



August 26, 2020

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

hkeith@santaclaraca.gov

Dear Ms. Keith:

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: \$48,924
- Family Literacy Services: \$30,000
- Total Award: \$78,924

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 - \$44,032
- 90% of the Family Literacy Award - \$27,000
- Total Initial Award Amount - \$71,032

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,

A handwritten signature in cursive script that reads "Greg Lucas".

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
Shanti Bhaskaran, sbhaskaran@santaclaraca.gov

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

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**

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 –\$71,032**

\$44,032 for ALS (90% of award) and \$27,000 for FLS (90% of award)

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:

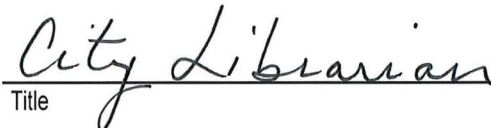
Santa Clara Public Library, 2635 Homestead Rd, Santa Clara, CA 95051-5322

(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
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: _____

PLEASE COMPLETE AND RETURN THIS PAGE

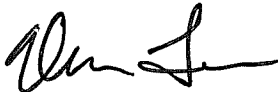
CERTIFICATION

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.

Santa Clara Public Library, 2635 Homestead Rd, Santa Clara, CA 95051-5322

SIGNED



Signature - Authorized representative

DATE

9/10/20

KENN LEE, DIRECTOR OF FINANCE

Typed/Printed Name and Title of Authorized Representative

klee@santacclaraca.gov

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 #: 20-7212-1

Project Title: California Library Literacy Services

Grantee: Santa Clara City Library

Funding Start Date: upon execution

Term completion: December 31, 2021

Total Adult Literacy Services Funded Amount: \$48,924

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

Total Award: \$78,924

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	\$44,032	\$27,000	\$71,032
Final Payment	\$4,892	\$3,000	\$7,892
Total:	\$48,924	\$30,000	\$78,924

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	\$28,370	\$24,500
Contract Staff	\$3,500	\$0
Operations	\$12,126	\$5,000
Literacy Materials	\$0	\$0
Small Equipment	\$2,000	\$0
Equipment	\$0	\$0
Indirect Costs	\$1,000	\$500

City of Santa Clara Grant Information Form

Complete this form for each grant awarded. See instructions on the following page.

1. City Department: Library Division: Read Santa Clara (Adult Services Division)
Date Prepared: 9/4/2020
2. Grant Coordinator: Shanti Bhaskaran Extension#: 2957
3. a. Grant Name: California Library Literacy Services b. Grant Code: ADU21
4. Which Agency is the Grant From (City, County, State, etc.): California State Library
5. Total Grant Amount/Award: \$71,032 (Base amount); 2nd installment \$7,892 (to be received after 90% of the grant is spent down).
6. What will this grant be used for? The grant will be used for operating expenses for Read Santa Clara's adult literacy and families for literacy programs.
7. Fiscal year of the Grant: 2020-21
8. Term of Grant: Start: July 1, 2020 End: December 31, 2021
Extended/renewed through: _____
9. Original Source of Grant Funds: Federal _____ State X County _____ Other _____
 - a. Please explain Other: _____
 - b. If Federal, provide the Award Number: _____
Federal Catalog (CFDA) Number: _____ US Department name: _____
 - c. If not Federal, provide a reference Number, if applicable: _____
10. Method of Funding: Advance X Reimbursement _____ Other _____
11. If City Match required: Amount from Agency: \$ _____
City Matching Funds: \$ _____.
Account String of City Matching Funds: _____
12. Account Number(s) that will be used for the Grant:
112-1263-55580/87020/87030/87500/87870(G)ADU21
13. Is the grant **required** to be in addition to (supplement) the adopted budget? _____ Yes X No
14. Does the grant include a non-cash award (property transfer)? _____ Yes X No
If yes, explain: _____
15. Will the grant be passed on to another agency/organization, a.k.a. sub-recipient? _____ Yes X No
If yes, is a sub-recipient agreement required? _____ Yes _____ No
If yes, is there a sub-recipient agreement? _____ Yes _____ No
How will the sub-recipient be monitored? _____
16. Are unspent grant funds required to earn interest? _____ Yes X No
17. Does the granting agency require a copy of the Single Audit Report? _____ Yes X No

City of Santa Clara Grant Information Form

General Instructions

The form to complete and these instructions are available on the S Drive at:
S:\Finance\Grant Accounting\GrantInformationForm rev June 2009 doc.

The purpose of the grant information form is to assist departments in meeting the grant compliance requirements, including appropriate accounting and reporting, and to assist the Finance department in coordinating the annual external audit of grants under the federal Single Audit Act.

This form should be completed for each new grant awarded and for each extension/renewal of an existing grant. Either email the completed form to DL SHR Accounting Distribution Request Group or fax it to Accounting at 408-243-8687.

Accounting staff will contact the Grant Coordinator to determine if a meeting should be scheduled. The meeting would include discussion of the appropriate account coding for the grant based on a review of the grant compliance requirements and the City's responsibilities under the grant agreement. After the meeting, the Grant Coordinator will be able to work with the Agenda Report Coordinator to prepare the grant acceptance and appropriation Agenda Report.

If you would like Finance staff to review the Agenda Report, email a draft to DL SHR Accounting Distribution Request Group.

When you forward the final Agenda Report to Finance for certification, please include a copy of the Grant Information Form with the Agenda Report (the form will be retained or returned but not included with the final Agenda Report).

Please send the following documents to Accounting: Grant application and any agreement (if lengthy, send summary, cover letter and selected pages with key information such as the CFDA); City agenda reports; Grant award letter and any amendments; Reimbursement requests; Any related reports or agreements.

Selected Line Instructions

Line 2: The Grant Coordinator is the staff person who was assigned by their Department to be in charge of the grant. This form would normally be filled out by the Grant Coordinator.

Line 3b: If a PeopleSoft grant chartfield value has already been assigned by Accounting, enter it here. Otherwise, this will be filled in later when the code is assigned.

Line 4: Granting Agency is where the City got the money. For instance, the City gets money from the County that they got from the State OES which got the money from Homeland Security, a Federal Agency.

Line 9: The type of grant is based on the originating agency. For instance, a FEMA grant is Federal even though the City may get the funds from the State OES.

Line 11: Account string where the appropriation is that will be used to pay the cost of the matching funds.

Line 12: PeopleSoft chartfield combination (account string) that will be used to deposit money and/or charge expenditures. If those numbers haven't been assigned, indicate at least the fund and department or project that is involved. Also indicate what follow up is needed to get that assignment (does a grant code need to be created, do payroll combo codes need to be created, etc.).

Line 15: If the City is working with another agency or a non-profit who is receiving part of the grant funding from the City to implement the program funded by the grant, that other agency or non-profit is a sub-recipient. If so, the City may need a sub-recipient agreement with them to comply with the audit requirements.