



# RESOLUTION No. 22-592

## OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

### RESOLUTION ACCEPTING A GRANT FROM THE CALIFORNIA STATE LIBRARY FOR \$46,143 THROUGH THE CALIFORNIA LIBRARY LITERACY SERVICES GRANT FUNDS FOR ADULT LITERACY SERVICES AND FAMILY LITERACY SERVICES

WHEREAS, the California State Library requested library directors to submit grant requests for the California Library Literacy Services grant funds to develop adult literacy services and family literacy services; and

WHEREAS, Nevada County Community Library submitted a grant request and was awarded \$46,143 to develop adult literacy services and family literacy services; and

WHEREAS, the Nevada County Community Library will use the California Library Literacy Services Grant funds to develop adult literacy services and family literacy services for salaries and benefits, operations, library literacy materials, and equipment; and

WHEREAS, the total project cost will be \$46,143 from the California State Library. The period of completion is from July 1, 2022, to December 31, 2023.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Supervisors of the County of Nevada, State of California, accepts the California State Library Grant funds in the amount of \$46,143 for use from July 1, 2022 through December 31, 2023, authorizes the Nevada County Librarian to execute the grant agreement and claim documents on behalf of the County of Nevada, and directs the Auditor-Controller to deposit the funds into the Library budget:

1165 60201 581 1000 446700

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 6th day of December, 2022, by the following vote of said Board:

Ayes: Supervisors Heidi Hall, Edward Scofield, Dan Miller, Susan K. Hoek and Hardy Bullock.  
Noes: None.  
Absent: None.  
Abstain: None.

ATTEST:

JULIE PATTERSON HUNTER  
Clerk of the Board of Supervisors

By: 

  
Susan K. Hoek, Chair

12/6/2022 cc: Library\*  
AC\*



24 August 2022

Nick Wilczek  
Nevada County Community Library  
980 Helling Way  
Nevada City, CA 95959

Dear Nick Wilczek,

We're pleased to provide funds to support your California Library Literacy Services program and the important work that you, your staff, and volunteers do in your community.

The state budget continues California Library Literacy Services funding at \$4.82 million for adult literacy services and \$2.5 million for family literacy services.

Your total award for the fiscal year that began July 1, 2022, is:

- Adult Literacy Services: **\$27,513**
- Family Literacy Services: **\$18,630**
- **Total Award: \$46,143**

**Note: This year, your Family Literacy Services award amount differs \$-670 from your projected award amount. You will need to complete a Budget Modification Form to reflect how you will use the modified award when you complete your claim form. Information about the Budget Modification requirement and the form is included at the back of the award packet.**

Your award will be claimed in two stages. The attached form will allow you to request the first 90% of your Adult Literacy Services Award and 100% of your Family Literacy Services Award:

- 90% of the Adult Literacy Award: **\$24,762**
- 100% of the Family Literacy Award: **\$18,630**
- **Total Initial Award Amount: \$43,392**

**Note: Information about claiming the remainder of your award is included in the payment schedule at the end of your award packet.**

Your funds must be encumbered by June 30, 2023, and fully expended, in accordance with your approved budget on file with the State Library, by December 31, 2023. Encumbered funds are those that have been deposited in the awardee's accounting system and for which a budget has been provided to and approved by the State Library.

Library – Courts Building  
P.O. Box 942837  
Sacramento, CA 94237-0001

916-323-9759  
csl-adm@library.ca.gov  
www.library.ca.gov



Please be sure your program expenditures are consistent with the California Library Literacy Services allowable and unallowable costs guide (<https://libraryliteracy.org/wp-content/uploads/2022/08/CLLS-Allowable-and-Unallowable-Expenses-August-2022.pdf>). If you have any questions about expending your funds, please reach out to Allyson Jeffredo at [allyson.jeffredo@library.ca.gov](mailto:allyson.jeffredo@library.ca.gov).

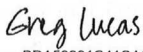
We strongly encourage your program staff to develop and maintain community partners to strengthen your program, attend regular regional library literacy network meetings, participate in your local Adult Education Consortium, and participate in library literacy training opportunities offered by the State Library and the regional networks to meet the CLLS Mission, Values, and Program Essentials (<https://libraryliteracy.org/for-coordinators/mission-values/>).

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

Our library literacy staff is available to assist you throughout the year. Your Advisor is Beverly Schwartzberg, [beverly.schwartzberg@library.ca.gov](mailto:beverly.schwartzberg@library.ca.gov), and your Grant Monitor is Allyson Jeffredo, [allyson.jeffredo@library.ca.gov](mailto:allyson.jeffredo@library.ca.gov). Please contact them with any questions.

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

Respectfully yours,

DocuSigned by:  
  
BDA50981C41C416...

Greg Lucas  
California State Librarian

Cc: Beverly Schwartzberg, [beverly.schwartzberg@library.ca.gov](mailto:beverly.schwartzberg@library.ca.gov)  
Allyson Jeffredo, [allyson.jeffredo@library.ca.gov](mailto:allyson.jeffredo@library.ca.gov)  
Fiscal Office, [stategrants.fiscal@library.ca.gov](mailto:stategrants.fiscal@library.ca.gov)  
Xenia Lal, [xenia.lal@co.nevada.ca.us](mailto:xenia.lal@co.nevada.ca.us)  
Xenia Lal, [xenia.lal@co.nevada.ca.us](mailto:xenia.lal@co.nevada.ca.us)

Enc: Re: CLLS22-53: Claim form, certification form, and State Funded Grants Award Agreement and Certificate of Compliance

Library – Courts Building  
P.O. Box 942837  
Sacramento, CA 94237-0001

916-323-9759  
[csl-adm@library.ca.gov](mailto:csl-adm@library.ca.gov)  
[www.library.ca.gov](http://www.library.ca.gov)

*Nevada County Community Library***THE BASICS – YOUR GRANT AWARD**

The following provides all the basic information about your grant and managing your grant.

Award #:	CLLS22-53
Library:	Nevada County Community Library
<b>Award Amount:</b>	<b>\$46,143</b>

**APPROVED ALS BUDGET**

Salary and Benefits	\$27,513
Contract Staff	\$ 0
Operations	\$ 0
Library Literacy Materials	\$ 0
Small Equipment	\$ 0
Equipment (\$5,000 or more per unit)	\$ 0
Subtotal	\$27,513
Indirect	\$ 0
<b>Grant Total</b>	<b>\$27,513</b>

**APPROVED FLS BUDGET**

Salary and Benefits	\$19,300
Contract Staff	\$ 0
Operations	\$ 0
Library Literacy Materials	\$ 0
Small Equipment	\$ 0
Equipment (\$5,000 or more per unit)	\$ 0
Subtotal	\$19,300
Indirect	\$ 0
Award Difference to be Allocated (included in grand total below)	\$-670
<b>Grant Total</b>	<b>\$18,630</b>

Start Date:	Upon execution
End Date:	June 30, 2023

Please understand that it can take from eight to ten weeks following the receipt of an error free claim form before grant funds are delivered. If you have not received your payment after eight weeks, please contact your grant monitor.

