



**CLLS - TehamaCountyLibrary**

Prepared by Tehama County Library  
for California State Library 2026-27 NEW CLLS Libraries Application

**Primary Contact: Alicia Meyer**

## Opportunity Details

### Opportunity Information

Title

2026-27 NEW CLLS Libraries Application

Description

The California Library Literacy Services (CLLS) opportunity provides grant funding for California public libraries to implement adult literacy programs. 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. Accepted applicants will enter the CLLS program in the 2026-2027 project period and are expected to run ongoing literacy programs.

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

12/15/2025

Public Link

<https://www.gotomygrants.com/Public/Opportunities/Details/58987621-404c-4fdd-93e6-5a466b829f14>

### Funding Information

Opportunity Funding

\$200,000.00

Funding Sources

State

Funding Restrictions

See the CLLS Law on the CLLS Manage Your Current Grant page: <https://www.library.ca.gov/grants/manage/#cls>

### Award Information

Award Period

07/01/2026 - 09/30/2027

Award Type

Competitive

Capital Grant

No

Expected Number of Awards

6.00

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 01/21/2026 5:00 PM

#### Submission Timeline Type

One Time

#### Application Review Start Date / Pre-Qualification Deadline

1/22/2026

## 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 for questions.

## Technical Assistance Session

#### Technical Assistance Session

Yes

#### Session Date and Time

12/16/2025 7:00 PM

#### Conference Info / Registration Link

[https://us06web.zoom.us/meeting/register/zpn908o8QhaSwb\\_e2iBHiQ](https://us06web.zoom.us/meeting/register/zpn908o8QhaSwb_e2iBHiQ)

## Additional Information

#### Additional Information URL

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

#### Additional Information URL Description

A second information session will be held on January 7, 2026, 2:00 pm – 3:00 pm. Registration link: <https://us06web.zoom.us/meeting/register/ipdjn8JVRn6rQoTYeM--sA#/>.

## Award Administration Information

#### Reporting

Review the CLLS Manage Your Current Grant page for reporting information for current CLLS programs: <https://www.library.ca.gov/grants/manage/#cls>.

## Project Information

### Application Information

Application Name

CLLS - TehamaCountyLibrary

Award Requested

\$1.00

Total Award Budget

\$1.00

### Primary Contact Information

Name

Alicia Meyer

Email Address

countylibrarian@tehamacountylibrary.org

Address

545 Diamond Ave.  
Red Bluff, CA 96080

Phone Number

(530) 527-0604

## Project Description

### Applicant Information

If you need support on this application, contact your state grant team at [CLLS@library.ca.gov](mailto:CLLS@library.ca.gov).

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

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

---

#### 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](#)
- Has at least one staff member who attended an information session

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

- Yes  
 No

#### 2. Applicant Organization Name

Tehama 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.

Tehama County Library ▼

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

946000543

## 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.

CLLS\_Certification\_TehamaCountyLibrary.pdf

### 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 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 the applicant organization.**

Authorized Representative First and Last Name.

Alicia Meyer

Authorized Representative Title

County Librarian

Authorized Representative Email

countylibrarian@tehamacountylibrary.org

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

530-527-0604

Authorized Representative Street Address

545 Diamond Ave

Authorized Representative City

Red Bluff

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

96080

### 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

Alicia Meyer

Recipient Manager Title

County Librarian

Recipient Manager Email

countylibrarian@tehamacountylibrary.org

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

530-527-0604

## Project Details

If you need support on this application, contact your state grant team at [CLLS@library.ca.gov](mailto:CLLS@library.ca.gov).

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

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

- 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
- LGBTQ+

**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. (Word limit: 60)

Question 2 Response:

Tehama County Library will initiate a literacy program to support community members with reading and writing via 1:1 tutoring utilizing volunteers, initially targeting young adults/teens through senior citizens. Through partnerships, the focus will be on low income, unemployed, and those with limited functional literacy throughout our rural county. By supporting adult literacy, family and youth literacy are also supported.

**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. (Word limit: 300)

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. Use subheadings as needed.

