



**San Bernardino County Library- 2025-26 CLLS Adult Literacy Application**

Prepared by San Bernardino County Library  
for California State Library 2025-26 CLLS Adult Literacy Services

Submitted by Jena Jacobsmeyer

Submitted on 05/28/2025 7:52 AM Pacific Standard Time

## Opportunity Details

### Opportunity Information

**Title**

2025-26 CLLS Adult Literacy Services

**Description**

The California Library Literacy Services (CLLS) opportunity provides grant funding to provide 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**

cls@library.ca.gov

**Opportunity Posted Date**

4/17/2025

**Public Link**

<https://www.gotomygrants.com/Public/Opportunities/Details/5d5ea010-fb6a-41be-bf96-0f86c9878d32>

### Funding Information

**Opportunity Funding**

\$1,366,180.00

**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**

07/01/2025 - 09/30/2026

**Award Type**

Non Competitive

**Capital Grant**

No

**Expected Number of Awards**

103.00

**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****Matching Requirement****Yes****Submission Information****Submission Window****Closes 05/29/2025 11:55 PM****Submission Timeline Type****One Time****Question Submission Information****Question Submission Email Address****cls@library.ca.gov****Question Submission Additional Information**

The State Library team is here to help. Email [cls@library.ca.gov](mailto:cls@library.ca.gov) for questions.

**Technical Assistance Session****Technical Assistance Session****Yes****Session Date and Time****04/17/2025 6:00 PM****Conference Info / Registration Link****<https://us06web.zoom.us/join/059EnrQVR7ylk6ADdq-fzA>****Eligibility Information****Additional Information****Additional Information URL****<https://www.library.ca.gov/grants/manage/#cls>**



## **Project Information**

### **Application Information**

Application Name

San Bernardino County Library- 2025-26 CLLS Adult Literacy Application

Award Requested

\$110,147.00

Cash Match Requirement

\$0.00

Cash Match Contributions

\$0.00

In-Kind Match Requirement

\$0.00

In-Kind Match Contributions

\$118,017.00

Other Funding Requirement

\$0.00

Other Funding Contributions

\$0.00

Total Award Budget

\$228,164.00

### **Primary Contact Information**

Name

Jena 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

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

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1. Is your organization a California public library? If your organization is not a California Public Library you will be prompted to enter your organizations name in the next field.

- ☒ Yes  
☐ No

1b. Select Library Name

San Bernardino County Library

2. Authorized Representative First and Last Name

Melanie Orosco

3. Authorized Representative Title

County Librarian

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

909-387-2220

5. Authorized Representative Email

Melanie.Orosco@lib.sbcounty.gov

6. Authorized Representative Street Address

268 W. Hospitality Lane 3rd Floor

7. Authorized Representative City

San Bernardino

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

92415

9. Recipient Grant Manager First and Last Name

Jena Jacobsmeyer

10. Recipient Grant Manager Title

Staff Analyst II

11. Recipient Grant Manager Email

jena.jacobsmeyer@lib.sbcounty.gov

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

909-387-2220

Open the following link to check that your organization meets all CLLS eligibility requirements.

<https://www.library.ca.gov/services/to-libraries/clls/>

13. Based on the requirements in the document linked above, is your organization eligible to apply for CLLS funding?

☒ Yes

14. Organizations Federal Employer Identification Number

956002748

## Project Details

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### 1. Primary Project Audience: Identify the audience(s) for this project.

Select all that apply

- ☒ Adults
- ☐ Families
- ☐ Immigrants/Refugees
- ☐ Intergenerational Groups (Excluding Families)
- ☐ Library Staff, Volunteers, and/or Trustees
- ☒ Low Income
- ☐ Non/Limited English Speaking
- ☐ People with Disabilities
- ☒ People with Limited Functional Literacy
- ☐ Pre-School Children
- ☐ Rural Populations
- ☐ School Age Children
- ☐ Senior Citizens
- ☐ Statewide Public
- ☐ Suburban Populations
- ☐ Unemployed
- ☐ Urban Populations
- ☐ Young Adults and Teens
- ☐ Other
- ☐ Not Specific Primary Audience

**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: 400 characters, approximately 50 words)

Question 2 Response:

Provide one-on-one literacy tutoring for low literacy or illiterate individuals, as well as basic computer classes for computer illiterate individuals.

