



August 26, 2020

Erin Christmas, Library Director
Riverside Public Library
3581 Mission Inn Ave.
Riverside, CA 92501

echristmas@riversideca.gov

Dear Ms. Christmas:

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, 2020, is:

- Adult Literacy Services: \$32,027
- Family Literacy Services: \$30,000
- Total Award: \$62,027

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

- 90% of the Adult Literacy Award - \$28,824
- 90% of the Family Literacy Award - \$27,000
- Total Initial Award Amount - \$55,824

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

There are three parts to the funding formula for California Library Literacy Services' adult literacy services program:

- A baseline amount (\$20,000) for each approved library literacy program;
- A per capita amount per adult learner served in your program as reported in the most recent Final Report on file from your library; and
- Additional funding based on local funds raised and expended for adult literacy services—reflecting a commitment to state/local partnerships in support of literacy services.

Your funds must be encumbered by June 30, 2021, and fully expended, in accordance with your approved budget on file with the State Library, by December 31, 2021. 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 the library.

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 signed claim and certification forms (attached). Both forms must be completed, signed with original signatures, and mailed to the State Library's Fiscal Office in order to be processed for payment.

Best wishes for a successful year. Our library literacy staff is available to assist you throughout the year.

Your grant monitor is Natalie Cole: natalie.cole@library.ca.gov and your literacy grant coordinator is Annly Roman: annly.roman@library.ca.gov. For application and reporting questions please contact Annly and for programmatic questions please contact Natalie.

Thank you for your willingness to do so much for so many people in need.

Respectfully yours,



Greg Lucas
California State Librarian

Cc: Natalie Cole, natalie.cole@library.ca.gov
Annly Roman, annly.roman@library.ca.gov
Nicole Bravin, nicole.bravin@library.ca.gov
Yesenia Littlefield, ylittlefield@riversideca.gov

Enc: Claim form, certification form, and payment scheduled/reporting information

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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 23 – Budget Item 6120-213-0001**

Fiscal Year: 2020-2021	
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 – \$55,824

\$28,824 for ALS (90% of award) and \$27,000 for FLS (90% of award)

City of Riverside Public 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:

City of Riverside Public Library, Account Clerk, PO Box 468, Riverside, CA 92502-0468

(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

EMAIL A COPY OF YOUR EXECUTED CLAIM AND CERTIFICATION TO:

Nicole.Bravin@library.ca.gov

Email Subject:

Claim and Certification – CLLS Grant -
Library invoice number

AND

MAIL ONE ORIGINAL SIGNATURE TO:

California State Library

Fiscal Office – CLLS

P. O. Box 942837

Sacramento, CA 94237-0001

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 Nicole Bravin, CSL Fiscal Office. (nicole.bravin@library.ca.gov)

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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.

City of Riverside Public Library, Account Clerk, PO Box 468, Riverside, CA 92502-0468

SIGNED

DATE

Signature - Authorized representative

Typed/Printed Name and Title of Authorized Representative

Email address of authorized representative



MAIL ONE ORIGINAL SIGNATURE TO:
**California State Library
Fiscal Office – CLLS
P. O. Box 942837
Sacramento, CA 94237-0001**

CALIFORNIA LIBRARY LITERACY SERVICES DOCUMENTATION
Budget Item 6120-213-0001

Project Information:

Invoice #: 20-6992-1

Project Title: California Library Literacy Services

Grantee: Riverside Public Library

Funding Start Date: upon execution

Term completion: December 31, 2021

Total Adult Literacy Services Funded Amount: \$32,027

Total Family Literacy Services Funded Amount: \$30,000

Total Award: \$62,027

Payment schedule:

Libraries may request 90% of their total CLLS award upon receipt of the award letter.

Libraries may request the final 10% of their award upon the completion of the following items:

1. submission of the mid-year financial report
2. submission of a mid-year narrative report that demonstrates project activity
3. confirmation that 75% of the award has been expended

Libraries that have not expended 75% of the total CLLS award (ALS and FLS funds) by the end of the fiscal year may request the final 10% of their award upon completion of the Final Report and an approved expenditure plan through December 31.

Libraries that expend the first 90% of their total project CLLS funds (ALS and FLS funds), can demonstrate project activity, and need the final 10% of their award before the mid-year reports are due may apply to CLLS staff to receive those funds.

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	\$28,824	\$27,000	\$55,824
Final Payment	\$3,203	\$3,000	\$6,203
Total:	\$32,027	\$30,000	\$62,027

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.

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.

Mid-year financial and Narrative report	Due January 29, 2021
Final Report	Due August 31, 2021

Approved Budget:

Below is the state fund award budget the California State Library has on file for the 2020-2021 fiscal year based on your approved application.

Note:

Your actual award for Adult Literacy Services may be slightly adjusted from the original proposed award amount due to a small re-calculation right before funds were awarded. If this is the case, the State Library will contact you later in the fiscal year to complete a Budget Modification form.

Category	Adult Literacy Services	Family Literacy Services
Salaries and Benefits	\$0	\$
Contract Staff	\$0	\$
Operations	\$8,050	\$8,050
Literacy Materials	\$21,867	\$19,950
Small Equipment	\$2,000	\$2,000
Equipment	\$0	\$
Indirect Costs	\$0	\$