



California Library Literacy Services 2024-2025 CLLS Continuing Libraries Application Instructions

Grant Period: July 1, 2024 – June 30, 2025
Submission Deadline: Thursday, May 30, 2024

Table of Contents

Grant Overview	1
Grant Timeline	1
CLLS Adult Literacy Services Definition of an Adult Learner.....	2
CLLS ESL Services Definition of an ESL Learner.....	2
Types of Programs Supported by CLLS Services	2
CLLS Definition of Family Literacy Services	3
Types of Family Literacy Services Programs Supported by CLLS	3
Application Overview	3
Section 1. Applicant Information	4
1.1 Library Information	4
1.2 Literacy Program Coordinator’s Contact Information	4
1.3 Library Director’s Contact Information.....	4
1.4 Authorized Representative Information	4
Section 2. Program Information.....	5
2.1 Basic or Institutional Information.....	5
2.2 Participation in Regional Networks	5
Section 3. Financial Report: Adult Literacy Services, Family Literacy Services, and English as a Second Language Services	6
3.1 Program Budget	6
Section 4. Staff Commitment: Adult Literacy Services, Family Literacy Services, and English as a Second Language Services	6
4.1 Library Personnel	7

Section 5. Description of Programs and Activities..... 7
 5.1 Adult Literacy Services 7
 5.2 Family Literacy Services..... 8
 5.3 English as a Second Language Services..... 8
Section 6. Community Partners 9
Section 7. Is there anything else you would like to tell us?..... 9
Application Assistance 9

Grant Overview

California Library Literacy Services, also known as CLLS, provides free tutoring to help adults across California achieve their goals. California Library Literacy Services has provided successful support for adult learners for 40 years. The program has been successful over these four decades because public libraries are a trusted place at the heart of the community filled with information where learners can flourish.

Adult learner goals are the primary focus in California Library Literacy Services. Adult learners achieve personal goals, such as learning the alphabet, reading a book for the first time, getting a job or a better job, sharing a book with a child, getting a diploma, voting, and volunteering in the community.

California Library Literacy Services:

- Helps libraries provide free tutoring, workshops, and classes to support adult learners and their families achieve their reading, writing, digital, math, and other important goals and aspirations
- Provides free tutoring, workshops, and classes in community-based locations, such as state preschool sites, religious organizations, senior care facilities, and community centers
- Provides books and other educational support materials to help families build their home libraries
- Provides learners and volunteers with critical job readiness, support, and upskilling so learners and volunteers feel confident entering or promoting in the workforce, which contributes to overall local economic development and growth
- Creates volunteer opportunities that helps community members connect with their community, share their skills, and learn new skills
- Connects public libraries with school districts, community colleges, adult education schools, government agencies (such as human services agencies), and other community-based organizations
- Connects adult learners and their families to community resources and services

Grant Timeline

- Monday, April 8, 2024 – Application opens
- **Wednesday, April 10, 2024** – 2024-2025 CLLS Continuing Libraries Application Information Session at 2:00 pm. [Register for the information session.](#)
- **Thursday, April 18, 2024** – 2024-2025 CLLS Continuing Libraries Application Q&A – General Questions #1 at 11:00 am. [Register for the application Q&A #1.](#)
- **Wednesday, May 1, 2024** – 2024-2025 CLLS Continuing Libraries Application Q&A – General Questions #2 at 2:00 pm. [Register for the application Q&A #2.](#)
- **Thursday, May 30, 2024** – Application is due by 5:00 p.m.
- **June – July 2024** – Application review period

- **August 2024** – Grant agreements emailed to grantee authorized representatives via DocuSign
- **January 31, 2025** – Mid-Year Report is due
- **September 30, 2025** – All encumbered 2023-2024 CLLS award funds must be fully expended, and Final Report is due

CLLS Adult Literacy Services Definition of an Adult Learner

According to CLLS guidelines, an adult learner enrolled in CLLS Adult Literacy 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 regular individual tutoring)
- seeks literacy services for themselves in English and can do the intake interview in English
- is willing to be assessed and complete an intake interview and assessment that includes reading and writing skills
- has established one or more personal learning goals related to reading and/or writing
- spends a large proportion of their tutoring or instructional time working on improving reading skills and/or writing skills
- has attended at least two tutoring sessions in the current fiscal year