**3. Project Description:** Provide a description that will enable the reviewers to understand the overall project if they were to read only this response and no other part of the application. (Text limit: 1,000 characters, approximately 150 words)

The text should be a summary of:

- the needs and aspirations your project responds to
- your planned activities
- how the activities you propose will achieve your desired outcomes and goal

Organize your text in a readable format.

## Question 3 Response:

We provide one-on-one literacy tutoring for low literacy or illiterate individuals, as well as basic computer classes for computer illiterate individuals. Library staff work with volunteer tutors to ensure all involved in the program feel comfortable and confident with tutoring and learning benchmarks. This program is for adult, English speaking learners who are illiterate or have extremely low literacy. The anticipated benefit is to raise literacy in the county, help learners achieve their goals, and give learners the skills and confidence needed to better themselves through literacy.

**4. Agency Alignment:** Describe how the proposed project aligns with your agency's mission, values, strategic plan, goals, and/or other activities. (Text limit: 1,000 characters, approximately 150 words)

## Question 4 Response:

The Adult Literacy Program aligns with the San Bernardino County mission to help improve the lives of County residents and support them from cradle to career. By supporting adults in San Bernardino County, the San Bernardino County Library is able to help individual learners with their literacy goals, helping them gain skills that will allow them to reach for new heights and advance both their personal and work relationships.

**5. Is this a brand new project?**

A new project is one that has not been implemented before at your organization. This is a project that you are starting from scratch.

## Question 5 Response:

- ☐ Yes  
☒ No

**6. Is this project expected to continue beyond the grant period to implement fully?** If you select "yes" to this question, you will be prompted to enter more information in the next field.

- ☐ Yes  
☒ No

**7. Focus Population:** Who is the focus population for this project? (Text limit: 400 characters, approximately 50 words)

Describe the focus population for your proposed project.

## Question 7 Response:

Adult, English-speaking individuals who are illiterate or have low literacy skills.

**8. How does this proposed project address barriers and needs experienced by the focus population and align with the population's strengths and aspirations?** (Text limit: 1,000 characters, approximately 150 words)

Explain how what you plan to do will help address the barriers and unmet needs and align with the aspirations of the focus population.

## Question 8 Response:

We understand that there is a need for adults in San Bernardino County to receive help with literacy. By continuing our Adult Literacy Program, we are able to reach out and help some of the most vulnerable members of our community. By helping illiterate adults reach their literacy goals, we are also able to help shape the future of the community by giving adult learners tools to help them advance both their personal relationships and careers. This in turn will help future generations, as the children of the adult learners will be able to gain support in their own literacy journeys from their parents/guardians.

**9. How will you connect with the focus population, inform them about the project, remove barriers, and encourage their participation?** (Text limit: 1,000 characters, approximately 150 words)

Describe your outreach efforts to connect the focus population with the project, increase their participation, and



address obstacles to their participation.

Question 9 Response:

We work with local businesses and community locations to distribute informational flyers and promote the Adult Literacy Program, ensuring that the community is well informed about our program. We also participate in outreach events to reach individuals who may not visit the library on their own and are unaware of the literacy support available to them

**10. How is your project being created, planned, and implemented in collaboration with the focus population? (Text limit: 1,000 characters, approximately 150 words)**

Describe how members of the focus population are working and will work with you on the project as you create, plan, and implement it.

Question 10 Response:

The Adult Literacy Program is already established at sixteen branch libraries. As we expand services and update the existing program, we work with the branch staff who have established relationships with the learners and volunteer tutors to generate ideas that will help promote and focus the program and align it with our learners needs, helping them achieve their goals.

**11. Project Outputs:** List your anticipated project outputs. Include services to be provided and/or products to be created in this project as well as the approximate number of each. Format text in a bulleted list like the example below. (No text limit)

Outputs are quantifiable measures of services and/or products to be created or provided. Be sure to include the number of people you anticipate will participate in and/or benefit from each activity, if applicable.

