



CLLS- San Bernardino County Library

Prepared by San Bernardino County Library
for California State Library 2026-27 CLLS Application - Adult Literacy Services

Primary Contact: Jennifer Jacobsmeyer

Opportunity Details

Opportunity Information

Title

2026-27 CLLS Application - Adult Literacy Services

Description

The California Library Literacy Services (CLLS) opportunity provides grant funding for adult literacy learning opportunities and family literacy learning opportunities. The purpose of this grant is to address the critical impact of adult literacy levels in California to help adults meet their life goals and aspirations. Only currently participating California public libraries are eligible to apply for this ongoing funding.

Awarding Agency Name

California State Library

Agency Contact Name

Allyson Jeffredo

Agency Contact Phone

916-603-6709

Agency Contact Email

clls@library.ca.gov

Program

2026-27 CLLS

Fund Activity Categories

Education

Opportunity Posted Date

4/6/2026

Public Link

<https://www.gotomygrants.com/Public/Opportunities/Details/aa4806a2-e2d2-414d-a977-200ae01eb360>

Funding Information

Funding Sources

State

Funding Restrictions

See the CLLS Law (<https://www.library.ca.gov/uploads/2023/12/CLLS-Law-2003.pdf>) and the CLLS Allowable and Unallowable Expenses Guidelines (<https://www.library.ca.gov/uploads/2024/08/CLLS-Allowable-and-Unallowable-Expenses-2024-2025-updated-2024-08.pdf>)

Award Information

Award Period

07/01/2026 - 09/30/2027

Award Type

Non Competitive

Capital Grant

No

Expected Number of Awards

100.00

Indirect Costs Allowed

Yes

Indirect Cost Description

An indirect cost is the applicant's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs." Typical examples of indirect costs are general telephone service, postage, office supplies, office space expenses, and administrative or financial operations for an entire organization. Indirect is an allowable California Library Literacy Services cost. For each California Library Literacy Services program, indirect costs cannot exceed 10% of the direct project costs (the subtotal) for each award budget.

Restrictions on Indirect Costs

Yes

Submission Information

Submission Window

Closes 05/15/2026 5:00 PM

Submission Timeline Type

One Time

Submission Timeline Additional Information

- Monday, April 6, 2026 – Application opens
- Tuesday, April 14, 2026 – 2026-2027 CLLS Application Walkthrough at 2:00 pm. Register for the walkthrough: <https://us06web.zoom.us/meeting/register/LK85bLTrSpKYUTuHT10pEg>.
- Tuesday, April 28, 2026 – 2026-2027 CLLS Application Q&A #1 at 11:00 am. Register for the Q&A: <https://us06web.zoom.us/meeting/register/BmXOkIhuTKK2VMOSdc8-Uw>.
- Tuesday, May 5, 2026 – 2026-2027 CLLS Application Q&A #2 at 1:00 pm. Register for the Q&A: https://us06web.zoom.us/meeting/register/G-BPEKZaRYGhiG3m1_RE6g.
- Friday, May 1, 2026 – Priority application deadline. Application is due by 5:00 pm.
- Friday, May 15, 2026 – FINAL application deadline. Application is due by 5:00 p.m.
- May – June 2026 – Application review and revision period
- July 2026 – Grant agreements sent to grantee via DocuSign

Question Submission Information

Question Submission Email Address

clls@library.ca.gov

Question Submission Additional Information

The State Library team is here to help. Email clls@library.ca.gov for questions.

Technical Assistance Session

Technical Assistance Session

Yes

Session Date and Time

04/14/2026 9:00 PM

Conference Info / Registration Link

<https://us06web.zoom.us/meeting/register/LK85bLTrSpKYUTuHT10pEg>

Additional Information

Additional Information URL

<https://www.library.ca.gov/grants/manage/#cls>

Project Information

Application Information

Application Name

CLLS- San Bernardino County Library

Award Requested

\$99,132.00

Total Award Budget

\$99,132.00

Primary Contact Information

Name

Jennifer Jacobsmeyer

Email Address

jena.jacobsmeyer@lib.sbcounty.gov

Address

268 W. Hospitality Lane, 3rd Floor, 268 W. Hospitality Lane, 3rd Floor
San Bernardino, California 92415

Phone Number

(909) 387-2220

Project Description

Applicant Information

If you need support on this application, contact your state grant team at CLLS@library.ca.gov.