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 regular 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 Services

According to CLLS guidelines, a CLLS 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 and volunteers

CLLS Definition of Family Literacy Services

According to CLLS guidelines, family literacy services can be provided in the following ways:

- Support enrolled adult learners meet their family learning goals with special programming to meet these needs
- Outreach to unenrolled-but-eligible adult learners and their families with a direct connection back to the literacy program with the goal to enroll learners in adult literacy

Types of Family Literacy Services Programs Supported by CLLS

According to CLLS guidelines, family literacy services can be offered in the following ways (also see [“CLLS Family Literacy Services Webinar Series”](#)):

- 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

Application Overview

The 2024-2025 CLLS Continuing Libraries Application can be accessed on [Counting Opinions](#). On the Counting Opinions homepage, you will select, “CLLS Application Form.” The period is “2024/2025.” This application contains six required sections and one optional section:

1. Applicant Information
2. Program Information
3. Financial Report: Adult Literacy Services, Family Literacy Services, and English as a Second Language Services
4. Staff Commitment: Adult Literacy Services, Family Literacy Services, and English as a Second Language Services
5. Description of Programs and Activities
6. Community Partners
7. Is there anything else you would like to tell us? (optional)

NOTE: Section 8 ELLI, Non-CLLS English as a Second Language Services, and Other Services is no longer included on this application.

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 January 2024?
- e. Check here if your program has an additional literacy contact person working with the program.
 - o If "yes" is selected in "e," a new box will appear to collect the 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 January 2024?
- e. For library directors: Have you read, and do you agree to the CLLS program essentials?
 - o See "[CLLS Mission, Values, and Program Essentials](#)" webpage for more information.

1.4 Authorized Representative Information

This is the person/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

This section requests grant applicant information for the following categories:

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

2.2 Participation in Regional Networks

- a. Regional network name
- b. Will you or a representative from your library actively participate in your regional literacy network during the reporting period?
 - If “No” was selected for question 2.2.b., please explain why you or a representative will be unable to participate in your regional literacy network.
- c. Will you or a representative from your library attend any CLLS statewide virtual network meeting or training during the reporting period?

- If “No” was selected for question 2.2.c., please explain why you or a representative will be unable to attend a CLLS statewide virtual network meeting or training.
- d. Will you or a representative from your library participate in your local Adult Education Consortium during the reporting period?
- If “No” was selected for question 2.2.d., please explain why you or a representative will be unable to participate in your Adult Education Consortium.

Section 3. Financial Report: Adult Literacy Services, Family Literacy Services, and English as a Second Language Services

Please complete the following budget for both your CLLS award and local match for your Adult Literacy Services, Family Literacy Services (if applicable), and English as a Second Language Services (if applicable). Include a detailed narrative of projected expenditures in the “Narrative” column for both your projected CLLS award expenditures and projected local match expenditures for each program. For example, a Supplies/Materials narrative may include, “ALS: books and other supplies for learners, office supplies, and 2 Chromebooks; FLS: books for home libraries and learning kits; ESL: books and other supplies for learners, office supplies, and 4 Chromebooks.”

Projected award amounts are emailed from your CLLS state library team to help you complete this portion of the application. Please pay close attention to the budget categories as they have changed. Additional support information is in the [“Application Assistance”](#) section below.

NOTE: If you completed the 2024-2026 ESL Continuing Libraries Application, your CLLS ESL information should autofill into this application. Please make sure these sections are correct.

3.1 Program Budget

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

Section 4. Staff Commitment: Adult Literacy Services, Family Literacy Services, and English as a Second Language Services

This section requests grant staff commitment information for the following categories:

4.1 Library Personnel

Library personnel are library staff that are employed directly by the library. Full-time equivalency (FTE) is calculated using the average hours each literacy staff person is expected to work in each CLLS program between July 1, 2024 – June 30, 2025, divided by 2,080 (the total yearly hours available to work for a 40-hour work week). An individual staff person's FTE cannot exceed 1.0. Please note: If your library's official work week is below 40 hours per week, your total yearly hours variable will need to adjust. Please refer to the Staff Salary Chart for support calculating FTE and corresponding Salaries and Benefits.

NOTE: We are no longer collecting FTE information for contract staff or limited-term staff on this application. These roles are now reported under "Services" in section [3.1 Program Budget](#).