**Example list of outputs:**

- Three training workshops will be held; 25 people will attend each workshop
- 15 story hours will be held
- 100 promotional bookmarks will be created and distributed
- 150 individuals will be trained
- 50 children and caregivers will have participated
- 1,000 photographs will be digitized
- Five kits will be created and given to each branch

Question 11 Response:

The evaluation of the Literacy program is of utmost importance to the County. We want to ensure that the services being offered are meeting the needs of our constituents. Because of this, we will be speaking regularly with our tutors, learners, and staff to ensure that we are meeting the needs of our learners at their level with the appropriate resources. This will allow the learners and tutors to feel valued and success within our program. We will work to collaborate with outside organizations that have referred learners to our program to assess if their desired outcomes are being met. Additionally, we will be surveying our tutors and learners to see if there is a need for implementing a family literacy component to our program.

**12. Additional Evaluation:** Beyond the Roles & Goals framework required by the State Library, describe additional local plans, if any, for evaluating the impact of your project in response to your stated need. (Text limit: 1,000 characters, approximately 150 words)

Question 12 Response:

We rely on our branch staff that work directly with our adult learners and volunteer tutors to evaluate the impact of our program. Staff meet with learners and tutors on a regular basis in order to ensure the program is meeting the needs and goals that have been established, discuss any issues that may have emerged and take steps to mitigate any negative outcomes, and setting the roadmap for future goals to be established. We want to make sure that our learners and tutors feel listened to and supported. We keep note of the conversations in the tutor and/or learner file in branch, so that the record of discussions and any follow-up made can be accessed by all staff.

**13. Future Plans:** How will your project be supported and sustained in the future? How will you share successes and lessons learned? (Text limit: 1,000 characters, approximately 150 words)

Question 13 Response:

The San Bernardino County Library is dedicated to facilitating the Adult Literacy Program. We work to ensure the annual budget includes the program needs, so that in the event of losing outside funding, our learners will still have the support they need. We work closely with branch staff to make sure that cross-training of staff includes branch staff who do not typically work directly with the literacy 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, allowing staff members to learn from other branch accomplishments and idea share so that other branch libraries can use that information to grow their individual program.

**14. Project Partner:** Do you have a project partner to report?

Select "No." CLLS is reporting "community connections" not "project partners." Community connections are reported below.

Question 14 Response

☒ No

**15. Community Connections:** A community connection is a cooperating institution or agency with which the applicant works to achieve project goals but with which the applicant might not have a formal, signed agreement.

Organizations or individuals who are contractors under the project are not considered community connections.

At least one community connection is required to be listed in this application. In the narrative field, describe how you expect to work with you community connection to support literacy services during the upcoming program period.

Do you have a community connection to report?

☒ Yes

15b. Community Connection Name

Various Schools (including Adult Schools)

**15c. Describe resources the connection will contribute and how it will contribute to the project and help achieve project goals.** (Text limit: 400 characters, approximately 50 words)

Name the literacy services where the community connection will work with the library. Describe resources the connection will contribute and how it will contribute to the project to achieve project goals.

Question 15c Response:

Attend Resource/Literacy Nights and leave promotional materials

15d. Do you have a second community connection to report?

☒ Yes

☐ No

15e. Second Community Connection Name

Various Community Businesses/Churches/Community Centers (such as Senior Centers)

**15f. Describe resources the second connection will contribute and how it will contribute to the project and help achieve project goals.** (Text limit: 400 characters, approximately 50 words)

Question 15f Response:

Posted program promotional materials for both learners and tutors

15g. Do you have a third community connection to report?

- ☒ Yes  
☐ No

15h. Third Community Connection Name

City/County Departments

15i. Describe resources the third connection will contribute and how it will contribute to the project and help achieve project goals. (Text limit: 50 words; 400 characters, approximately 50 words)

Question 15i Response:

Work with the sixteen cities our literacy branches are located in as well as other County departments to post program promotional materials and hand out our flyers at resources fairs.

**16. Community Connection Letters of Support:** If applicable, attach any letters of support from your Community Connection(s).

Acceptable file formats include PDF, Word (.doc, .docx), Excel (.xlsx), JPEG/JPG, and PNG.

Your letters of support should be named 2526\_[libraryname]\_CLLSLoS.

If you have more than one letter of support, click Choose File again to upload multiple files.

Upload Letters of Support Here:

## 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](mailto:CLLS@library.ca.gov).

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1. Do you commit to providing literacy services in alignment with the CLLS Mission, Values, and Program Essentials?

