



16 September 2025

Erin Christmas  
Riverside Public Library  
3900 Mission Inn Ave  
Riverside, CA 92501

Dear Erin Christmas,

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

Your total award amount for the 2025-2026 fiscal year beginning July 1, 2025, is:

- Adult Literacy and Family Literacy Services: \$49,288
- **Total Award: \$49,288**

CLLS programs with Family Literacy Services will receive one award total, referred to as a "block grant," for the 2025-2026 project period. Your library is responsible for allocating award funds between Adult Literacy Services and Family Literacy Services to respond to community needs and for adhering to the following 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.
- Programs who requested a fixed award for Family Literacy Services may adjust their request by +/- 25 percent. Contact your state team for support.

The block grant model does not apply to English as a Second Language Services funds for the 2025-2026 project period.

Your award will be claimed in two stages. The claim form included in this award packet will allow you to request the first 90% of your total award:

- **Total Initial Award Amount: \$44,359**

Information about claiming the rest of your award is included in the payment schedule at the end of your award packet.

You must encumber your funds by June 30, 2026. You must fully expend funds by September 30, 2026, or by the final report due date, in accordance with your approved

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budget on file with the State Library. Encumbered funds are those that have been deposited in the grantee's accounting system and for which a budget has been provided to and approved by the State Library.

Review the [California Library Literacy Services Allowable and Unallowable Expenses](#) guidelines to ensure project expenditures are consistent with the California Library Literacy Services allowable expenses. If you have questions about expenses or expending award funds, contact Allyson Jeffredo at [CLLS@library.ca.gov](mailto:CLLS@library.ca.gov).

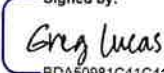
We strongly encourage your program staff to develop and maintain community partners to strengthen your program, attend regular regional library literacy network meetings, participate in your local Adult Education Consortium/a, and participate in library literacy training opportunities offered by the regional networks and the State Library to meet the [California Library Literacy Services Mission, Values, and Program Essentials](#). Additional California Library Literacy Services resources can be found on the [California Library Literacy Services website](#).

The payment process begins when we receive your completed and signed claim form, certification form, and State Funded Grants Award Agreement and Certificate of Compliance included in this packet. All forms should be completed and signed through DocuSign to be processed for payment.

Our library literacy staff are available to assist you throughout the year. Contact your Program Consultant Julianna Robbins and your Grant Monitor Allyson Jeffredo at [CLLS@library.ca.gov](mailto:CLLS@library.ca.gov) with any questions.

Thank you for your willingness to do so much for those in your community. Best wishes for a successful year.

Respectfully yours,

Signed by:  
  
BDA50981C41C416...  
Greg Lucas  
California State Librarian

1/13/2026

Cc: Julianna Robbins, [julianna.robbs@library.ca.gov](mailto:julianna.robbs@library.ca.gov)  
Allyson Jeffredo, [allyson.jeffredo@library.ca.gov](mailto:allyson.jeffredo@library.ca.gov)  
State Library Fiscal Office, [stategrants.fiscal@library.ca.gov](mailto:stategrants.fiscal@library.ca.gov)  
Yesenia Littlefield, [ylittlefield@riversideca.gov](mailto:ylittlefield@riversideca.gov)

Enc: Re: CLLS25-65: Claim form, certification form, and State Funded Grants Award Agreement and Certificate of Compliance

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**THE BASICS – YOUR GRANT AWARD**

The following provides all the basic information about your grant and managing your grant.

Award #:	CLLS25-65
Library/Organization:	Riverside Public Library
Project Title:	California Library Literacy Services
Award Amount:	\$49,288
Start Date:	July 1, 2025
End Date:	September 30, 2026
NOTE: It can take six to eight weeks before grant funds are delivered. If you have not received your payment after eight weeks, contact your grant monitor.	

**GRANT AWARD INFORMATION**

You can access your full grant award information and manage your grant through the grant management system, [AmpliFund](#).

NOTE: You are required to submit a budget amendment for all budget changes regardless of amount. Amendments may be submitted throughout the year but no later than May 31 of the project period.

**REPORTING**

California Library Literacy Services participants are required to provide financial and narrative reports as outlined in the grant terms and conditions. The reporting schedule is detailed below:

Mid-Year Report	Due January 31, 2026
Final Report	Due September 30, 2026

Reports will be submitted through the [AmpliFund](#) grant management system. You can find support documents on the California State Library's [Manage Your Current Grant](#) page.

**PAYMENTS**

Libraries receive 90% of their total award amount upon receipt of the award letter.

Libraries receive the final 10% payment of their total award after successful completion of the California Library Literacy Services Mid-Year Report form.

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NOTE: Libraries have 15 months to spend their California Library Literacy Services award funds, from July 1, 2025, in which the funds are awarded until September 30 of the following year or when the final report is due.

**CONTACT**

We want your project to be successful. Please work with your grant monitor and program consultant to implement your project:

Grant Monitor:	Allyson Jeffredo
Monitor Phone Number:	916-603-6709
Monitor Email Address:	allyson.jeffredo@library.ca.gov
Program Consultant:	Julianna Robbins
Consultant Phone Number:	916-603-6712
Consultant Email Address:	julianna.robbins@library.ca.gov