



24 August 2023

Kristan Lundquist
Salinas Public Library
350 Lincoln Avenue
Salinas, CA 93901

Dear Ms. Lundquist,

We're pleased to provide funds to support your California Library Literacy Services program and the important work that you, your staff, and your 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 amounts for the 2023-2024 fiscal year beginning July 1, 2023, are:

- Adult Literacy Services: \$101,603
- Family Literacy Services: \$108,892
- **Total Award: \$210,495**

Please note: This year your Adult Literacy Services award amount differs \$1,446 from your projected award amount. You will need to complete a Budget Modification Form to allocate the additional funds.

Your award will be claimed in two stages. The claim form included in this award packet 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: \$91,443
- 100% of the Family Literacy Award: \$108,892
- **Total Initial Award Amount: \$200,335**

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, 2024, and fully expended, in accordance with your approved budget on file with the State Library, by December 31, 2024. Encumbered funds are those that have been deposited in the grantee's accounting system and for which a budget has been provided to and approved by the State Library.

To ensure program expenditures are consistent with the California Library Literacy Services allowable expenses, please review the [California Library Literacy Services Allowable and Unallowable Expenses](#) guidelines. If you have any questions about expenses or expending your award funds, please contact 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/a, and participate in library literacy training opportunities offered by the regional networks and the State Library to meet the [CLLS Mission, Values, and Program Essentials](#). Additional California Library Literacy Services resources can be found on the [California Library Literacy Services website](#).

The payment process begins when we receive your completed and signed budget modification form (if needed), claim form, certification form, and State Funded Grants Award Agreement and Certificate of Compliance (attached). All forms should be completed and signed through DocuSign to be processed for payment.

Our library literacy staff are available to assist you throughout the year. Please contact your Advisor Beverly Schwartzberg, beverly.schwartzberg@library.ca.gov, and your Grant Monitor Allyson Jeffredo, Allyson.Jeffredo@library.ca.gov, with any questions.

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

Respectfully yours,

Greg Lucas
California State Librarian
Library – Courts Building
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Fiscal Office, stategrants.fiscal@library.ca.gov
Cathy Andrews, CathleenA@ci.salinas.ca.us

Enc: Re: CLLS23-68: Claim form, certification form, and State Funded Grants Award Agreement and Certificate of Compliance