[Review the CLLS Mission, Values, and Program Essentials.](#)

Question 1 Response

☒ Yes

2. Do you plan to participate in the following activities during the program period? Select all that apply.

- ☒ Regional network meetings
- ☐ Adult education consortium/a meetings
- ☐ Training and support provided at the CLA conference, through the CLLS program, or through the Literacy Initiatives project
- ☐ Training and support provided through other organizations, such as ProLiteracy, TESOL, local adult education consortia, or others

3. What groups will you conduct outreach to promote literacy services? Select all that apply.

- ☒ Community fairs or festivals
- ☐ Schools or school districts, First5, 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

4. 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

5. Identify one program improvement goal for the upcoming year. Include numbers and dates if appropriate. (Text limit: 400 characters, approximately 50 words)

To help identify a program improvement goal, refer to the [CLLS Mission, Values, and Program Essentials](#). Consider what program essential(s) you would like to work towards in the upcoming program period.

Question 5 Response

We are looking to improve our tutor recruitment, training, and retention. Our aim is to enhance the support our volunteer tutors receive, allowing them to thrive within the program and in turn give their learners the supported needed to fulfill all goals set.

6. How do you plan to meet this goal? Include numbers and dates if appropriate. (Text Limit: 1,000 characters, approximately 150 words)

We will collaborate with branch staff and volunteer tutors to explore new ways that the Library can offer more support, enhance engagement with other tutors by workshopping ideas and socialization, and examine the tools and support other library systems have utilized by connecting with other library systems through CLLS.

7. Do you anticipate any significant changes that may impact your CLLS program in the upcoming year? If you select "yes," you will be prompted to provide an explanation in the next field.

- ☐ Yes  
☒ No

## Project Activities - Adult Literacy Services

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

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CLLS Adult Literacy Services has three core activities:

1. One-on-one tutoring
2. Walk-in tutoring
3. Group tutoring (2 or more learners)

In the following activity section, you will only report the activities from the above list that you plan to provide for adult learners in the upcoming program period. You must report at least one activity from the list.

If you have a significant adult learner activity you plan to conduct that does not fit into the above list, contact your state team at [clls@library.ca.gov](mailto:clls@library.ca.gov) to discuss and approve your plan before application.

Refer to the [CLLS FAQ](#) for more information about adult literacy activities and other frequently asked questions.

Activity Name

One-on-one tutoring

Activity Description: Provide a brief summary of your activity including what you will do and how you will do it, for whom, and for what expected benefit. (Text limit: 1,000 characters, approximately 150 words)

We will work with learner and volunteer tutors to match schedules that work for both parties. The library provides not only a place for the matched pair to meet, but also provides workbooks and supplies such as pens, highlighters, notebooks, and more for the tutor and learner to use during tutoring sessions.

Choose your activity

- ☒ Instruction: Involves an interaction for knowledge or skill transfer.

Choose the Type that best describes the instruction activity.

- ☒ Program: Formal interaction and active user engagement (i.e. a computer class)  
☐ Consultation: Informal interaction with an individual or group of individuals; the provision of expert advice or reference services to individuals, units or organizations.

Choose the format that best describes the instruction.

- ☒ In-person: carried out face-to-face  
☐ Virtual: mediated by a computer, computer network, or mobile device  
☐ Combined In-person & virtual: delivered both in-person and via a computer, computer network, or mobile device  
☐ Other

Is the activity directed at the library workforce (includes volunteers and trustees) or the general population?

- ☐ Library workforce  
☒ General population

Do you have a second activity to report?

- ☐ Yes  
☒ No



If No, scroll to the bottom of page

## Additional Information/Uploads

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

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## Applicant Organization Assessment

1. Recipient Grant Manager Name

Jena Jacobsmeyer

2. Is the recipient grant manager new to your organization (joined within the past year)?

- ☐ Yes  
☒ No

2b How long has the recipient grant manager worked in your organization? (Enter in years. Example: 3.5)

8

3. Has the recipient grant manager previously managed any other grant projects within the last three years?

- ☒ Yes  
☐ No

3b. How many grant projects has the recipient grant manager previously managed?

5

4. How long has the organization's director been in his/her current position? (Enter in years. Example: 3.5)

8

5. Has the applicant organization received any grants from the California State Library in the past three (3) years?

- ☒ Yes  
☐ No

5b. How many grants has the applicant organization received from California State Library in the past three (3) years?