**CONTACT**

We want your project to be successful. Please work with the program staff listed below in implementing your project:

Literacy Analyst:	Allyson Jeffredo
Phone Number:	(916) 603-6709
Email Address:	allyson.jeffredo@library.ca.gov
Library Programs Consultant:	Beverly Schwartzberg
Phone Number:	(916) 701-6880
Email Address:	beverly.schwartzberg@library.ca.gov

Nevada County Community Library

**CERTIFICATION**

I hereby certify under penalty of perjury: that I am the duly authorized representative of the claimant herein; that the claim is in all respects true, correct and in accordance with law and the terms of the agreement; and that payment has not previously been received for the amount claimed herein.

The claims the indicated allowance for the purposes of carrying out the functions stated in its CLLS application and in Sections 18880-18883 of the California Education Code.

**Nevada County Library, 980 Helling Way, Nevada City, CA 95959-8619**

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**SIGNED**

DocuSigned by:

*Nick Wilczek*

4898B552E702442

Signature - Authorized representative

**DATE**

10/3/2022

Nick Wilczek

County Librarian

Typed/Printed Name and Title of Authorized Representative

Nick.Wilczek@co.nevada.ca.us

Email address of authorized representative

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*Nevada County Community Library*

**PROJECT INFORMATION:**

Invoice #: CLLS22-53

Project Title: California Library Literacy Services

Grantee: Nevada County Community Library

Funding Start Date: Upon execution

Term completion: June 30, 2023

*Nevada County Community Library*

**Total Award: \$46,143**

**PAYMENT SCHEDULE:**

Libraries receive 90% of their Adult Literacy Services award and 100% of their Family Literacy Services award upon receipt of the award letter.

**Note:**

Libraries have 18 months to spend their California Library Literacy Services award funds, from July 1, 2022 in which the funds are awarded until December 30, 2023 of the following year.

	Adult Literacy Services	Family Literacy Services	Total Allocation
Initial Payment	\$24,762	\$18,630	\$43,392
Final Payment	\$2,751		\$2,751
Total:	\$27,513	\$18,630	\$46,143

**REPORTING:**

Libraries will be required to submit a mid-year financial and narrative report and a final report. Reminder emails will be sent out beginning six weeks before the required report.

All required reporting materials will be located on the California State Library's website. The reporting schedule is detailed below.

Mid-year Financial and Narrative Report	Due January 31, 2023
Final Report	Due September 30, 2023

**Note:**

A budget modification form will be required for all budget changes regardless of amount. Modification form may be submitted throughout the year but no later than May 31<sup>st</sup>.



STATE FUNDED GRANTS  
**AWARD AGREEMENT AND  
CERTIFICATE OF COMPLIANCE**





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## **PROJECT SUMMARY**

### **AWARD AGREEMENT BETWEEN THE STATE LIBRARY and Nevada County Community Library for the California Library Literacy Services project.**

#### **AWARD AGREEMENT NUMBER CLLS22-53**

This Award Agreement ("Agreement") is entered into on July 1, 2022 by and between the California State Library ("State Library") and Nevada County Community Library, ("Grantee").

This Award Agreement pertains to Grantee's State-funded California Library Literacy Services project.

The Library Development Services Bureau ("LDS") of the State Library administers state and federal funds in the form of awards.

The Grantee was selected by the State Library to receive state grant funds in the amount of \$46,143 through the process adopted by the State Library in administering such grants.

The State Library and the Grantee, for the consideration and under the conditions hereinafter set forth in the Grant Agreement, agree as follows:



## **PROCEDURES and REQUIREMENTS**

### **A. Term of the Agreement**

The Grant term begins July 1, 2022 and ends June 30, 2023, but the project's final expenditure date is December 31, 2023. If completion of the project occurs prior to the end of the grant period, this will be the end date of the term of this agreement. Grant eligible program expenditures may begin no earlier than the start date. The project's final encumbrance period ends on June 30, 2023 and all eligible program costs must be expended by December 31, 2023.

### **B. Scope of Work**

1. Grantee agrees to perform all activities specifically identified in the Grantee's application and submitted to the State Library in response to the California Library Literacy Services project.
2. The following activities and deliverables to be performed by the Grantee include, but are not limited to the following:
  - Maintain and keep records of expenditures related to the grant that are consistent with Generally Acceptable Accounting Practices (GAAP).
  - Make financial records available to the State Library upon request.
  - Work with the State Library staff to assure that funds are disbursed in compliance with the purpose of the grant.
  - Prepare and submit required narrative and financial reports.
  - Procure equipment, and other supplies as needed for the project.
  - Issue contracts for services, personnel, and consultants as needed for the project.
  - If applicable, make payments for services, including for hours worked and travel reimbursements, to consultants and contractors.
  - Oversee the implementation of project activities.

### **C. Budget Detail**

The State Library shall provide the Grantee funding for the expenses incurred in performing the Scope of Work and activities specified in the Grantee's application. The Grantee shall request the distribution of grant funding consistent with its proposal and

the budget worksheet that was included with the application. Under no circumstances shall payments exceed the total grant amount identified in this Agreement.

## D. Narrative and Financial Reports

1. The Grantee shall be responsible for submission of interim and final **narrative and financial** reports on the progress and activities of the project, to the California State Library, using the sample report documents provided by the California State Library.
2. All the reports must be current, include all required sections and documents, and must be approved by the Grant Monitor before any payment request can be processed. Failure to comply with the specified reporting requirements may be considered a breach of this Agreement and result in the termination of the Agreement or rejection of the payment request and/or forfeiture by the Grantee of claims for costs incurred that might otherwise have been eligible for grant funding. Any problems or delays must be reported immediately to the Grant Monitor. The financial reports shall reflect the expenditures made by the Grantee under the Agreement and may be incorporated into the same reporting structure as the narrative reports.
3. The reports shall be submitted by the following dates:

Reporting Period	Report	Due Date
July - December	Financial and Mid Project Program Narrative Report Due	January 31, 2023
January – Project End Date	Final Report Due	September 30, 2023

4. Failure to submit timely reports with the appropriate documentation by the due date may result in rejection of the payment request and/or forfeiture by the Grantee of claims for costs incurred that might otherwise have been eligible for grant funding.
5. The Grantee agrees to maintain records and supporting documentation pertaining to the performance of this grant, subject to possible audit for a minimum of five (5) years after final payment date or grant term end date, whichever is later. Please refer to Exhibit A, Terms and Conditions for more information.

## E. Claim Form and Payment

1. The California State Library shall provide the Grantee payment as outlined in the payment schedule only if all requirements for claiming the funds as outline in this

document have been met, and only for those activities and costs specified in the approved award application.