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1. Before beginning the application, check that your organization meets all eligibility requirements:

- Is a California public library or supporting agency, such as a governmental agency, library foundation or Friends group
- Can commit to providing literacy services in alignment with the [CLLS Mission, Values, and Program Essentials](#)

Based on the eligibility requirements above, is your organization eligible to apply for this funding?

- Yes
 No

2. Applicant Organization Name

San Bernardino County Library

3. Select the Applicant Organization Type

- California Government Agency (Note: Government agencies applying on behalf of a library they directly operate should select California Public Library.)
 California Public Library
 Library Friends or Foundation Group

4. Will the project proposed be implemented at or in conjunction with a California public library?

- Yes
 No

4b. Select the library.

San Bernardino County Library ▼

5. Organization's Federal Employee Identification Number (EIN)

956002748

Application Certification

Application Certification Upload Instructions

1. Download the Application Certification Template below.
2. The Authorized Representative signs for your project.
3. Upload your completed form by using "Choose File" button below.

Application Certification Template

Application Certification And Signature Page-2425.docx

Upload your completed Certification and Signature page. Your file name should follow the format OpportunityName_Certification_OrganizationName. Example: InspirationGrant_Certification_CaliforniaStateLibrary. Acceptable file formats include PDF, Word (.doc, .docx), Excel (.xlsx), JPEG/JPG, and PNG.

Authorized Representative

The Authorized Representative is the legally designated representative of the applicant organization. The legally designated representative has the legal authority to enter into an agreement, execute the agreement, and is authorized to receive and expend funds in order to administer the proposed grant project. The individual designated in the application as the Authorized Representative will be responsible for signing any potential award materials requiring signature such as award agreement, payment claim forms, report forms and budget modification requests. The Authorized Representative must have signatory power within the applicant organization.

Authorized Representative First and Last Name.

Melanie Orosco

Authorized Representative Title

County Librarian

Authorized Representative Email

Melanie.Orosco@lib.sbcounty.gov

Authorized Representative Phone (Use the format 123-456-7890)

909-387-2220

Authorized Representative Street Address

268 W. Hospitality Lane 3rd Floor, Suite 301

Authorized Representative City

San Bernardino

Authorized Representative Postal Code (Use the format 12345 or 12345-6789)

92415

Recipient Manager

The Recipient Manager is the main contact for the proposed project. Typically they are responsible for communicating with the State Library on a day to day basis, carrying out project activities and submitting reporting for grants. The State Library has previously referred to this role as a Project Coordinator.

Recipient Manager First and Last Name

Jena Jacobsmeyer

Recipient Manager Title

Staff Analyst II

Recipient Manager Email

Jena.Jacobsmeyer@lib.sbcounty.gov

Recipient Manager Phone (Use the format 123-456-7890)

909-387-2222

CLLS-Specific Information

Application instructions and other support are available on [CLLS Manage Your Current Grant](#) page. Contact your state grant team at CLLS@library.ca.gov.

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To increase the size of the text, press the "Ctrl" and the "+" buttons on your keyboard at the same time.

1. Primary Project Audience: Identify the audience(s) for this project. Select all that apply.

- Adult
- Families
- Immigrants/refugees
- Library staff/volunteers/trustees
- Low income
- People with Disabilities
- People with Limited Functional Literacy
- Rural populations
- Senior citizens
- Suburban populations
- Unemployed
- Urban populations

2. Abstract: Provide a brief summary of your project including what you will do, for whom, and for what expected benefit. This statement may be used for publicity purposes. (Text limit: 50 words)

We provide literacy tutoring for low literacy or illiterate individuals, and basic computer classes to individuals with limited literacy. This program is for adult, English speakers. The anticipated benefit is to raise literacy, help learners achieve their goals, and give learners skills and confidence needed to better themselves.