- a. Total ALS FTE
 - This is a combined figure of the proposed time you expect library personnel will dedicate to your CLLS Adult Literacy Services program in 2024-2025.
- b. Total FLS FTE
 - This is a combined figure of the proposed time you expect library personnel will dedicate to your CLLS Family Literacy Services program in 2024-2025.
- c. Total ESL FTE
 - This is a combined figure of the proposed time you expect library personnel will dedicate to your CLLS ESL Services program in 2024-2025.
- d. Narrative
 - The narrative for each FTE section will capture a breakdown of each staff person's FTE commitment for each program. For example, a "Total ALS FTE" narrative will describe: "Maria will work .75 FTE; Carla will work .25 FTE; and Michael will work .25 FTE in adult literacy." The total of the narrative breakdown should match the total figure for each program. If you do not yet have a person for a position, please use "TBD" to indicate the position is vacant.

NOTE: If you completed the 2024-2026 ESL Continuing Libraries Application, your CLLS ESL information should autofill into this application. Please make sure these sections are correct.

Section 5. Description of Programs and Activities

This section requests grant program and activities information for the following categories:

5.1 Adult Literacy Services

- a. Adult Literacy Services
- b. Please describe your planned programming that explains what you will do, how you will do it, for whom you will do it, and the anticipated benefits. (150 words)

- c. Please describe your outreach plans for recruiting learners and tutors to your program. (150 words)
- d. Please describe how your program will engage learners in program planning and how you will discover learners' aspirations. (150 words)
- e. Anticipated number of adult learners to be served this year.

5.2 Family Literacy Services

- a. Family Literacy Services
- b. Family Literacy Services Continuing
- c. Please describe your planned programming for enrolled adult learners and their families that explains 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 that are connected to your CLLS Family Literacy Services. (150 words)
 - o NOTE: We will no longer be explicitly requesting MLLS information on this application or the final report. General library mobile services should be reported on the Public Library Survey, and CLLS-specific services using vehicles should be reported under the correct service area (adult literacy, family literacy, or ESL).
- d. Anticipated number of enrolled adult learners to be served this year with their families.
- e. Please describe your outreach plans and programming plans for CLLS eligible-but-not-yet-enrolled adults (with families) that explains 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 that are connected to your CLLS Family Literacy Services. (150 words)
 - a. NOTE: We will no longer be explicitly requesting MLLS information on this application or the final report. General library mobile services should be reported on the Public Library Survey, and CLLS-specific services using vehicles should be reported under the correct service area (adult literacy, family literacy, or ESL).
- f. Please describe how your program will engage learners in planning for your Family Literacy Services and how you will discover learners' aspirations for their families. (150 words.)

5.3 English as a Second Language Services

If you completed the 2024-2026 ESL Continuing Libraries Application, your CLLS ESL information should autofill into this application. Please make sure these sections are correct. If you were not awarded CLLS ESL funds in 2024-2025 and 2025-2026, please leave this section blank. We are no longer accepting applications for new CLLS ESL programs.

- 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.

Section 6. Community Partners

In this section, please list the community partners that you anticipate your program will work with this year to deliver CLLS services in your community. For each community partner, describe how you will work together.

Community partners include any agencies, businesses, schools, or other entities with which you have an agreement (casual or formal) to receive or provide services and/or support at no charge.

- a. Community Partner
- b. Community Partner Description (150 words)

Section 7. Is there anything else you would like to tell us?

In this section, please share any other information regarding your CLLS program that does not fit into the previous sections.

Application Assistance

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

- Please refer to the [CLLS Manage Your Current Grant](#) section to access all of the CLLS guidance documents.
- 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 **2024-2025 CLLS Continuing Libraries Application Information Session** will be held on **Wednesday, April 10, 2024 at 11:00 am**. [Register for the information session](#).
- A **2024-2025 CLLS Continuing Libraries Application Q&A – General Questions #1** will be held on **Thursday, April 18, 2024 at 11:00 am**. [Register for the application Q&A #1](#).
- A **2024-2025 CLLS Continuing Libraries Application Q&A – General Questions #2** will be held on **Wednesday, May 1, 2024 at 2:00 pm**. [Register for the application Q&A #2](#).
- 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
- Lisa Lindsay, Grants Analyst, lisa.lindsay@library.ca.gov