



24 August 2022

Chris Cooper
Humboldt County Library
1313 3rd Street
Eureka, CA 95501

Dear Chris Cooper,

We're pleased to provide funds to support your California Library Literacy Services program and the important work that you, 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, 2022, is:

- Adult Literacy Services: **\$34,730**
- Family Literacy Services: **\$30,000**
- **Total Award: \$64,730**

Note: This year, your Family Literacy Services award amount differs **\$7,500 from your projected award amount. You will need to complete a Budget Modification Form to reflect how you will use the modified 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: **\$31,257**
- 100% of the Family Literacy Award: **\$30,000**
- **Total Initial Award Amount: \$61,257**

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

Your funds must be encumbered by June 30, 2023, and fully expended, in accordance with your approved budget on file with the State Library, by December 31, 2023. 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](https://libraryliteracy.org/wp-content/uploads/2022/08/CLS-Allowable-and-Unallowable-Expenses-August-2022.pdf) (https://libraryliteracy.org/wp-content/uploads/2022/08/CLS-Allowable-and-Unallowable-Expenses-August-2022.pdf). If you have any questions about expending your funds, please reach out to Allyson Jeffredo at allyson.jeffredo@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, and participate in library literacy training opportunities offered by the State Library and the regional networks to meet the [CLLS Mission, Values, and Program Essentials](https://libraryliteracy.org/for-coordinators/mission-values/) (https://libraryliteracy.org/for-coordinators/mission-values/).

The payment process begins when we receive your completed and signed budget modification form (if applicable), claim form, certification forms, and State Funded Grants Award Agreement and Certificate of Compliance (attached). All forms should be completed and signed using DocuSign 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 Allyson Jeffredo, allyson.jeffredo@library.ca.gov. Please contact them with any questions.

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

Respectfully yours,

DocuSigned by:

BDA50981C41C416...
Greg Lucas

9/21/2022

California State Librarian

Cc: Beverly Schwartzberg, beverly.schwartzberg@library.ca.gov
Allyson Jeffredo, allyson.jeffredo@library.ca.gov
Fiscal Office, stategrants.fiscal@library.ca.gov
Emma Breacain, literacyhelpers@gmail.com

Enc: Re: CLLS22-33: Claim form, certification form, and State Funded Grants Award Agreement and Certificate of Compliance