3

6. Has the applicant organization been awarded a grant not issued by the California State Library in the past three (3) years?

- ☒ Yes  
☐ No

7. For any grants received within the past three (3) years, has the applicant organization been late submitting any of the following (select all that apply)?

- ☐ Amendments  
☒ Budget modifications, augmentations and/or revisions  
☐ Fiscal and/or narrative reporting  
☐ The applicant organization has not been late in any of the above  
☐ N/A - The applicant organization has not received any grants within the past three (3) years.

8. For any grants received within the past three (3) years, has your organization failed to meet any grant requirements?

- ☐ Yes  
☒ No



9. In the past two years, has your organization undergone a reorganization or major shift in management that would affect this program?

- ☐ Yes  
☒ No

10. Has the organization ever been convicted of violating state or federal criminal law involving fraud, bribery, or gratuity violations?

- ☐ Yes  
☒ No

11. Does the applicant organization have a current lawsuit filed against them or previously had a lawsuit filed against them in the last five (5) years?

- ☐ Yes  
☒ No

12. How many times in the past five (5) years has the applicant organization received an audit and/or monitoring finding(s)?

- ☐ The applicant organization has not received an audit finding in the past five years  
☒ 1-3 findings  
☐ 4-6 findings  
☐ 7+ findings

13. Select the type of audit(s) or monitoring that resulted in findings (select all that apply):

- ☐ The applicant organization has not received an audit finding in the past five years  
☐ Federal audit  
☐ Financial audit  
☐ LSTA monitoring  
☐ State audit  
☒ Any other type of audit not identified above:

13b. If 'Any other type' was chosen, explain audit type. (No word limit)

We perform internal audits of each branch library hosting the program 2-3 times a year

14. Does your accounting system identify and track expenditures and receipt of program funds separately for each grant award?

- ☒ Yes  
☐ No

15. Is your organization facing bankruptcy or major budget deficits?

- ☐ Yes  
☒ No

#### **Additional Documents**

**Attach additional supporting documents to this application if applicable.**

**Supporting attachments should provide data for information provided in the narrative.**

**Examples of attachments include:**

- Letter of support from individuals or groups (not partner or community connections);
- Citations from reports supporting the needs statement;
- Staff position descriptions;
- Sample evaluation tools;
- Description and expertise of any consultants to be used

**Acceptable file formats include PDF, Word (.doc, .docx), Excel (.xlsx), JPEG/JPG, and PNG.**



Your additional documents should be named  
**OpportunityName\_UpToThreeWordDescription\_OrganizationName**

Attach additional supporting documents to this application. If you have more than one file, click Choose File again to upload multiple files.

## Application Certification

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

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### 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

2526\_[libraryname]\_CLLS.docx

Upload your completed Certification and Signature page. Your file name should follow the format 2526\_[libraryname]\_CLLS. Example: 2526\_CaliforniaStateLibrary\_CLLS. Acceptable file formats include PDF, Word (.doc, .docx), Excel (.xlsx), JPEG/JPG, and PNG.

CLLS Grant Application Certification- San Bernardino County Library.pdf

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#### Authorized Representative Reminder

**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 executing 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 their organization.**

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## Budget

### Proposed Budget Summary

#### Expense Budget

	Grant Funded	Non-Grant Funded	Total Budgeted
<b>A1. Salaries, Wages and Benefits (Adult Literacy )</b>			
Staff Salaries and Benefits	\$93,763.00	\$101,632.00	\$195,395.00
<b>Subtotal</b>	<b>\$93,763.00</b>	<b>\$101,632.00</b>	<b>\$195,395.00</b>
<b>C1. Travel (Adult Literacy)</b>			
Travel	\$2,046.00	\$2,046.00	\$4,092.00
<b>Subtotal</b>	<b>\$2,046.00</b>	<b>\$2,046.00</b>	<b>\$4,092.00</b>
<b>D1. Supplies and Materials (Adult Literacy)</b>			
Supplies/Materials	\$3,506.00	\$3,505.00	\$7,011.00
<b>Subtotal</b>	<b>\$3,506.00</b>	<b>\$3,505.00</b>	<b>\$7,011.00</b>
<b>F1. Services (Adult Literacy)</b>			
Services	\$1,107.00	\$1,108.00	\$2,215.00
<b>Subtotal</b>	<b>\$1,107.00</b>	<b>\$1,108.00</b>	<b>\$2,215.00</b>
<b>G1. Indirect (Adult Literacy)</b>			
Indirect Costs	\$9,725.00	\$9,726.00	\$19,451.00
<b>Subtotal</b>	<b>\$9,725.00</b>	<b>\$9,726.00</b>	<b>\$19,451.00</b>
<b>Total Proposed Cost</b>	<b>\$110,147.00</b>	<b>\$118,017.00</b>	<b>\$228,164.00</b>