3. Will you be able to contribute at least \$15,000 in local cash match in 2026-2027?

- Yes
- No

4. Describe your plans to ensure necessary staffing levels to meet your program goals. (Word limit: 150)

The San Bernardino County Library is dedicated to facilitating the Adult Literacy Program. The annual budget anticipates and includes literacy program needs. This ensures capacity to support learners should outside funding be reduced or eliminated. Cross-training occurs throughout the branches and include staff not typically assigned to the program. This ensures that if a potential learner or tutor asks for information or wants to join the program, every staff member has the knowledge to start the processes. Literacy program successes and lessons learned are shared at regularly scheduled meetings of literacy branch staff. This allows staff members to learn and implement best practices across the system.

Value 1: CLLS staff are professionally engaged. CLLS staff are required to participate in the following activities:

- 1. Statewide networking and training opportunities**
- 2. Regional network meetings**
- 3. Adult education consortium/a meetings**

5. Confirm that literacy staff will participate in the above activities during the program period.

- Yes

6. Value 2: CLLS is a core library service. Describe your plans to collaborate with other areas of the library. (Word limit: 150)

Our branch libraries have a variety of programs for visitors of all ages. Literacy staff work with learners who have young or school-age children and help them discover programs that will foster a love of reading and interest in learning. All branch staff are trained in the basics of the Adult Literacy Program so that they can promote the program at outreach events and during library programs.

7. Value 3: CLLS is community focused. What other organizations provide literacy services in your community? How will you work together to ensure services are complimentary and not duplicated? (Word limit: 150)

Branch staff connect with local adult schools and organizations that have English as a Second Language (ESL) services in order to help connect potential learners with the level and/or type of services that they are seeking.

8. What groups will you target through outreach to promote literacy services? Select all that apply.

- Community fairs or festivals
- Schools or school districts, First 5, or other agencies
- Pre-schools or K-12-related events (like back-to-school nights, parent meetings, etc.)
- Adult schools or community colleges
- Volunteer agencies or fairs
- Workforce development agencies or events (like job fairs, etc.)
- Health and human services agencies or events
- Housing agencies
- Jails, prisons, or other similar institutions
- Reporting centers or probation departments
- Community-based and service organizations (like nonprofits, faith-based institutions, Rotary, Kiwanis, etc.)
- Community businesses (like laundromats, barbershops, etc.)
- Recovery and mental health organizations
- Professional associations and retiree groups
- Financial organizations or banks
- Local government meetings
- Media interviews
- Medical offices or other health-related businesses
- Other

9. What outcomes do you expect from your outreach? Select all that apply.

- Enroll new learners
- Recruit volunteers
- Develop new community connections
- Strengthen community connections
- Receive money or in-kind support
- Other

10. Value 4: CLLS is volunteer based. Describe your volunteer recruitment plans. (Word limit: 150)

We recruit volunteer tutors for our literacy program through a variety of outreach initiatives. This includes presenting the program to service organizations and engaging potential volunteers during library outreach events. We also utilize local radio stations and community publications to spread awareness. The literacy program is featured on our library's volunteer information page, and publicized on bulletin boards at colleges, universities, chambers of commerce, and local businesses. Branch library staff has a script to highlight the need for literacy tutors when answering patron phone calls, and we distribute promotional materials at local schools to directly reach prospective volunteers.

11. Are you aware of any local challenges for volunteer recruitment?

- Yes
- No

11.a. If you selected "Yes" in Question 11, please expand on the volunteer recruitment challenges and describe your plans to address them.

Finding individuals who are interested in volunteering and also have the time and space to make a long-term, regularly scheduled meeting time can be challenging. We will continue to leverage and maximize our marketing endeavors, promoting the benefits of becoming a tutor. We will also work with established tutors to find ways to support their scheduling needs, allowing them to continue volunteering.