Question 3 Response:

Over 25 percent of Tehama County residents are categorized as struggling with anything beyond simple/familiar text, with over 60 percent of Tehama County qualifying for CLLS services (39,228 adults) based on the PIAAC level 1 or level 2 criteria. As an incredibly rural and low-income community, there are limited opportunities and even fewer for adults with limited literacy skills, and the multi-generational impact of poor literacy is demonstrated by only 25 percent of third-graders reading at or above grade level.

Fortunately, Tehama County has many agencies and individuals wanting to help their neighbors. Tehama County Library seeks to create an adult literacy program by recruiting, training, and supporting volunteer tutors to provide one-on-one support with reading and writing to self-referred individuals. This is but one element of a county-wide effort being led by Expect More Tehama to improve literacy skills, and by extension, quality of life, employment opportunities, civic engagement, and the ability to support youth on their own literacy journey.

With few exceptions, the guiding team assembled by Expect More Tehama are focused on literacy for TK-3<sup>rd</sup> grade by the nature of their participating department or agency, so developing resources to support adult learners can help to improve overall literacy throughout the county. Tehama County Library is uniquely positioned in the community as a safe and trusted institution with the ability to recruit volunteers to support adult learners, and in time can expand services to other learners who fall outside of the TK-3<sup>rd</sup> grade demographic.

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

Question 4 Response:

Tehama County Library's published mission and vision statement is: "At the Tehama County Library, we envision Tehama County as a community where learning, imagination, and opportunity thrive. Our mission is to be there for you and your family." While we offer many opportunities for the community to build skills, job search, learn to effectively use technology, create art, and of course, access literature through story times, physical books, audiobooks, and e-books, we haven't been helping those who need to develop their literacy skills so that they can more easily access all of those opportunities.

In the past year, our volunteer engagement has increased from 15 individuals to 77. By developing a literacy program that relies on volunteer tutors, we are also providing an opportunity for new connections and for community members to experience the satisfaction of helping others.

**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?**

- Yes  
 No

**6b. Describe your plans for future years and how the activities proposed in this grant contribute to your plans as a whole. (Word limit: 150)**

Question 6b Response:

If accepted into the CLLS program, our library plans to provide CLLS as an ongoing service into the future.

**7. Focus Population: Who is the focus population for this project? (Word limit: 50)**

Describe the focus population for your proposed project.

Question 7 Response:

We will focus on adults with low literacy whose needs are not met by the area's adult school.

**8. How does this proposed project address barriers and needs experienced by the focus population and align with the population's strengths and aspirations? (Word limit: 150)**

Describe 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:

There are limited resources available to adults with low literacy in our county, which is exacerbated by the rural nature of our county, limited public transportation, areas without reliable cellular service, and many residents lacking wi-fi due to their minimal incomes going to housing and food. With three locations and 102 hours of weekly operating availability, the library is positioned to serve adult learners who lack the resources to make it to the Adult Education office during the 35 hours they are open each week in a single location, or to access their courses online.

**9. How will you connect with the focus population, inform them about the project, remove barriers, and encourage their participation? (Word limit: 300)**

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

Question 9 Response:

Through the countywide literacy efforts being organized by Expect More Tehama, we will be able to advertise broadly through many departments and agencies that the library is offering adult literacy services and seeking volunteer tutors. Additionally, the library is active in community outreach events and partnering with a broad selection of service providers so that we can provide information one-on-one or by distributing information through partner agencies, such as school districts, preschools, Job Training Center, Social Services, etc.

Our volunteer program has achieved a streamlined process, as has our room reservation system, allowing us to match up learners with volunteer tutors at mutually convenient days and times.

**10. How is your project being created, planned, and implemented in collaboration with the focus population? (Word limit: 300)**

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:

It is anticipated that our tutor training will include setting up individualized learning plans, monitoring progress, and adapting to changes as needed.