#### Revenue Budget

	Grant Funded	Non-Grant Funded	Total Budgeted
<b>Grant Funding</b>			
Award Requested	\$110,147.00		\$110,147.00
<b>Subtotal</b>	<b>\$110,147.00</b>		<b>\$110,147.00</b>
<b>Non-Grant Funding</b>			
Cash Match		\$0.00	\$0.00
In-Kind Match		\$118,017.00	\$118,017.00
Other Funding and Contributions		\$0.00	\$0.00
<b>Subtotal</b>		<b>\$118,017.00</b>	<b>\$118,017.00</b>
<b>Total Proposed Revenue</b>	<b>\$110,147.00</b>	<b>\$118,017.00</b>	<b>\$228,164.00</b>

## **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 (CLLS and cash match) 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 line items must include the position title, FTE for direct project work, hourly rate inclusive of salaries, wages and benefits, and how the position supports the project. FTE is the proportion of a full-time employee's time spent on the proposed project. Refer to the [Staff Salary Chart](#) and the allowable expenses guidelines and application instructions on the [CLLS Manage Your Grant](#) page.

#### **Staff Salaries and Benefits**

Staff at sixteen branch libraries as well as administrative support.

### **C1. Travel (Adult Literacy)**

Travel includes costs for in-state travel expenses incurred by personnel performing services for the adult literacy program. Travel to in-state network meetings and professional development opportunities relating to Adult Literacy is allowable. Costs may include airfare, ground transportation, mileage, hotel expenses, meals, and others. Libraries must follow the state rates for hotel and meal expenses. Libraries should demonstrate an effort to adhere to hotel state rates and keep records of any travel funds spent that exceed state rates. Additionally, hotel- or meal-related travel expenses that exceed the allowable state rate may be paid for with local funds and considered part of the jurisdiction's local match. See the California Department of Human Resources "[Travel Reimbursements](#)" webpage for current rates. CLLS policy does not allow using CLLS funds for out-of-state travel. Refer to allowable expenses guidelines and application instructions on the [CLLS Manage Your Grant](#) page.

#### **Travel**

Travel of staff to regularly scheduled meetings to provide training, updated materials, idea sharing, and workshoping. Also covers administrative travel to branches to perform internal audits of program.

### **D1. Supplies and Materials (Adult Literacy)**

Supplies & Materials costs include supplies for programming, materials for circulation, materials to provide to the community, materials to use in the library, and materials to use in other spaces where adult literacy services are provided. Refer to allowable expenses guidelines and application instructions on the [CLLS Manage Your Grant](#) page.

#### **Supplies/Materials**

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

### **F1. Services (Adult Literacy)**

Services includes costs for individuals contracted to manage and/or implement the project activities. Services costs may also include but are not limited to limited-term adult literacy staff, instructors, printing, design services, trainers, presenters, subscriptions, licenses, and production and support of project-specific media and marketing. Costs are considered "services" when a company or third party provides the services. Refer to allowable expenses guidelines and application instructions on the [CLLS Manage Your Grant](#) page.

**Services**

Background checks for tutors, promotional materials such as bookmarks and fliers that get distributed to the community.

**G1. Indirect (Adult Literacy)**

Indirect costs or fiscal agent fees charged to the literacy program for payroll processing, accounting, facility space, utilities, furniture (specifically for literacy program use), literacy space modification (such as tinting glass or soundproofing in literacy-specific program areas as long as these modifications do not make permanent changes to building itself), or other similar costs are allowable. The amount budgeted may not exceed 10% of the subtotal for each budget column for your adult literacy award and local cash match. Indirect costs do not need to be itemized. Refer to allowable expenses guidelines and application instructions on the [CLLS Manage Your Grant](#) page.