12. Describe your plans for tutor training. Include how often it will occur, how long it will last, and any other relevant

information. (Word limit: 150)

Each branch holds at least one tutor training a month, with more added as needed Each tutor training is held for two hours.

13. Value 5: CLLS is learner-driven. Describe your plan to incorporate learner needs and aspirations in program planning and development. (Word limit: 150)

Staff work with learners to identify specific goals and desired outcomes. Goals are shared with volunteer tutors to aid in lesson planning and instructional guidance. Literacy staff regularly check in with tutor/learner partners to ensure progress towards these goals is being made. This supports tutors as they key in on individual learners' needs, make sure that learners' needs are being met, helps the learner see that they are making progress, and builds confidence in the tutor/learner pair as goals are achieved.

14. Describe your plan for your learner intake, assessment, and goal setting within the CLLS Roles & Goals framework. (Word limit: 150)

Staff set up establishing visits with potential learners to perform an assessment of a learner's reading/writing skill level and fill out intake paperwork. Staff have conversations with learners to establish what the learner is looking to accomplish in the program and set goals important to the learner.

15. CLLS has pre-identified allowable activity types for adult and family literacy services. What types of literacy service types do you plan to offer? Select all that apply.

- One-on-one tutoring (consultation)
- Walk-in tutoring (consultation)
- Group learning (program)

16. Where will you offer literacy services? Please include library sites and any community locations outside the library, if known. (Word limit: 150)

All literacy services take place within the library.

17. How many adult learners do you expect to serve?

300

18. How many one-on-one tutoring sessions do you expect to have?

3648

19. How many group learning sessions do you expect to have?

100

20. List one to two program goals for the coming year and describe your basic plans for achieving them. (Word limit: 150)

San Bernardino County Library aims to normalize the utilization of help available through the literacy program, while working to reduce the stigma often associated with acknowledging illiteracy. Promoting the Adult Literacy Program during other library programs and as part of phone greetings let potential learners know of the support we offer without having to ask. We have also updated visual marketing to reduce the amount of text involved, making it easier for individuals with low literacy to understand the service being offered.

We will work to streamline volunteer onboarding and supporting tutor scheduling. This will allow new tutors to meet the time commitment needed for the program.

Cash Match and In-Kind Contributions - Adult Literacy Services

This form does not auto-save your work. Click the Save button often.

To increase the size of the text, click the "Ctrl" and "+" buttons on your keyboard at the same time.

Cash Match and In-Kind Contributions Overview

Cash match and in-kind contributions are the money and other resources that your organization provides to support a project in addition to the grant funds. Sharing information about your organization's match and contributions helps us communicate the value of your project to our stakeholders and demonstrates your community's commitment.

Cash match refers to direct funds from your organization, including money that may be contributed to the project by other public agencies and institutions, private organizations and/or individuals, to pay for project expenses.

In-kind refers to non-cash contributions your organization provides to a project. Examples include donated supplies or equipment, free use of space or facilities or professional services provided at no cost.

For project costs or resources not paid for by the grant to count as cash match or in-kind contributions, they must be:

- allowable per opportunity guidelines and applicable federal and state rules and regulations;
- reasonable in cost in relation to current market value of items and payment for services;
- necessary to the achievement of the project goals within the project period.

For questions on cash match and in-kind match contributions or requirements, the project period, and allowable expenses refer to the opportunity guidelines located on the [Manage Your Grant](#) webpage. The grant monitor is also available to assist with any questions.

1. Do you have cash match or in-kind contributions to report for this project?

- Yes
 No

All amounts and descriptions entered below must be limited to the details on cash match and in-kind contributions. Description for grant-funded items must be included in the budget for the project.

If an item is paid for with both grant funds and cash match or in-kind contributions:

- The "Total Cash Match and In-Kind Contributions Amount" should only include the cash match or in-kind portion of the item.
- The "Description for Cash Match and In-Kind Contributions Amount" must list the item's total cost and how much of that cost comes from cash match or in-kind.