2. The Grantee shall complete, sign, and submit Certification of Compliance form (Exhibit B) and the Financial Claim form (included in your award packet), to the California State Library within 14 days of receiving this award packet. These forms will be issued, signed, and submitted using the online signature and agreement platform, DocuSign, 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.
3. Any of the sums appearing under the categories in the approved budget may be adjusted with prior authorization from the California State Library Grant Monitor. This would be to increase the allotment with the understanding that there will be corresponding decreases in the other allotments so that the total amount paid by the California State Library to the Grantee under this Agreement shall not exceed the awarded amount, which shall be expended/encumbered during the grant period.
4. If the payment amount made by the California State Library exceeds the actual expenses incurred during the term of this Agreement, as reflected in the financial reports to be filed by the Grantee, the Grantee shall immediately refund the excess payment amount to the California State Library.
5. The Award payments will only be made to the Grantee. It is the Grantee's responsibility to pay all contractors and subcontractors for purchased goods and services.
6. The Final Payment of 10% will be withheld and retained by the California State Library until all conditions agreed upon in this Agreement, including submission and grant monitor approval of the interim and final narrative and financial reports, have been satisfied.
7. **Prompt Payment Clause**  
The California State Library will make payments to the Grantee in accordance with the Prompt Payment Clause under Government Code, section 927, *et. seq.* The Grantee may typically expect payment within 45 days from the date a grant payment request is properly submitted and approved by the Grant Monitor.
8. **Budget Contingency Clause**
  - a. It is mutually agreed that if the Budget Act of the current fiscal year or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall no longer be in full force and effect. In this event, the California State Library shall have no liability to pay any funds whatsoever to the Grantee or to furnish any other

considerations under this Agreement and the Grantee shall not be obligated to perform any provisions of this Agreement.

- b. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this Program, the California State Library shall have the option to either cancel this Agreement with no liability occurring to itself or offer an Agreement amendment to the Grantee to reflect the reduced amount.



## EXHIBIT A: TERMS and CONDITIONS

1. Accessibility: The State is responsible for ensuring that public websites are accessible to both the general public and state employees, including persons with disabilities. Grantee shall assist the State in meeting its responsibility. Therefore, all project materials generated by state funded programs must meet the **California Accessibility Standards**. Additionally all project materials designed, developed, and maintained shall be in compliance with the California Government Code, sections 7405 and 11135, and the Web Content Accessibility Guidelines 2.0, or a subsequent version, as published by the Web Accessibility Initiative of the World Wide Web Consortium at a minimum Level AA success criteria.

However, if for some reason project material is not generated to be in compliance to meet these standards, please still submit it to the State Library. When submitting the material make sure to note that the material is not accessible by including "NOT ACCESSIBLE" in the file name.

The California State Library reserves the right to post project materials to its website that are in compliance with these standards.

2. Acknowledgment: The State of California and the California State Library shall be acknowledged in all promotional materials and publications related to the Statewide Broadband Services Program.
  - a. Grant award recipients must ensure that the State of California receives full credit as the source of funds and that the California State Library, likewise, is acknowledged as the administrator.
  - b. Publications and information releases about the project must credit the State of California. An appropriate statement for a publication or project press release is:

*"This [publication/project] was supported in whole or in part by funding provided by the State of California, administered by the California State Library."*

Grantees must include the above statement in any publications, vehicle wraps, and promotional materials, including websites. If space is limited the State Library logo and the following shortened acknowledgement statement is acceptable:

*"Funding provided by the State of California."*

- c. This credit line on products of a project, such as materials, is important to foster support from the public, and state funding sources.
  - d. California State Library Logo: Use of the California State Library logo, which can be downloaded on the [California State Library website](#), is required on any publication, vehicle wrap, or promotional material along with the above statement(s).
  - e. Photo Documentation: Digital photos are a great way to document the happenings of your project. It is recommended that you use a photo release form when taking photos of the public. You may use your library's photo release form, or contact your grant monitor for the State Library's form.
3. Agency: In the performance of this Agreement the Grantee and it's agents and employees shall act in an independent capacity and not as officers, employees or agents of the California State Library. The Grantee is solely responsible for all activities supported by the grant. Nothing in this Agreement creates a partnership, agency, joint venture, employment, or any other type of relationship between the parties. The Grantee shall not represent itself as an agent of the California State Library for any purpose, and has no authority to bind the State Library in any manner whatsoever.
  4. Amendment: No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or agreement not incorporated into this Agreement is binding on any of the parties. This Agreement may be amended, modified or augmented by mutual consent of the parties, subject to the requirements and restrictions of this paragraph.
  5. Applicable law: The laws of the State of California shall govern all proceedings concerning the validity and operation of this Agreement and the performance of the obligations imposed upon the parties hereunder. The parties hereby waive any right to any other venue. The place where the Agreement is entered into and place where the obligation is incurred is Sacramento County, California.
  6. Assignment, Successors, and Assigns: The Grantee may not assign this Agreement or delegate its performance to any third-party person or entity, either in whole or in part, without the California State Library's prior written consent. The provisions of this Agreement shall be binding upon and inure to the benefit of the California State Library, the Grantee, and their respective successors and assigns.
  7. Audit and Records Access: The Grantee agrees that the California State Library, the Department of General Services, the State Auditor, or their designated representatives shall have the right to review, audit, inspect and copy any records and supporting documentation pertaining to the performance of this Agreement. The Grantee agrees to maintain such records for possible audit for a minimum of five (5) years after the final payment, or grant term end date,



whichever is later, unless a longer period of records retention is stipulated, or until completion of any action and resolution of all issues which may arise as a result of any litigation, dispute, or audit, whichever is later. The Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Grantee agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement.

Examples of audit documentation may include, but not limited to, competitive bids, grant amendments, if any, relating to the budget or work plan, copies of any agreements with contractors or subcontractors if utilized, expenditure ledger, payroll register entries, time sheets, personnel expenditure summary form, travel expense log, paid warrants, contracts and change orders, samples of items and materials developed with grant funds, invoices and/or cancelled checks.

8. Authorized Representative: Grantee and the California State Library mutually represent that their authorized representatives have the requisite legal authority to sign on their organization's behalf.
9. Communication: All communications from either party, including an interim check-in at any time during the grant term, shall be directed to the respective grant manager or representative of the California State Library or Grantee. For this purpose, the following contact information is provided below:

**Nevada County Community  
Library  
Nick Wilczek  
980 Helling Way  
Nevada City, CA 95959  
nick.wilczek@co.nevada.ca.us  
(530) 388-8830**

**California State Library  
Allyson Jeffredo  
900 N Street  
Sacramento, CA 95814  
allyson.jeffredo@library.ca.gov  
916-603-6709**

10. Confidentiality: Grantee will maintain as confidential any material it receives or produces that is marked **Confidential** or is inherently confidential or is protected by privilege. Grantee agrees to alert the State Library to this status in advance, and State Library agrees to maintain this status in conformity with the Public Records Act.
11. Contractor and Subcontractors: Nothing contained in this Grant Agreement or otherwise shall create any contractual relation between the State and any contractor or subcontractors, and no contract or subcontract shall relieve the Grantee of his or her responsibilities and obligations hereunder. The Grantee

agrees to be as fully responsible to the State for the acts and omissions of its contractors, subcontractors, volunteers, student interns and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Grantee. The Grantee's obligation to pay its contractors and subcontractors is an independent obligation from the State's obligation to make payments to the Grantee. As a result, the State shall have no obligation to pay or to enforce the payment of any monies to any contractor or subcontractor.

