666	

Local Revenue Total: 66666 <= PREV2 LOC REV TOT * 1.2
Total Local Funds (column) Total (row) varies by more than 20% over the previous year. Please explain the change.

- 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:

Home Menu Help Logout
Reports Manage Collections Definitions Print Accounts

Data Input

Review Save Previous Next

Form: ESL Continuing Libraries Application Period: 2024/2025

Library: California State Library Location: California State Library

Library Data

Verified!

Recalculate Locked Lock Approve

- At this point, no more changes can be made to your report. You are welcome to print a copy of the report for your records. If you need to make any changes after your report has been locked, please contact your state grant team for help unlocking your report.