



August 5, 2021

Bill Sherwood, Acting Library Services Director
San Leandro Community Library
300 Estudillo Ave.
San Leandro, CA 94577

Dear Mr. Sherwood:

We're pleased to provide funds to support your California Library Literacy Services program and the important work that you and your staff and volunteers do in your community.

The state budget continues California Library Literacy Services funding at \$4.82 million for adult literacy services and \$2.5 million for family literacy services.

Your total award for the fiscal year that began July 1, 2021, is:

- Adult Literacy Services: \$38,928
- Family Literacy Services: \$65,250
- Total Award: \$104,178

Note: Your current approved budget is included at the end of this packet. Any changes to the budget must be requested in advance through a Budget Change Request form.

Your award will be claimed in two stages. The attached form will allow you to request the first 90% of your Adult Literacy Services Award and 100% of your Family Literacy Services Award:

- 90% of the Adult Literacy Award \$35,035
- 100% of the Family Literacy Award - \$65,250
- Total Initial Award Amount - \$100,285

Note: Information about claiming the remainder of your award is included in the payment schedule at the back of your award packet.

Your funds must be encumbered by June 30, 2022, and fully expended, in accordance with your approved budget on file with the State Library, by December 31, 2022. Encumbered funds are those that have been deposited in the awardee's accounting system and for which a budget has been provided to and approved by the State Library.

Please be sure your program expenditures are consistent with the California Library Literacy Services allowable and unallowable costs guide. If you have any questions about expending your funds please reach out to Annly Roman at annly.roman@library.ca.gov.

We strongly encourage your program staff to develop and maintain community partners to strengthen your program as well as attend regular regional library literacy network meetings and participate in library literacy training opportunities offered by the State Library and the regional networks.

The payment process begins when we receive your completed and signed Budget Modification Form and claim and certification forms (attached). All forms should be completed, and signed using DocuSign in order to be processed for payment.

Our library literacy staff is available to assist you throughout the year. Your Advisor is Beverly Schwartzberg: beverly.schwartzberg@library.ca.gov and your Grant Monitor is Annly Roman: annly.roman@library.ca.gov. Please contact them with any questions.

Thank you for your willingness to do so much for so many people in need. Best wishes for a successful year.

Respectfully yours,


Greg Lucas
California State Librarian

Cc: Beverly Schwartzberg, beverly.schwartzberg@library.ca.gov
Annly Roman, annly.roman@library.ca.gov
Gina Iwata, Gina.Iwata@library.ca.gov
Alex Velasquez, avelasquez@sanleandro.org

Enc: Claim form and certification form

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Claim Form

State of California
California Library Literacy and English Acquisition Services (CLLS)

California Education Code; Section 18880-18883
Budget Citation Chapter 21 – Budget Item 6120-213-0001

Fiscal Year: 2021-2022	
Reporting Structure: 61202000	COA: 5432000; Approp. Ref: 213
Purchasing Authority Number: CSL-6120	Category: 84121600 Program #: 5312

FOR PAYMENT OF CALIFORNIA LIBRARY LITERACY SERVICES GRANT

Amount Claimed – \$100,285

\$35,035 for ALS (90% of award) and \$65,250 for FLS (100% of award)

In Process

San Leandro Community Library

claims the indicated allowance for the purposes of carrying out the functions stated in its CLLS application and in Sections 18880-18883 of the California Education Code.

Warrant to be issued for payment to the library to be addressed to:

San Leandro Public Library, 300 Estudillo Ave, San Leandro, CA 94577-4706

(Authorized agency to receive, disburse and account for CLLS funds)

I hereby certify under penalty of perjury: that the library named above shall use their allowance solely for the purposes indicated in their CLLS application and in Sections 18880-18883 of the California Education Code.

Official Representative or Fiscal Agent (Signature Required)

Title

State Library Local Assistance Office Use Only

STATE OF CALIFORNIA, State Library Fiscal Office

By _____
State Library Representative

Approval by State:

CLLS \$ _____

Date: _____

*The warrant address must match that on file in Fi\$Cal. If you need to change the authorized library name and/or address, please contact Gina Iwata, CSL Fiscal Office. (gina.iwata@library.ca.gov)

San Leandro Community Library

Invoice #20-7132-1

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CERTIFICATION

I hereby certify under penalty of perjury: that I am the duly authorized representative of the claimant herein; that the claim is in all respects true, correct and in accordance with law and the terms of the agreement; and that payment has not previously been received for the amount claimed herein.

The claims the indicated allowance for the purposes of carrying out the functions stated in its CLLS application and in Sections 18880-18883 of the California Education Code.

San Leandro Public Library, 300 Estudillo Ave, San Leandro, CA 94577-4706

In Process

SIGNED

DATE

Signature - Authorized representative

Typed/Printed Name and Title of Authorized Representative

Email address of authorized representative



PROJECT INFORMATION:**Invoice #:** 20-7132-1**Project Title:** California Library Literacy Services**Grantee:** San Leandro Community Library**Funding Start Date:** upon execution**Term completion:** December 31, 2022**Total Adult Literacy Services Funded Amount:** \$38,928**Total Family Literacy Services Funded Amount:** \$65,250**Total Award:** \$104,178**PAYMENT SCHEDULE:**

Libraries may request 90% of their Adult Literacy Services award and 100% of their Family Literacy Services award upon receipt of the award letter.

Libraries may request the final 10% of their award upon the completion and approval of the mid-year report.

Note:

Libraries have 18 months to spend their CLLS funds, from the start of the fiscal year in which the funds are awarded until December 31 of the following fiscal year.

	Adult Literacy Services	Family Literacy Services	Total Allocation
Initial Payment	\$35,035	\$65,250	\$100,285
Final Payment	\$3,893		\$3,893
Total:	\$38,928	\$65,250	\$104,178

REPORTING:

Libraries will be required to submit mid-year financial and program narrative reports as well as a final report. Reminder emails will be sent out beginning six weeks before each required report.

All required reporting materials will be located on the California State Library's website. The reporting schedule is detailed below.

Mid-year financial and Narrative report	Due January 31, 2022
Final Report	Due September 30, 2022

Note: A budget modification form will be required for all budget changes regardless of amount. Modification form may be submitted throughout the year but no later than May 31st.

APPROVED BUDGET:

Below is the state fund award budget the California State Library has on file for the 2021-2022 fiscal year based on your approved application.

Category	Adult Literacy Services	Family Literacy Services
Salaries and Benefits	\$16,135	\$42,109
Contract Staff	\$2,500	\$2,500
Operations	\$8,000	\$9,000
Literacy Materials	\$7,596	\$11,641
Small Equipment	\$4,697	\$0
Equipment	\$0	\$0
Indirect Costs	\$0	\$0

In Process