12. Copyright: Grantee owns and retains titles to any copyrights or copyrightable material from any original works that it creates within the scope of this Agreement in accordance with the federal Copyright Act. (17 U.S.C. 101, *et seq.*) Grantee is responsible for obtaining any necessary licenses, permissions, releases or authorizations to use text, images, or other materials owned, copyrighted, or trademarked by third parties and for extending such licenses, permissions, releases, or authorizations to the California State Library pursuant to this section. Also, the California State Library may upload, post or transmit copyrighted material produced or purchased with grant funds on a California State Library website for public access and viewing.
13. Discharge of Grant Obligations: The Grantee's obligations under this Agreement shall be deemed discharged only upon acceptance of the final report by California State Library. If the Grantee is a non-profit entity, the Grantee's Board of Directors shall accept and certify as accurate the final report prior to its submission to California State Library.
14. Dispute Resolution: In the event of a dispute, Grantee will discuss the problem informally with the Grant Monitor. If unresolved, the Grantee shall file a written "Notice of Dispute" with the State Library Grant Monitor within ten (10) days of discovery of the problem. Within ten (10) days of receipt, the Grant Monitor shall meet with the Grantee for purposes of resolving the dispute. Any dispute arising under the terms of this Agreement which is not disposed of within a reasonable period of time, the Grantee may bring it to the attention of the State Librarian or the designated representative. The decision of the State Librarian or designated representative shall be final. Unless otherwise instructed by the Grant Monitor, the Grantee shall continue with its responsibilities under this Agreement during any dispute.
15. Drug-free Workplace: The Grantee certifies under penalty of perjury under the laws of California, that the Grantee will comply with the requirements of the Drug-Free Workplace Act of 1990 (Gov. Code, § 8350 *et seq.*) and will provide a drug-free workplace by taking the following actions:
  - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is

prohibited and specifying actions to be taken against employees for violations.

- b. Establish a Drug-Free Awareness Program to inform employees about all of the following:
  - 1) The dangers of drug abuse in the workplace.
  - 2) The Grantee's policy of maintaining a drug-free workplace;
  - 3) Any available counseling, rehabilitation and employee assistance programs.
  - 4) Penalties that may be imposed upon employees for drug abuse violations.
- c. Require that every employee who works on the Agreement will:
  - 1) Receive a copy of the Grantee's drug-free workplace policy statement.
  - 2) Agrees to abide by the terms of the Grantee's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and grantee may be ineligible for award of any future state agreements if the California State Library determines that the grantee has made a false certification or violated the certification by failing to carry out the requirements as noted above.

16. Effectiveness of Agreement: This Agreement is of no force or effect until signed by both parties.
17. Entire Agreement: This Agreement supersedes all prior agreements, oral or written, made with respect to the subject hereof and, together with all attachments hereto, contains the entire agreement of the parties.
18. Exclusive Agreement: This is the entire Agreement between the California State Library and Grantee.
19. Executive Order N-6-22-Russia Sanctions: The Grantee shall comply with Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate grant agreements with, and to refrain from entering any new grant agreements with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Grantee is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide Grantee advance written notice of such termination, allowing Grantee at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

20. Extension: The State Librarian or designee may extend the final deadline for good cause. The Grantee's request for an extension of the grant period must be made in writing and received by the California State Library at least 30 days prior to the final deadline.
21. Failure to Perform: The grant being utilized by the Grantee is to benefit the California Library Literacy Services. If the Grant Monitor determines the Grantee has not complied with this Agreement, the Grantee may forfeit the right to reimbursement of any grant funds not already paid by the California State Library, including, but not limited to, the ten percent (10%) withhold.
22. Federal and State Taxes: The State Library shall not:
- a. Withhold Federal Insurance Contributions Act (FICA) payments from Grantee's payments or make FICA payments on the Grantee's behalf; or
  - b. Make Federal or State unemployment insurance contributions on Grantee's behalf; or
  - c. Withhold Federal or State income taxes from Grantee's payments
- Grantee shall pay all taxes required on payments made under this Agreement including applicable income taxes and FICA.
23. Force Majeure: Neither the California State Library nor the Grantee, its contractors, vendors, or subcontractors, if any, shall be responsible hereunder for any delay, default, or nonperformance of this Agreement, to the extent that such delay, default, or nonperformance is caused by an act of God, weather, accident, labor strike, fire, explosion, riot, war, rebellion, sabotage, flood, or other contingencies unforeseen by the California State Library or the Grantee, its contractors, vendors, or subcontractors, and beyond the reasonable control of such party.
24. Forfeit of Grant Funds and Repayment of Funds Improperly Expended: If grant funds are not expended, or have not been expended, in accordance with this Agreement, the State Librarian or designee, at his or her sole discretion, may take appropriate action under this Agreement, at law or in equity, including requiring the Grantee to forfeit the unexpended portion of the grant funds, including, but not limited to, the ten percent (10%) withhold, and/or to repay to the California State Library any funds improperly expended.
25. Fringe Benefit Ineligibility: Grantee agrees that neither the Grantee nor its employees and contract personnel are eligible to participate in any employee pension, health benefit, vacation pay, sick pay or other fringe benefit plan of the State of California or the State Library.

26. Generally Accepted Accounting Principles: The Grantee is required to use Generally Accepted Accounting Principles in documenting all grant expenditures.
27. Grant Monitor: The Grant Monitor's responsibilities include monitoring grant progress, and reviewing and approving Grant Payment Requests and other documents delivered to the California State Library pursuant to this Agreement. The Grant Monitor may monitor Grantee performance to ensure Grantee expends grant funds appropriately and in a manner consistent with the terms and conditions contained herein. The Grant Monitor does not have the authority to approve any deviation from or revision to the Terms and Conditions (Exhibit A) or the Procedures and Requirements unless such authority is expressly stated in the Procedures and Requirements.
28. Grantee: the government or legal entity to which a grant is awarded and which is accountable to the California State Library for the use of the funds provided.
  - a. The grantee will make reports to the State Librarian in such form and containing such information as may be required to ensure the proper used of funds consistent with the grantee's application and award agreement. The grantee will keep such records and afford such access as the California State Library may find necessary to assure the correctness and verification of such reports.
29. Grantee Accountability: The Grantee is ultimately responsible and accountable for the manner in which the grant funds are utilized and accounted for and the way the grant is administered, even if the Grantee has contracted with another organization, public or private, to administer or operate its grant program. In the event an audit should determine that grant funds are owed to the California State Library, the Grantee is responsible for repayment of the funds to the California State Library.
30. Grantee Funds: It is mutually agreed that the Grantee is responsible for furnishing funds beyond the grant award that may be necessary to complete the project.
31. Independent Action: Grantee reserves the right to fulfill its obligations under this Agreement in an independent manner, at any location and at any time within the agreed-upon timeline. Grantee's employees or contract personnel shall perform all services required by this Agreement, but their time need not be devoted solely to fulfilling obligations under this Agreement. Grantee shall furnish all equipment and materials used to meet its obligations, and complete the Project. The State Library shall not provide any personnel or other resources beyond the grant award, and is not required to provide training in connection with this Agreement.

