



California Library Literacy Services (CLLS) 2023-2024 Final Report Frequently Asked Questions

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If there were two coordinators throughout the year, do we include both on the report?

Yes, you will include the information of the new coordinator in Section 1.2 as the new coordinator. The previous coordinator's information will still be reported in Section 3.1 and 4.1 for the time they spent working on the CLLS program.

Can we report activities that were paid with encumbered funds after June 30, 2024?

Activities in the new program period (2024-2025) may be paid for with encumbered 2023-2024 funds. You will not report these activities on the 2023-2024 CLLS Final Report. On the 2023-2024 CLLS Final Report, you will only report activities between July 1, 2023 – June 30, 2024.

Activities that take place after July 1, 2024, will be reported on the 2024-2025 CLLS Final Report, even if they are paid for with 2023-2024 CLLS encumbered funds.

You will still report your full award funds, including unspent encumbered funds, on your 2023-2024 CLLS Final Report.

What is the difference between the “narrative” sections and the “notes” options in Counting Opinions?

The narrative sections on Counting Opinions are a part of the official report form. We prefer you use the narrative sections to provide the necessary contextual information.

The notes option in Counting Opinions is to provide extra context and clear edit checks.

What are examples of local matching funds?

Local matching funds are costs paid for by your library, foundation, or other external funding sources to directly support your CLLS program. Local matching costs are “cash match.” This means the costs have a verifiable dollar figure. Local matching costs cannot include in-kind costs like the estimated costs of a book donation.

The largest local matching cost is the library's contribution to salary, wages, and benefits. However, any allowable CLLS expense that a library takes on to support your CLLS program can be considered a local matching cost.

Where should limited-term trainers be reported?

The costs for a trainer that provides significant support throughout the year (.01 FTE or more) can be reported as Contract Staff in Section 3.1. Their time can be reported in Section 4.2.

A trainer that provides a one-time service or below .01 FTE for the year can be reported in Operations. Their time should be explained in the narrative. It does not need to be reported in Section 4.2.

Our library pays rent for our learning center that is only used for CLLS services. How should this be reported?

Rent is considered an indirect cost. Indirect costs cannot exceed 10% of the subtotal for each budget category. You may split indirect costs across CLLS funds and local

matching funds if a cost is program wide.

If our county's office of education provided workshops for us, can we report them as partners?

Yes, this is a great example of a community partner relationship.

How do we calculate a library staff member who worked only a portion of the year?

The best way to calculate a staff member's FTE is to take their total hours worked for the year and divide it by the total yearly hours available for a full-time staff person at your library.

For example, if a staff person works 20 hours per week in Adult Literacy Services (ALS) between October 2023 – May 2024, the calculation would be:

- Multiply 20 hours by 28 weeks to get 560 hours
- Divide 560 hours by 2,080 hours (the total yearly hours for a 40-hour workweek) to get .27 FTE

NOTE: 2,080 is the standard yearly hours because most employers use a 40-hour workweek. Other common workweeks are 37.5 hours, 35 hours, and 32 hours. If your library has a different workweek, you would multiply the workweek hours by 52 weeks to get your library's yearly hours.

For help calculating FTE, use the Staff Salary Chart on the [CLLS Manage Your Current Grant](#) page.

Can regional adult education consortium/a be considered community partners?

Your regional adult education consortium/a can be great partners. The consortium/a as a whole or adult education programs individually can be reported as community partners.

Are we required to have up to 10% indirect costs?

No, indirect costs (or other costs) are not required. You are able to construct your budget in a way that makes sense for your program.

What happens to encumbered funds that are not spent?

All CLLS funds must be expended by the final encumbrance date. If for any reason your program has unspent encumbered funds, contact your CLLS state team as soon as possible.