**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.**

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:

- Will serve 59 new learners
- Will provide 1,500 one-on-one tutoring sessions and 150 small group sessions
- Will recruit 60 new volunteers and provide 6 new tutor trainings
- Will attend 10 outreach events to promote literacy services and build community awareness

Question 11 Response:

Our anticipated project outputs are to initiate a literacy program, recruit and train 30 volunteer tutors, and connect them to 30 learners with a goal of meeting biweekly, at a minimum.

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. (Word limit: 300)

Question 12 Response:

N/A

13. **Future Plans:** If this project is successful, how will it be supported and sustained in the future, and if it's not, how will you use any lessons learned? How will you share successes and lessons learned? (Word limit: 150)

Question 13 Response:

Improving literacy is a priority across many county departments, agencies, and organizations. Based on recent history, it is anticipated that we will build collaboration opportunities specific to this program with our existing and new partners and grow the program year over year. Library staff actively work on being solution-focused, and using any "failures" as sources of information for improvements. When applicable, scenarios are examined in small groups or at biweekly staff meetings to pool knowledge and experience and develop new strategies.

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 in Question 15.

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. At least one community connection is required to be listed in this application.

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

Do you have a community connection to report?

Yes

15b. Community Connection Name

10b. Community Connection Name

Expect More Tehama

15c. Describe resources the connection will contribute and how it will contribute to the project and help achieve project goals.

Question 15c Response:

In FY25-26, Expect More Tehama (EMT) created a Literacy Guiding Team to co-design a countywide, multi-year approach to improving literacy in Tehama County. Expect More Tehama has contracted with an outside consultant, and is leveraging their role in the community to bring together a wide array of stakeholders, including Tehama County Library. EMT's Executive Director has offered support in any needed areas should Tehama County Library receive this funding. It is anticipated that they would be an outstanding resource for connecting with volunteers for tutoring as well as individuals seeking literacy support, through their newsletters, advertising, and continuing literacy events. EMT has also indicated the ability to assist with local matching funds.

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

Yes

No

**16. Community Connection Letters of Support: Attach any letters of support to your application.**

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

Your letters of support should be named OpportunityName\_LetterofSupport1\_OrganizationName

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

Upload Letters of Support Here:

17. Choose one intent that best describes the project.

Improve users' general knowledge and skills

## CLLS-Specific Information

If you need support on this application, contact your state grant team at [CLLS@library.ca.gov](mailto:CLLS@library.ca.gov).

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

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

---

1. Beginning the second year of participation, a new CLLS program is expected to report a local cash match of at least \$15,000 for adult literacy services.

After the third year of participation, a CLLS program is required to contribute a local cash match of at least \$15,000. Local cash match must meet the CLLS allowable expenses requirements. Review the CLLS allowable expenses guidelines on the [CLLS Manage Your Current Grant](#) page.

Will you be able to contribute at least \$15,000 in local cash match starting in 2027-2028?

- Yes  
 No

2. Briefly describe how much cash match you anticipate will support your CLLS program in 2026-2027. Explain what you plan to use cash match funds to support. (Word limit: 60)

If CLLS funding is received, we anticipate matching \$5,000 in 2026-2027 to purchase materials for training and tutoring.

3. CLLS is funded by the State of California. Funds generally arrive to libraries annually in October or November of the funding period. Are you able to sustain the CLLS program based on this funding schedule?

- Yes  
 No

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

Informal library policy is that there are always two staff members trained on any task or subject area, so that vacancies do not derail service provision. One staff would be assigned as a primary and another a secondary, and both involved in planning this new literacy program and attending all trainings. With such a small staff, volunteers typically have an opportunity to become familiar with every staff member in short order.

5. CLLS staff are required to participate in the following activities:

- Statewide networking and training opportunities
- Regional network meetings
- Adult education consortium/a meetings

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

- Yes  
 No

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

We have a small staff who work in rotation across all three locations. We meet biweekly for staff meetings and are connected daily via Microsoft Teams.

7. 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)

Aside from Adult Education, literacy services are targeted at ages 0-5 years and grades TK-3. Until we expand to family literacy, there is not anticipated overlap as we are already in contact with Adult Education.