32. Indemnification: Grantee agrees to indemnify, defend and save harmless the State of California, the California State Library and its officers, employees, and agents, from any and all claims, losses, and liabilities accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Grantee in the performance of this Agreement.
33. License to Use: The California State Library reserves a fully paid-up, royalty-free, nonexclusive, sub-licensable and irrevocable license to reproduce, publish, prepare derivative works, distribute or otherwise use, and to authorize third parties to use, any material received or maintained by Grantee in connection with this Agreement. This includes intellectual property, with or without third-party rights. All such usages will be for public library and State governmental purposes:
- b. The copyright in any work developed under this grant, sub-grant, or contract under this grant or sub-grant; and
  - c. Any rights of copyright to which a Grantee, sub-grantee, or a contractor purchases ownership with grant support.
34. Limitation of Expenditure: Expenditure for all projects must conform to the grantee's approved budget and with applicable State laws and regulations. The total amount paid by the California State Library to the Grantee under this agreement shall not exceed \$46,143 and shall be expended/encumbered in the designated award period.
- During the award period, the grantee may find that the awarded budget may need to be modified. Budget changes, requests for additional funds, or requests for reductions in award funding must be discussed with the assigned State Library Grant Monitor and a Grant Award Modification may be required to be submitted according to the instructions. Approval is by the State Librarian or their designee. Adjustments should be reported on the next financial report. Any adjustments in approved budgets must be documented and documentation retained in project accounts.
35. Lobbying: Grantee confirms that the grant funds will not be used for the purposes of lobbying or otherwise attempting to influence legislation, as those purposes are defined by the U.S. Internal Revenue Code of 1986.

36. Non-Discrimination Clause: During this grant period, the Grantee and the Grantee's contractors, and subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, age, sexual orientation, or military and veteran status. Grantee shall insure that the evaluation and treatment of contractors, employees and applicants for employment are free from such discrimination and harassment.

Additionally, Grantee, contractors, and subcontractors, if applicable, shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code § 12900 *et seq.*), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, § 11000 *et seq.*), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§ 11135-11139.5), and the regulations or standards adopted by the California State Library to implement such article.

Grantee shall permit access by representatives of the Department of Civil Rights and the California State Library upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or the California State Library shall require ascertaining compliance with this clause. Grantee, and its contractors, and subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, § 11105.) Grantee shall include the non-discrimination and compliance provisions of this clause in all contracts and subcontracts to perform work under the Agreement.

37. Notices: All notices and other communications in connection with this Agreement shall be in writing, and shall be considered delivered as follows:

- a. **Electronic Mail (E-mail):** When sent by e-mail to the last e-mail address of the recipient known to the party giving notice. Notice is effective upon transmission.
- b. **DocuSign (e-signature platform):** When sent via DocuSign a notification will be sent to the last e-mail address of the recipient known to the party giving notice. Notice is effective upon transmission.
- c. **Grants Management System:** When sent via / uploaded to the California State Library's Grants Management System a notification will be sent to the last e-mail address of the recipient known to the party giving notice. Notice is effective upon transmission.
- d. **Personally:** When delivered personally to the recipient's physical address as stated in this Agreement.

- e. **U.S. Mail:** Five days after being deposited in the U.S. Mail, postage prepaid, and addressed to recipient's address as stated in this Agreement.

38. Order of Precedence: The performance of this Agreement shall be conducted in accordance with the Terms and Conditions, Procedures and Requirements, Certificate of Compliance, Project Summary, Activities Timeline, and Budget, of this Agreement, or other combination of exhibits specified on the Grant Agreement Coversheet attached hereto (collectively referred to as "Terms"). Grantee's California State Library-approved Application (Grantee's Application) is hereby incorporated herein by this reference. In the event of conflict or inconsistency between the articles, exhibits, attachments, specifications or provisions that constitute this Agreement, the following order of precedence shall apply:

- a. Grant Agreement Coversheet and any Amendments thereto
- b. Terms and Conditions
- c. Procedures and Requirements
- d. Certificate of Compliance
- e. Project Summary
- f. Grantee's Application (including Budget and Activities Timeline)
- g. All other attachments hereto, including any that are incorporated by reference.

39. Payment:

- a. The approved Budget, if applicable, is attached hereto and incorporated herein by this reference and states the maximum amount of allowable costs for each of the tasks identified in the Project Summary and Activity Timeline included in the project application. California State Library shall provide funding to the Grantee for only the work and tasks specified in the Grantee's Application at only those costs specified in the Budget and incurred in the term of the Agreement.
- b. The Grantee shall carry out the work described in the Work Plan or in the Grantee's Application in accordance with the approved Budget and shall obtain the Grant Monitor's written approval of any changes or modifications to the Work Plan, approved project as described in the Grantee's Application, or the approved Budget prior to performing the changed work or incurring the changed cost. If the Grantee fails to obtain such prior written approval, the State Librarian or designee, at his or her sole discretion, may refuse to provide funds to pay for such work or costs.



- c. The Grantee shall request funds in accordance with the funding schedule included in this agreement.
  - d. Ten percent (10%) will be withheld from the Payment Request (if applicable) and paid at the end of the grant term, when all reports and conditions stipulated in this Agreement have been satisfactorily completed. Failure by the grantee to satisfactorily complete all reports and conditions stipulated in this Agreement may result in forfeiture of any such funds withheld.
  - e. Lodgings, Meals and Incidentals: Grantee's eligible costs are limited to the amounts authorized in the California State Administrative Manual (see Exhibit C or contact the Grant Monitor for more information).
  - f. Payment will be made only to the Grantee.
  - g. Reimbursable expenses shall not be incurred unless and until the grantee receives a Notice to Proceed as described in the Procedures and Requirements.
40. Personal Jurisdiction: The Grantee consents to personal jurisdiction in the State of California for all proceedings concerning the validity and operation of this Agreement and the performance of the obligations imposed upon the parties. Native American Tribal grantees expressly waive tribal sovereign immunity as a defense to any and all proceedings concerning the validity and operation of this Agreement and the performance of the obligations imposed upon the parties.
41. Personnel Costs: Any personnel expenditures to be paid for with grant funds must be computed based on actual time spent on grant-related activities and on the actual salary or equivalent hourly wage the employee is paid for their regular job duties, including a proportionate share of any benefits to which the employee is entitled.
42. Pledge: This Agreement shall not be interpreted to create any pledge or any commitment by the State Library to make any other or further grants or contributions to Grantee, or any other person or entity in connection with the Project. It is mutually agreed that Grantee is responsible for furnishing funds beyond the grant award that may be necessary to complete outcomes or deliverables.
43. Privacy Protection: Both parties agree to protect the confidentiality of any non-public, personal information that may be contained in materials received or produced in connection with this Agreement, as required by Civil Code, section 1798, *et. seq.*
44. Prohibited Use: The expenditure under this program shall not be used to supplant Grantee efforts in other grant programs provided by the California State Library.

