



August 5, 2021

Cynthia Bojorquez, City Librarian
Santa Clara City Library
Santa Clara City Library Foundation and Friends
Santa Clara, CA 95051

Dear Ms. Bojorquez:

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: \$55,026
- Family Literacy Services: \$36,000
- Total Award: \$91,026

Note: This year, your Adult Literacy Services award amount is \$2,427 higher than your projected award amount. You will need to complete a Budget Modification Form to reflect how you will use the entire award when you complete your claim form. Information about the Budget Modification requirement and the form is included at the back of the award packet.

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 \$49,523
- 100% of the Family Literacy Award - \$36,000
- Total Initial Award Amount - \$85,523

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
Shanti Bhaskaran, sbhaskaran@santaclaraca.gov

Enc: Claim form and certification 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 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 – \$85,523**

\$49,523 for ALS (90% of award) and \$36,000 for FLS (100% 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

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)

Santa Clara City Library

Invoice #20-7212-1

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

In Process

SIGNED

DATE

Signature - Authorized representative

Typed/Printed Name and Title of Authorized Representative

Email address of authorized representative

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, 2022**Total Adult Literacy Services Funded Amount:** \$55,026**Total Family Literacy Services Funded Amount:** \$36,000**Total Award:** \$91,026**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	\$49,523	\$36,000	\$85,523
Final Payment	\$5,503		\$5,503
Total:	\$55,026	\$36,000	\$91,026

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.

Santa Clara City Library

Invoice #20-7212-1

REQUIRED BUDGET MODIFICATION FORM:

As mentioned in your award letter, the Adult Literacy Services award amount is **\$2,427** higher than your original projected award. Due to this difference, we are asking all programs to complete a Budget Modification Form to be submitted along with the Claim Form. The Budget Modification Form showing the plan for the entire award must be completed and approved before your claim form can be processed.

Below is the Budget Modification Form pre-populated with your current approved budget and the justification for the changes. Please identify in the central column titled "Proposed Modifications" what category(ies) the additional funding will be spent in.

In Process

California Library Literacy Services Budget Modification Form

1. Grantee:

Fiscal Year: 2021-2022

Modification number: 1

2. Financial Section:

	ADULT LITERACY SERVICES (CLLS)			FAMILY LITERACY SERVICES (CLLS)			
Budget Categories	Current Budget	Proposed Modifications	Revised Budget	Current Budget	Proposed Modifications	Revised Budget	CLLS YEARLY TOTAL
(a) Salaries/Wages/Benefits	28,800		28,800	31,954	N/A	31,954	60,754
(b) Contract Staff	3500	3500	3500				3,500
(c) Operations	18799	+927	19726	4046		4,046	23,772
(d) Library Literacy Materials							
(e) Small Equipment		+1500	1500				1500
(f) Equipment (\$5,000 or more per unit)							
(g) Indirect Cost	1500	1500	1500				1500
Total	52,599		55,026	36,000		36,000	91,026

3. Justification for modification: The Adult Literacy Services award amount our jurisdiction was given was \$2427 over the projected award amount used in its application. This modification form is showing how the additional funding is intended to be used and provides a budget for the total award.

4. Signatures:

Project Coordinator:

Phone:

Email:

Director Name:

Phone:

Email:

Director Signature:

Date:

Grant Monitor Signature:

Date:

☐ Approved ☐ Not Approved

Upon approval, the above requested Grant Award Budget Modification constitutes an official amendment to the Consolidated Application Notification of Grant Award. All amendments must remain a part of all existing copies of the Consolidated Application Notification of Grant Award document.

NOTE: Grant Award Budget Modification Form MUST be submitted for approval at least 30 days prior to the project end date.