8. 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

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. CLLS is volunteer-based, which is a program essential. Describe your volunteer recruitment plans. (Word limit: 150)

We regularly have new volunteers from word of mouth, Friends of the Library newsletters, and our work with Department of Education and Social Services. Additionally, we have established a distribution system for upcoming library events and would utilize those contacts to recruit additional volunteers as needed.

11. Are you aware of any local policy that may create a barrier for volunteer recruitment?

- Yes
- No

12. What plans do you have for tutor training? (Word limit: 150)

We would rely on the established trainings available, with a goal of 5-7 hours of training for volunteer tutors after they have cleared a LiveScan. One permanent staff member would be assigned as the subject matter expert and trained to provide that training and support to all participants and other staff.

13. Describe where you will provide literacy services. Include where you plan to provide services at the library and any off-site community locations, if known. (Word limit: 150)

Initially, all literacy services would be provided at our three library locations.

**14. CLLS requires an in-depth mid-year and end-of-year program narrative, outputs/outcomes, and financial reporting.**

Review the [CLLS Manage Your Current Grant](#) page for current CLLS program reporting requirements.

Can you commit to the CLLS data collection and reporting process?

- Yes
- No

15. Identify one to two program goals for the year ahead and describe your basic plans to meet these goals.  
(Word limit: 150)

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

Question 15 Response

While each of the CLLS values are inspirational, what has been missing are literacy services as a core library service. Through formal promotion and face-to-face conversations with patrons and community members, the library will seek to establish that we are not only a source of education and entertainment, but also a place where community members can feel safe accessing literacy services at the level that best suits their individual needs.

## Project Activities - Adult Literacy Services

If you need support on this application, contact your state grant team at [CLLS@library.ca.gov](mailto:CLLS@library.ca.gov).

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

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

---

CLLS Adult Literacy Services has two core activities:

1. One-on-one tutoring
2. Group learning (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 [ccls@library.ca.gov](mailto:ccls@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. (Word limit: 150)

The library will recruit volunteer tutors; arrange and pay for LiveScans; provide training, resources, and continued support. Additionally, staff will set up days and times for tutoring to occur at a library location, and work to resolve any issues that might arise. We will check in with learners and tutors at regular intervals to ensure that learning is progressing as planned and there are no outstanding concerns.

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

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

- General population

Do you have a second activity to report?

- Yes
- No

If No, scroll to the bottom of page

## Additional Information/Uploads

If you need support on this application, contact your state grant team at [CLLS@library.ca.gov](mailto:CLLS@library.ca.gov).

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

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

---

### Applicant Organization Assessment

1. Recipient Manager Name

Alicia Meyer

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

- Yes  
 No

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

2.5

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

- Yes  
 No

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

4

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

2.5

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 the 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 applicant organization ever been convicted of violating 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.

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.

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

Examples of attachments include:

- Letter of support from individuals or groups (not 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.

## Budget

### Proposed Budget Summary

#### Expense Budget

	Grant Funded	Total Budgeted
<b>A1. Salaries, Wages and Benefits (Adult Literacy)</b>		
Application Placeholder	\$1.00	\$1.00
<b>Subtotal</b>	<b>\$1.00</b>	<b>\$1.00</b>
<hr/>		
<b>Total Proposed Cost</b>	<b>\$1.00</b>	<b>\$1.00</b>

#### Revenue Budget

	Grant Funded	Total Budgeted
<b>Grant Funding</b>		
Award Requested	\$1.00	\$1.00
<b>Subtotal</b>	<b>\$1.00</b>	<b>\$1.00</b>
<hr/>		
<b>Total Proposed Revenue</b>	<b>\$1.00</b>	<b>\$1.00</b>

### Proposed Budget Detail

See attached spreadsheet.

### Proposed Budget Narrative

#### A1. Salaries, Wages and Benefits (Adult Literacy)

Salaries, wages, and benefits costs include the fully burdened salaries and benefits for all adult literacy services staff and other staff for their proportional time spent directly supporting the adult literacy program. 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 [CLLS Manage Your Current Grant page](#) for support documents.

#### Application Placeholder

Application Placeholder