45. Public Records Act: Material maintained or used by the California State Library is considered "public record" under the Public Records Act (PRA) at Government Code, sections 6250, *et. seq.* This includes the Interim and Final reports, and any other written communications between the parties. Grantee agrees to ensure that all content contained in its written reports are appropriate for publication. Said material, along with all other reports, documentation and data collected during the term of the Agreement, will be subject to disclosure unless it qualifies for exemption under the PRA in whole or in part. Grantee agrees to alert the State Library as to a basis for exemption, if any exists.
46. Publicity Obligations: Grantee will notify the State Library of any promotional materials or publications resulting from the grant no later than five (5) days in advance of distribution, whether they are print, film, electronic, or in any other format or medium. Copies of all promotional materials will be provided to the State Library. Grantee will acknowledge the State Library's support as noted above. Grantee agrees that the State Library may include information about this grant and its outcomes in its own annual reports, with specific reference to Grantee, and may distribute such information to third parties.
47. Records: Communications, grant related documents, data, original receipts, and invoices must be maintained by Grantee and shall be made available to the State Library upon request. Grantee agrees to maintain adequate grant program records and adequate financial records consistent with generally accepted accounting practices, and to retain all records for at least five (5) years after the end-of-term. The State Library may monitor or conduct an onsite evaluation of Grantee's operation to ensure compliance with this Agreement, with reasonable advance notice.
48. Reduction of Waste: In the performance of this Agreement, Grantee shall take all reasonable steps to ensure that materials purchased or utilized in the course of the project are not wasted. Steps should include, but not be limited to: the use of used, reusable, or recyclable products; discretion in the amount of materials used; alternatives to disposal of materials consumed; and the practice of other waste reduction measures where feasible and appropriate.
49. Reimbursement Limitations: Under no circumstances shall the Grantee seek reimbursement pursuant to this Agreement for a cost or activity that has been or will be paid for through another funding source. The Grantee shall not seek reimbursement for any costs used to meet cost sharing or matching requirements of any other California State Library funded program.
50. Reports and Claims: It is the responsibility of the grantee make the required reports and claims to the California State Library.

- a. The grantee shall be responsible for submitting to the State Library Narrative Reports detailing progress and activities. The reports are due on the dates specified in the reporting schedule detailed in the Procedures and Requirements section.
  - b. The grantee shall be responsible for submitting to the State Library Financial Reports reflecting grantee expenditure activity. The reports are due on the dates specified in the reporting schedule detailed in the Procedures and Requirements section.
  - c. To obtain payment hereunder the grantee shall submit authorized claims provided by the State Library for that purpose, on each of the following mentioned dates for payment, and the California State Library agrees to reimburse the Library as soon thereafter as State fiscal procedures will permit.
  - d. The final 10% of the grant award (if applicable) is payable only upon approval of all final reports and receipt of claim form. Failure to provide timely reports is a serious breach of an award recipient's administrative duty under the award.
  - e. Payment will be provided to cover the expenditures incurred by the grantee for the project in the following manner:
    - o \$43,392 upon execution of the agreement and submission of claim by the grantee organization.
    - o If applicable, second payment will be made after the submission and approval of the first reports and receipt of claim form in the amount of \$2,751.
51. Self-Dealing and Arm's Length Transactions: All expenditures for which reimbursement pursuant to this Agreement is sought shall be the result of arm's-length transactions and not the result of, or motivated by, self-dealing on the part of the Grantee or any employee or agent of the Grantee. For purposes of this provision, "arm's-length transactions" are those in which both parties are on equal footing and fair market forces are at play, such as when multiple vendors are invited to compete for an entity's business and the entity chooses the lowest of the resulting bids. "Self-dealing" is involved where an individual or entity is obligated to act as a trustee or fiduciary, as when handling public funds, and chooses to act in a manner that will benefit the individual or entity, directly or indirectly, to the detriment of, and in conflict with, the public purpose for which all grant monies are to be expended.
52. Severability: If any part of this Agreement is found to be unlawful or unenforceable, such provisions will be voided and severed from this Agreement,

but the remainder of the provisions in the Agreement will remain in full force and effect.

53. Site Visits: The Grantee shall allow the California State Library to access and conduct site visits, with reasonable notice, at which grant funds are expended and related work being performed at any time during the performance of the work and for up to ninety (90) days after completion of the work, or until all issues related to the grant project have been resolved. A site visit may include, but not be limited to, monitoring the use of grant funds, provide technical assistance when needed, and to visit the State funded project.

54. Termination: The Agreement shall be subject to termination by the State Librarian or designee upon notice to the Grantee at least thirty (30) days prior to the effective date of termination. In the event this agreement is terminated, the Grantee shall deliver to the State Librarian copies of all reports, accounting, data, and materials prepared up to the date of termination. The State Librarian shall determine and pay the Grantee for necessary and appropriate expenditures and obligations up to the date of termination which have not been covered by prior installments previously paid to the Grantee. Upon such termination, the unused portion of the grant award must be returned to the California State Library within 45 days. If funding has been advanced to the Grantee, any unobligated balances, as determined by the State Librarian, shall be returned to the State Library within 45 days of the notice of termination.

55. Timeline: Time is of the essence to this Agreement. It is mutually agreed between the parties that the grant application and the timeline included therein are part of the Agreement.

56. Unused Funds: At the end-of-term Grantee agrees to return any unexpended or unaccounted for funds to the State Library, or to submit a written request for an extension of the grant period. Funds will be considered unexpended or unaccounted if they were: (1) not used for their intended purpose, or (2) used inconsistent with the terms of this Agreement.

Funds will also be considered unaccounted for, and must be returned, if the proposal outcomes or deliverables are materially incomplete by the end-of-term or earlier termination, as determined by the State Library in its sole discretion.

57. Waiver of Rights: California State Library shall not be deemed to have waived any rights under this Agreement unless such waiver is given in writing and signed by California State Library. No delay or omission on the part of California State Library in exercising any rights shall operate as a waiver of such right or any other

right. A waiver by California State Library of a provision of this Agreement shall not prejudice or constitute a waiver of California State Library's right otherwise to demand strict compliance with that provision or any other provision of this Agreement. No prior waiver by California State Library, nor any course of dealing between California State Library and Grantee, shall constitute a waiver of any of California State Library's rights or of any of grantee's obligations as to any future transactions. Whenever the consent of California State Library is required under this Agreement, the granting of such consent by California State Library in any instance shall not constitute continuing consent to subsequent instances where such consent is required and in all cases such consent may be granted or withheld in the sole discretion of California State Library.

58. Work Products: Grantee shall provide California State Library with copies of all final products identified in the Work Plan and Application. Grantee shall also provide the State Library with copies of all public education and advertising material produced pursuant to this Agreement.
  