**Indirect Costs**

Facility space, utilities, printing



## California Library Literacy Services Application Certification

**Grantee:**

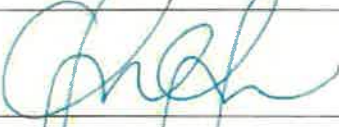
**Application:** CLLS Continuing Libraries Application

**Reporting Period:** July 1, 2025 – June 30, 2026

### Certification

I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

This certification will be issued, signed, and submitted using the online signature and agreement platform, DocuSign. In accordance with Government Code 16.5, the Uniform Electronic Transactions Act (Civil Code, sections 1633.1 – 1633.17), and the Secretary of State regulations this is an acceptable technology capable of creating signatures that conform to requirements set forth in Government Code section 16.5. [unless DocuSign is unallowable or inconsistent with practices and policies of the local jurisdiction. If the use of DocuSign is not acceptable to your organization, please contact your grant monitor regarding alternate options.]

Authorized Representative Signature:	
Date Signed:	5/27/25
Authorized Representative Name:	Melanie Orosco
Authorized Representative Title:	County Librarian
Name of Organization:	San Bernardino County Library
Organization Address (complete and official):	268 W. Hospitality Ln. 3 <sup>rd</sup> Floor, Suite 301, San Bernardino CA, 92415



## County of San Bernardino DELEGATED AUTHORITY – DOCUMENT REVIEW FORM

This form is for use by any department or other entity that has been authorized by Board of Supervisors/Directors action to execute grant applications, awards, amendments or other agreements on their behalf. All documents to be executed under such delegated authority must be routed for County Counsel and County Administrative Office review prior to signature by designee.

**Note: This process should NOT be used to execute documents under a master agreement or template, or for construction contract change orders. Contact your County Counsel for instructions related to review of these documents.**

Complete and submit this form, along with required documents proposed for signature, via email to the department's County Counsel representative and Finance Analyst. If the documents proposed for signature are within the delegated authority, the department will submit the requisite hard copies for signature to the County Counsel representative. Once County Counsel has signed, the department will submit the signed documents in hard copy, as well as by email, to CAO Special Projects Team for review. If approved, the department will be provided routing instructions as well as direction to submit one set of the executed documents to the Clerk of the Board within 30 days.

**For detailed instructions on submission requirements, reference Section 7.3 of the Board Agenda Item Guidelines as the Delegation of Authority does not eliminate the document submission requirements.**

Department/Agency/Entity: Library

Contact Name: Melanie Orosco

Telephone: 909-387-2220

Agreement No.: \_\_\_\_\_ Amendment No.: \_\_\_\_\_ Date of Board Item 5/20/25 Board Item No.: 44

Name of Contract Entity/Project Name: California State Library- California Library Literacy Services Grant

**Explanation of request/Special Instructions:**

On May 20, 2025, San Bernardino County Board of Supervisors authorized the County Librarian to electronically execute and submit the California State Library grant application, documents and forms for the Adult Literacy Services Program, on behalf of San Bernardino County (Item No. 44). The Library Department is requesting delegated authority for the County Librarian to electronically execute and submit the grant application and any required subsequent forms, including quarterly, mid-year and final reports, on behalf of the County.

**Insert check mark that the following required documents are attached to this request:**

- ☒ Documents proposed for signature (Note: For contracts, include a signed non-standard contract coversheet for contracts not submitted on a standard contract form).
- ☒ Board Agenda item that delegated the authority

Department Routed to County Counsel	County Counsel Name: Daniella Hernandez	Date Sent: 5/21/25
Reviewing County Counsel Use Only	Review Date <u>5/21/25</u>  Signature	Determination: <input checked="" type="checkbox"/> Within Scope of Delegated Authority <input type="checkbox"/> Outside Scope of Delegated Authority
CAO-Special Projects Use Only	Review Date <u>5/22/2025</u>  Signature	Disposition: <input checked="" type="checkbox"/> Route for signature to: ____ Chair ____ CEO <input checked="" type="checkbox"/> Department <input type="checkbox"/> Return to Department for preparation of agenda item