Salaries Wages and Benefits (Adult Literacy)

Include all salaries, wages, and fringe benefits paid to staff employed by the applicant organization who contribute directly to the project.

The cash match and in-kind contribution description for Salaries, Wages and Benefits must include:

- Position title(s)
- Number of hours worked directly on the project (cash match portion only)

- Hourly rate(s) inclusive of salaries, wages and benefits
- Activities completed in support of the project.

Entry must be rounded to the nearest dollar. If there are no salaries, wages and benefit contributions to report, enter \$0 for the amount and N/A for the description.

2. Total Salaries Wages and Benefits Cash Match and In-Kind Contributions Amount:

\$106,714.00

3. Description for Salaries, Wages and Benefits Cash Match and In-Kind Contributions Amount:

Staff at sixteen branch libraries who conduct the Literacy Program

Consultant Fees (Adult Literacy)

Include all expenses related to acquiring the services of a consultant for a specific activity within the project.

Typically, consultants advise and are specialists in the specific area for which the advice is provided. Costs may include fees, travel, accommodation, and support services hired directly by the consultant. Include the consultant fee and tasks carried out and deliverables to be provided for this fee.

The Services category should be used to capture all other, non-consultation, services.

The cash match and in-kind contribution description for Consultant Fees must include:

- Name of the firm, organization or consultant
- The field the consultant specializes in

Entry must be rounded to the nearest dollar. If there are no consultant fee contributions to report, enter \$0 for the amount and N/A for the description.

4. Total Consultant Fees Cash Match and In-Kind Contributions Amount:

5. Description for Consultant Fees Cash Match and In-Kind Contributions Amount:

Travel (Adult Literacy)

Include all expenses associated with travel for the project.

Travel costs must be related to the project activities and must be incurred by the staff directly employed by the applicant organization or formal partners working on the project, or by participants in project activities if their participation is essential and they must travel to participate.

Costs may include airfare, ground transportation, accommodation, meals, etc. For airfare, economy class must be used at all times. Mileage reimbursement cannot exceed the current state rate. The current state mileage rate can be located on the [CalHR Travel Reimbursements](#) webpage.

The cash match and in-kind contribution description for Travel must include:

- Number of travelers
- Who they are
- Purpose for the travel
- Types of travel expenditures
- How costs are calculated

Entry must be rounded to the nearest dollar. If there are no travel contributions to report, enter \$0 for the amount and N/A for the description.

6. Total Travel Cash Match and In-Kind Contributions Amount:

\$6,000.00

7. Description for Travel Cash Match and In-Kind Contributions Amount:

Travel of staff to regularly scheduled meetings to provide training, updated materials, idea sharing, and workshopping.

Supplies and Materials (Adult Literacy)

Include all expenses related to supplies and materials for project-specific activities.

Supplies and materials must be allowable under the opportunity guidelines and cost less than the per-item dollar limit that would classify them as Equipment.

Subscriptions and licenses must be reflected in the Services category.

The cash match and in-kind contribution description for Supplies and Materials must include:

- Brief details to demonstrate the items are allowable, reasonable and necessary.
- Any required elements noted in the opportunity guidelines for the budget.

Entry must be rounded to the nearest dollar. If there are no supplies and materials contributions to report, enter \$0 for the amount and N/A for the description.

8. Total Supplies and Materials Cash Match and In-Kind Contributions Amount:

\$2,195.00

9. Description for Supplies and Materials Cash Match and In-Kind Contributions Amount:

Workbooks, notebooks, pencils, pens, highlighters, erasers for learners and tutors. Paper, toner, pens, pencils, general office supplies for branches.

Equipment (Adult Literacy)

Include all expenses for equipment used specifically for the project. Check the opportunity guidelines for the per-item dollar amount that defines what counts as equipment.

Allowable items costing less than the per-item dollar limit are considered small equipment and must be included under Supplies and Materials.

The cash match and in-kind contribution description for Equipment must include:

- Brief details to support the items are allowable, reasonable and necessary.
- Any required elements noted in the grant guidelines for the budget.