59. Worker's Compensation: The State of California will not provide Workers' Compensation insurance for Grantee or Grantee's employees or contract personnel. If Grantee hires employees to perform services required by this Agreement, Grantee shall provide Workers' Compensation insurance for them. The Grantee is aware of Labor Code Section 3700, which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the Labor Code, and the Grantee agrees to comply with such provisions before commencing the performance of the work of this Agreement.



## EXHIBIT B: CERTIFICATION of COMPLIANCE FORM

1. **AUTHORIZED REPRESENTATIVE:** I certify that the authorized representative named below is the legally designated representative of the Grantee for this Grant Agreement and project and is authorized to receive and expend funds in order to administer this grant program.
2. I certify that all information provided to the California State Library for review in association with this award is correct and complete to the best of my knowledge, and as the authorized representative of the Grantee, I commit to the conditions of this award, and I have the legal authority to do so.
3. I certify that any or all other participants or contractors in the grant program have agreed to the terms of the application/grant award and have entered into an agreement(s) concerning the final disposition of equipment, facilities, and materials purchased for this program from the funds awarded for the activities and services described in the attached, as approved and/or as amended in the application by the California State Librarian.
4. The authorized representative, on behalf of the Grantee, certifies that the Grantee will comply with all applicable requirements of State and Federal laws, regulations, and policies governing this program, to include the requirements listed below in this Certification of Compliance Form.
5. The authorized representative, on behalf of the Grantee, hereby certifies to the California State Library, for an award of funds in the amount \$46,143. This award will provide library services as set forth in the Project Application as approved and/or as amended by the California State Librarian.
6. **STATEMENT OF COMPLIANCE:** Grantee has, unless exempted, complied with the non-discrimination program requirements. (Gov. Code § 12990 (a-f) and CCR, Title 2, Section 11102).
7. **DRUG-FREE WORKPLACE REQUIREMENTS:** Grantee will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
  - d. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
  - e. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
  - 2) the person's or organization's policy of maintaining a drug-free workplace;
  - 3) any available counseling, rehabilitation and employee assistance programs; and,
  - 4) penalties that may be imposed upon employees for drug abuse violations.
- f. Every employee who works on the proposed Agreement will:
- 1) receive a copy of the company's drug-free workplace policy statement; and,
  - 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Grantee may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Grantee has made false certification or violated the certification by failing to carry out the requirements as noted above. (Gov. Code § 8350 et. seq.)

- 8. CONFLICT OF INTEREST:** Grantee needs to be aware of the following provisions regarding current or former state employees. If Grantee has any questions on the status of any person rendering services or involved with the Agreement, the California State Library must be contacted immediately for clarification.

**Current State Employees (Pub. Contract Code § 10410):**

- a. No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest, and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- b. No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

**Former State Employees (Pub. Contract Code § 10411):**

- a. For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- b. For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Grantee violates any provisions of above paragraphs, such action by Grantee shall render this Agreement void. (Pub. Contract Code § 10420).

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code § 10430 (e)).

9. **LABOR CODE/WORKERS' COMPENSATION:** Grantee needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Grantee affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code § 3700).
10. **AMERICANS WITH DISABILITIES ACT:** Grantee assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 *et. seq.*)
11. **RESOLUTION:** A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.
12. **PAYEE DATA RECORD FORM STD. 204:** This form must be completed by all Grantees that are not another state agency or other governmental entity.
13. **DRUG FREE WORKPLACE:**
  - a. Continue to provide a drug-free workplace by complying with the requirements in 2 C.F.R. part 3186 (Requirements for Drug-Free Workplace (Financial Assistance)). In particular, the recipient must comply with drug-free workplace requirements in subpart B of 2 C.F.R. part 3186, which adopts the Government-wide implementation (2 C.F.R. part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988 (P. L. 100-690, Title V, Subtitle D; 41 U.S.C. §§ 701-707).
  - b. This includes but is not limited to: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for the employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace.
14. **ACCESSIBILITY:** The organization receiving this award, as listed in the certification section below, and all program staff, will ensure all project materials will meet California accessibility standards.
15. **NON-DISCRIMINATION:** The organization receiving this award, as listed in the certification section below, and all program staff, agree to comply with all California non-discrimination laws.



- 16. ACKNOWLEDGEMENT:** The organization receiving this award, as listed in the certification section below, and all program staff, agree to comply with California State Library acknowledgement requirements.

### Certification

ORGANIZATION	
<b>Name:</b> Nevada County Library	<b>Address (official and complete):</b> 980 Helling Way / Nevada City CA / 95959
PROJECT COORDINATOR	
<b>Name:</b> Xenia Lal	
<b>Email:</b> xenia.lal@nevadacountyca.gov	<b>Phone:</b> (530) 582-7846
GRANTTEE AUTHORIZED REPRESENTATIVE	
<b>Name:</b> Nick Wilczek	<b>Title:</b> County Librarian
<b>Email:</b> nick.wilczek@co.nevada.ca.us	<b>Phone:</b> 530 388 8830
<b>Signature:</b> <small>DocuSigned by:</small>  <small>4898B552E702442...</small>	<b>Date:</b> 10/3/2022



### Authorized Representative Signature

ORGANIZATION	
<b>Name:</b> nick wilczek	<b>Address (official and complete):</b> 980 Helling way / Nevada City CA / 95959
AUTHORIZED REPRESENTATIVE	
<b>Signature:</b> <small>DocuSigned by:</small> <i>Nick Wilczek</i>	<b>Date:</b> 10/3/2022
<b>Printed Name of Person Signing:</b> nick wilczek	<b>Title:</b> County Librarian
STATE OF CALIFORNIA	
<b>Agency Name:</b> California State Library	<b>Address:</b> 900 N Street, Sacramento, CA 95814
<b>Signature:</b> <small>DocuSigned by:</small> <i>Greg Lucas</i>	<b>Date:</b> 9/21/2022
<b>Printed Name of Person Signing:</b> Greg Lucas	<b>Title:</b> California State Librarian



**EXHIBIT B: STATE REIMBURSABLE TRAVEL EXPENSES**

Rates are subject to change per State of California, Department of Human Resources Please Check State of California, Department of Human Resources Website for updated expenses:  
<http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>

<b>Mileage:</b> Rate subject to change	\$0.56 per mile – approved business/travel expense
<b>Meals:</b> Receipts are required	\$7.00 – Breakfast \$11.00 – Lunch \$23.00 – Dinner \$5.00 - Incidentals

**Meals Note:** Lunch can only be claimed if travel is more than 24 hours. Incidental charge may be claimed once for every 24-hour period and should cover incidental expenses, such as but not limited to, tip, baggage handling, etc.

