

## Family Literacy Award



Santa Clara City Library  
Hilary Keith, City Librarian  
2635 Homestead Road  
Santa Clara, CA 95051-5322

[hkeith@santaclaraca.gov](mailto:hkeith@santaclaraca.gov)

Dear Ms. Keith:

We are delighted to provide you with a Family Literacy grant for **\$25,000** to support family literacy programming for English-speaking adults with low-literacy skills, and their families, in your community. We hope that these funds will strengthen the services you provide to the learners enrolled in your California Library Literacy Services program and support you in reaching out and engaging unserved adults and families.

Please remember:

- The funds support adult learner-centered strengths-based family literacy services that are grounded in California Library Literacy Services values and supported by strong coordination between the California Library Literacy Services program, library administration, and other library staff, as well as external partnerships with other organizations serving families and children.
- The funds are intended to support family literacy services for English-speaking adults with low literacy skills, and their families, not the general adult or youth services populations. Please work with appropriate partners to help ensure that your services are provided for the targeted population.
- Your budget line items are the same as for your California Library Literacy Services funding and the same funding restrictions apply.
- Approximately 2/3 of the literacy programs are receiving family literacy funds in fiscal year 2019/2020. In future years, we anticipate that more libraries will apply for a share of the funds. In these early years of the program, we encourage you to consider your award, in part, as seed funds that help you to start or expand services, and not to commit to ongoing expenses that you cannot maintain if you receive less funding next year.
- Your funds must be encumbered by June 30, 2020, and fully expended (in accordance with your approved budget) by December 31, 2020. 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 refer to the new California Library Literacy Services allowable and unallowable costs document to guide your program expenditures, and please be in touch with us if you have any questions.
- We encourage you and your colleagues to participate in the library literacy training opportunities that will be made available by the State Library and regional networks.

We're confident that the newly-awarded family literacy funds will have a significant impact in communities across the state. Our plans to identify and demonstrate this impact are as follows:

- You'll report on your 2019-2020 fiscal year family literacy services experience and expenditures in the annual Final Report in August 2020. Please count everyone who participates in your family literacy programs, including learners who are enrolled in your California Library Literacy Services program as well as other low-literate adults and their families who participated in programming but may not be officially enrolled and matched with a tutor. Also, please document all the programs, services, and resources you provide.
- We'll provide you with an additional off-cycle reporting form in December 2020 to capture more information about your successes and challenges.
- In preparation for the 2020-2021 fiscal year and beyond, in spring 2020, we'll make available a sustainable evaluation framework for family literacy services that relates to the services you provide. This will make it easier to integrate your information into the annual California Library Literacy Services reporting form.

Respectfully yours,

Greg Lucas  
California State Librarian

cc: Shanti Bhaskaran, [sbhaskaran@santaclaraca.gov](mailto:sbhaskaran@santaclaraca.gov)

Enc.: Claim Form

**PLEASE COMPLETE AND RETURN THIS PAGE****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**

<b>Fiscal Year: 2019-2020</b>		
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 – Final Installment - \$25,000****Santa Clara City 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:*

**\*Santa Clara City Library - 2635 Homestead Road Santa Clara, CA 95051-5322**

(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

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: \_\_\_\_\_