2024-2025 CLLS CONTINUING LIBRARIES APPLICATION INFORMATION SESSION

Wednesday, April 10 | 2:00 p.m.

CLLS TEAM

Your CLLS team at the California State Library:

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TODAY'S AGENDA

- 2023-2024 Encumbrance Deadline
- CLLS Program Overview
- Grant Timeline
- Application Goals
- CLLS Changes in 2024-2025
- CLLS Application Overview
- Application Recap
- Application Resources
- Contact Us
- Questions?

2023-2024 ENCUMBRANCE DEADLINE

- All 2023-2024 CLLS funds **must be** encumbered by May 31, 2024.

  - "Encumbered" means you must have an approved budget on file by May 31, 2024.

- Any budget change requests must be submitted by **May 31, 2024.**

GRANT TIMELINE

2024-2025 CLLS Continuing Libraries Application timeline:

- **Monday, April 8** – Application opens
  - **Week of April 8** – Projected award amounts will be sent to libraries
- **Thursday, April 18** – Application Q&A #1 – 11:00 am
- **Wednesday, May 1** – Application Q&A #2 – 2:00 pm
- **Thursday, May 30** – Application is due
- **June 2024** – Application review period
- **July 2024** – Grant award documents sent via DocuSign
- **January 31, 2025** – Mid-Year Report is due
- **September 30, 2025, or Final Report Due Date** – 2024-2025 CLLS encumbered funds deadline
- **September 30, 2025** – Final Report is due (date subject to change)

APPLICATION GOALS

The CLLS Application provides documentation on:

- Your library's proposed resource allocations (budget and staff commitment)

- Your library's proposed plans of services for your 2024-2025 CLLS and non-CLLS programs

CLLS CHANGES IN 2024-2025

During the 2024-2025 period, CLLS will undergo changes:

- CLLS budget categories will transition to align with other state grants
- Adult Literacy Services baseline funding will increase to $25,000
- CLLS programs with Family Literacy Services will transition to a block grant model
- Contract staff and non-CLLS services will no longer be captured on the CLLS Continuing Libraries Application
- CLLS funds encumbrance date will change. All 2024-2025 CLLS funds must be expended by the final report due date

CLLS APPLICATION OVERVIEW PART 1

The 2024-2025 CLLS Continuing Application has eight sections:

1. Applicant Information
2. Program Information
3. Financial Report
4. Staff Commitment
5. Description of Programs and Activities
6. Community Partners
7. (Optional) Is there anything else you would like to tell us?

CLLS APPLICATION OVERVIEW PART 2

CLLS ESL Program Specific Information:

- If you completed the 2024-2026 ESL Continuing Application, the ESL portions of the application will autofill with your responses.

- NOTE: Please review your responses but do not change them.

SECTION 1: APPLICANT INFORMATION

- Library Information
- Literacy Program Coordinator's Contact Information
  - Includes section for an additional contact
- Library Director's Contact 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 Consortium/a

SECTION 3: FINANCIAL REPORT PART 1

- Projected award amounts for adult literacy and family literacy will be provided to help you complete Section 3: Financial Report the week of April 8.

- Upon submission, your CLLS budget totals in Section 3: Financial Report should total the projected award amount provided.

SECTION 3: FINANCIAL REPORT PART 2

Beginning in 2024-2025, all CLLS categories will change to align with all State Library grants:

- Old categories:
  - Salaries, wages, and benefits
  - Contract Staff
  - Operations
  - Library Literacy Materials
  - Small Equipment
  - Equipment ($5,000 or more)
  - Indirect

- **New categories:**
  - **Salaries, wages, and benefits** (same)
  - **Consultant Fees** (new)
  - **Travel** (new)
  - **Supplies and Materials** (new)
  - **Equipment ($5,000 or more)** (same)
  - **Services** (new)
  - **Indirect** (same)

SECTION 3: FINANCIAL REPORT PART 3

CLLS allowable costs by new category include:

- *Salary, Wages, and Benefits* – Includes the percentage of staffs' fully burdened salary, wages, and benefits for time worked in CLLS.
- *Consultants Fees* – One-time, often fixed-rate contractors who provide advice but not ongoing services. A consultant tells you "how" to do something, but they don't "do" the something.
- *Travel* – All travel-related costs, including mileage/airfare, hotel, and travel-related meals.

SECTION 3: FINANCIAL REPORT PART 4

CLLS allowable costs by new category include:

- *Supplies and Materials* – includes many but not all costs formerly classified as Library Literacy Materials and Operations. Includes circulation materials, and library literacy materials.
- *Equipment* – Equipment $5,000 or more per unit. NOTE: Needs approval before purchasing. (Equipment under $5,000 now goes under Supplies and Materials)

SECTION 3: FINANCIAL REPORT PART 5

CLLS allowable costs by new category include:

- *Services* – Includes contract staff, enrichment and educational presentations and guest speakers, workshop leaders, licenses, subscriptions to organizations, databases, data plans, or learning platforms. Costs are considered "services" when a third-party provides the service.
- *Indirect* – May be charged up to 10% of the subtotal for costs such as rent, utilities, payroll, janitorial, and other standard costs of operation.