Entry must be rounded to the nearest dollar. If there are no equipment contributions to report, enter \$0 for the amount and N/A for the description.

10. Total Equipment Cash Match and In-Kind Contributions Amount:

11. Description for Equipment Cash Match and In-Kind Contributions Amount:

Services (Adult Literacy)

Include any costs for individuals, organizations or businesses contracted to manage and/or implement the

project activities.

Services typically include items such as printing, subscriptions or licenses, project-specific media and marketing services, equipment and vehicle maintenance, and building equipment lease and rental.

Cash match and in-kind contributions cannot fund portions of contracts that fall outside of and/or extend beyond the project period.

The cash match and in-kind contribution description for Services must include:

- Vendor or service contractor name with the type of service provided.

Entry must be rounded to the nearest dollar. If there are no services contributions to report, enter \$0 for the amount and N/A for the description.

12. Total Services Cash Match and In-Kind Contributions Amount:

\$3,000.00

13. Description for Services Cash Match and In-Kind Contributions Amount:

Background checks for tutors (\$81 per volunteer), promotional materials such as bookmarks and fliers that get distributed to the community

Indirect (Adult Literacy)

An indirect cost is the applicant's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs." Typical examples of indirect costs are general telephone service, postage, office supplies, office space expenses, and administrative or financial operations for an entire organization.

Indirect costs are limited to a certain percentage of the project's Modified Total Direct Costs (MTDC). You can find your project's indirect cost limit and instructions on how to calculate MTDC in the opportunity guidelines.

Entry must be rounded to the nearest dollar. If there are no indirect contributions to report, enter \$0 for the amount and N/A for the description.

14. Total Indirect Cash Match and In-Kind Contributions Amount:

\$9,000.00

15. Description for Indirect Cash Match and In-Kind Contributions Amount:

Facility space, utilities, printing

Budget

Proposed Budget Summary

Expense Budget

	Grant Funded	Total Budgeted
A1. Salaries, Wages and Benefits (Adult Literacy)		
Staff Salaries and Benefits	\$99,132.00	\$99,132.00
Subtotal	\$99,132.00	\$99,132.00
<hr/>		
Total Proposed Cost	\$99,132.00	\$99,132.00

Revenue Budget

	Grant Funded	Total Budgeted
Grant Funding		
Award Requested	\$99,132.00	\$99,132.00
Subtotal	\$99,132.00	\$99,132.00
<hr/>		
Total Proposed Revenue	\$99,132.00	\$99,132.00

Proposed Budget Detail

See attached spreadsheet.

Proposed Budget Narrative

A1. Salaries, Wages and Benefits (Adult Literacy)

Salaries, wages, and benefits costs for each funding type include the fully burdened salaries and benefits for all adult literacy services staff and other staff for their proportional time spent directly supporting the CLLS literacy programs. The narrative section for Salaries, Wages and Benefits must include the position title, hours worked on the direct project, hourly rate inclusive of salaries, wages and benefits, and how the position supports the project. Refer to the allowable expenses guidelines and application instructions on the [CLLS Manage Your Grant](#) page.

Staff Salaries and Benefits

Branch Staff at Literacy Branch Locations ADE- Librarian I- Hourly rate including benefits: \$46.05 FTE: 10% ADE- Library Tech- Hourly rate including benefits: \$21.16 FTE: 12.5 APV- Librarian III- Hourly rate including benefits: \$63.89 FTE: 10% APV- Library Tech- Hourly rate including benefits: \$38.96 FTE: 15% BAR- Librarian II- Hourly rate including benefits: \$57.55 FTE: 10% BAR- Library Tech- Hourly rate including benefits: \$20.66 FTE: 12.5% CHI- Librarian II- Hourly rate including benefits: \$52.18 FTE: 10% CHI- Library Tech- Hourly rate including benefits: \$27.09 FTE: 12.5% FON- Librarian III- Hourly rate including benefits: \$52.18 FTE: 10% FON- Librarian II- Hourly rate including benefits: \$49.76 FTE: 12.5%