SECTION 3: FINANCIAL REPORT PART 6

Overview of budget categories changes (RED TEXT = categories no longer in use)

- Salaries, Wages, and Benefits **= Salaries, Wages, and Benefits**
- ~~**Contract Staff** – Limited-term literacy staff under contract~~
  Contract staff now goes under **Services**

SECTION 3: FINANCIAL REPORT PART 7

Overview of budget categories changes (RED TEXT = categories no longer in use)

- **Operations** – Includes printing costs, one-time performers, travel expenses, membership fees, professional development for staff and volunteers, subscription fees, office supplies and furniture, and others Move to **Travel, Services,** and **Supplies and Materials** as appropriate

SECTION 3: FINANCIAL REPORT PART 8

Overview of budget categories changes (RED TEXT = categories no longer in use)

- **Library Literacy Materials** – Includes circulation materials, materials for learners, such as consumable workbooks and other texts Move to **Supplies and Materials**
- **Small Equipment** – Tablets, computers, and other small equipment Move to **Supplies and Materials**
- Equipment = **Equipment**
- Indirect = **Indirect**

SECTION 3: FINANCIAL REPORT PART 9

Change to award funds for CLLS programs:

1. The baseline has increased from $20,000 to $25,000 for all CLLS Adult Literacy Services programs.

2. For programs that offer Family Literacy Services, programs will now be provided one award amount in a "block grant" model.

SECTION 3: FINANCIAL REPORT PART 10

Programs with Family Literacy Services will be awarded a "block grant" and can develop their budget following these requirements:

- **At least 51 percent** of the block grant award must be allocated to Adult Literacy Services.

- **At least 26 percent** of the block grant award must be allocated to Family Literacy Services.

NOTE: The block grant model does NOT apply to ESL funds. If you requested a fixed award amount for Family Literacy Services, please contact your state team.

SECTION 4: STAFF COMMITMENT PART 1

Staff commitment includes:

- *Library Personnel* – Staff who are directly employed by library, city, county or district.
- NOTE: We are no longer collecting information on contract staff. This information will now be collected in the Services narrative in Section 3.1.

SECTION 4: STAFF COMMITMENT PART 2

Full-time Equivalency or FTEs
- FTE is calculated using the approximate 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
- A staff person's non-CLLS time or contract staff time is **not reported**
- A full-time work week depends on your workplace and may be 40 hours, 37.5 hours, 35 hours, or another 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:
  - 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 for Section 4:
  - 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)

SECTION 5: DESCRIPTION OF PROGRAMS AND ACTIVITIES PART 1

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

CLLS ESL Program Specific Information Reminder:

- If you completed the 2024-2026 ESL Continuing Application, the ESL portions of the application will autofill with your responses.

- NOTE: Please review your responses but do not change them.

SECTION 5: DESCRIPTION OF PROGRAMS AND ACTIVITIES PART 3

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 4

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 <u>not currently enrolled.</u>** 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 5

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 1

Please share any information you believe is important for the State Library team 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.

APPLICATION RECAP PART 1

- The application will capture your intended budget, staff commitment, and program plans for 2024-2025.
  - Your application may look similar to your 2023-2024 application if you expect your services to remain the same.
  - Your application should reflect any expected changes to your program for 2024-2025.
- We understand that your application is a proposed plan of service, and plans can and most likely will change during the program period.

APPLICATION RECAP PART 2

- If you have questions about the application, please ask with enough time before the deadline.
- Because CLLS programs share a common, fixed-size pool of funding, it is **critical** your application is submitted on time to minimize the delay in receiving funds for all programs. REMEMBER: One late application or report can impact all programs.

APPLICATION RESOURCES

- Please refer to the CLLS FAQ Sheet for frequently asked CLLS questions.
- Please refer to the updated CLLS Allowable and Unallowable Expenses for support on how CLLS funds may be expended in the new categories.
- Please refer to the Staff Salary Chart for support calculating proposed salary and benefits costs and respective FTE.
- A **2024-2025 CLLS Continuing Libraries Application Q&A #1 – General Questions** will be held **Thursday, April 18, 2024,** at **11:00 am**. Register for Q&A #1.
- A **2024-2025 CLLS Continuing Libraries Application Q&A #2 – General Questions** will be held **Wednesday, May 1, 2024,** at **2:00 pm**. Register for Q&A #2.

CONTACT US

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