<b>Hotel:</b> Receipts are required and MUST have a zero balance.	\$ 90.00 plus tax for all counties/cities not listed below \$ 95.00 plus tax for Napa, Riverside, and Sacramento Counties \$ 110.00 plus tax for Marin County \$ 120.00 plus tax for Los Angeles, Orange, and Ventura Counties, and Edwards AFB. Excluding the city of Santa Monica \$ 125.00 plus tax for Monterey and San Diego Counties \$ 140.00 plus tax for Alameda, San Mateo and Santa Clara Counties \$ 150.00 plus tax for the City of Santa Monica \$ 250.00 plus tax for San Francisco County <b>Out of State:</b> Prior authorization must be obtained, as well as three print-out hotel quotes. Actual receipt must be included with authorization and additional quotes.
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**Hotel Note:** If the above approved reimbursable hotel rates cannot be secured, please contact your grant monitor to obtain an excess lodging form. This form must be approved prior to actual travel.

<b>AIRLINE TICKETS:</b> Itinerary and receipts are required	Actual reasonable fees pertaining to airline travel will be reimbursed. Business, First Class, or Early Bird Check-in fee is not an approved reimbursable expense.
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24 August 2022

RE: Contractor and Grantee Compliance with Economic Sanctions Imposed in Response to Russia's Actions in Ukraine

Dear Grantee,

You are receiving this notification because you currently have an active grant through the California State Library.

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (EO) regarding sanctions in response to Russian aggression in Ukraine. The EO is located at <https://www.gov.ca.gov/wp-content/uploads/2022/03/3.4.22-Russia-Ukraine-Executive-Order.pdf>.

The EO directs all agencies and departments that are subject to the Governor's authority to take certain immediate steps, including notifying all contractors and grantees of their obligations to comply with existing economic sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law.

This correspondence serves as a notice under the EO that as a contractor or grantee, compliance with the economic sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>). Failure to comply may result in the termination of contracts or grants, as applicable.

Please note that for any agreements or grants valued at \$5 million or more, a separate notification will be sent outlining additional requirements specified under the EO.

Annly Roman  
California State Library  
900 N Street  
Sacramento, CA 95814

**CALIFORNIA STATE LIBRARY**  
California Library Literacy & English Acquisition Services Program

**FINANCIAL CLAIM**  
**1<sup>st</sup> PAYMENT**

**Grant Award #:** CLLS22-53 **Date:** 10/3/2022

**Invoice #:** CLLS22-53-01 **PO #:** 5301

**Payee Name:** Nevada County Library  
(Legal name of authorized agency to receive, disburse and account for funds\*)

**Complete Address:** 980 Helling Way, Nevada City, CA, 95959  
Street Address, City, State, Zip Code (Warrant will be mailed to this address)

**Amount Claimed:** \$43,392 **Type of Payment:**

Payable Upon Execution of Agreement  PROGRESS

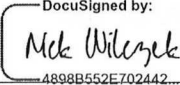
**Grantee Name:** Nevada County Community Library  FINAL  
(Name on Award Letter and Agreement)  IN FULL

**Project Title:** California Library Literacy & English Acquisition Services Program  AUGMENT

**For Period From:** upon execution to end of grant period

**CERTIFICATION**

I hereby certify under penalty of perjury: that I am the duly authorized representative of the claimant herein; that this claim is in all respects true, correct and in accordance with law and the terms of the agreement; and that payment has not previously been received for the amount claimed herein.

By   
DocuSigned by:  
4898B552E702442  
 (Signature of the Authorized Representative)

Nick Wilczek  
 (Print Name)

County Librarian  
 (Title)

\*Legal payee name must match the payee's federal tax return. Warrant will be made payable to payee name. Payee discrepancies in name and/or address may cause delay in payment. If you need to change payee name and/or address, please contact Fiscal Services at [stategrants.fiscal@library.ca.gov](mailto:stategrants.fiscal@library.ca.gov).

If you are not using DocuSign electronic signature to submit your claim, please complete the following:

**EMAIL A SCANNED COPY:**  
[stategrants.fiscal@library.ca.gov](mailto:stategrants.fiscal@library.ca.gov)

**MAIL ONE ORIGINAL SIGNATURE TO:**  
California State Library  
Fiscal Office –State Grants  
PO Box 942837  
Sacramento, CA 94237-0001

**State of California, State Library Fiscal Office**

ENY: 2022  
PURCHASING AUTHORITY NUMBER: CSL-6120  
COA: 5432000

ITEM NO: 6120-213-0001, Chapter 43, Statutes of 2022  
REPORTING STRUCTURE: 61202000  
PROGRAM #: 5312

By   
DocuSigned by:  
1081351365FD493  
 (State Library Representative)

Date 10/3/2022

**PAYEE DATA RECORD**(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)  
STD 204 (Rev. 03/2021)**Section 1 – Payee Information****NAME** (This is required. Do not leave this line blank. Must match the payee's federal tax return)**BUSINESS NAME, DBA NAME or DISREGARDED SINGLE MEMBER LLC NAME** (If different from above)**MAILING ADDRESS** (number, street, apt. or suite no.) (See instructions on Page 2)**CITY, STATE, ZIP CODE****E-MAIL ADDRESS****Section 2 – Entity Type****Check one (1) box only that matches the entity type of the Payee listed in Section 1 above.** (See instructions on page 2) **SOLE PROPRIETOR / INDIVIDUAL** **SINGLE MEMBER LLC** *Disregarded Entity owned by an individual* **PARTNERSHIP** **ESTATE OR TRUST** **CORPORATION** (see instructions on page 2) **MEDICAL** (e.g., dentistry, chiropractic, etc.) **LEGAL** (e.g., attorney services) **EXEMPT** (e.g., nonprofit) **ALL OTHERS****Section 3 – Tax Identification Number**Enter your Tax Identification Number (TIN) in the appropriate box. The TIN must **match** the name given in Section 1 of this form. Do not provide more than one (1) TIN. The TIN is a 9-digit number. **Note:** Payment will not be processed without a TIN.**Social Security Number (SSN) or Individual Tax Identification Number (ITIN)**

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**OR****Federal Employer Identification Number (FEIN)**

\_\_\_\_\_ - \_\_\_\_\_

- For **Individuals**, enter SSN.
- If you are a **Resident Alien**, and you do not have and are not eligible to get an SSN, enter your ITIN.
- Grantor Trusts (such as a Revocable Living Trust while the grantors are alive) may not have a separate FEIN. Those trusts must enter the individual grantor's SSN.
- For **Sole Proprietor or Single Member LLC (disregarded entity)**, in which the **sole member is an individual**, enter SSN (ITIN if applicable) or FEIN (FTB prefers SSN).
- For **Single Member LLC (disregarded entity)**, in which the **sole member is a business entity**, enter the owner entity's FEIN. Do not use the disregarded entity's FEIN.
- For all other entities including LLC that is taxed as a corporation or partnership, estates/trusts (with FEINs), enter the entity's FEIN.

**Section 4 – Payee Residency Status** (See instructions)

- CALIFORNIA RESIDENT** – Qualified to do business in California or maintains a permanent place of business in California.
- CALIFORNIA NONRESIDENT** – Payments to nonresidents for services may be subject to state income tax withholding.
- No services performed in California
- Copy of Franchise Tax Board waiver of state withholding is attached.

**Section 5 – Certification****I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the state agency below.****NAME OF AUTHORIZED PAYEE REPRESENTATIVE****TITLE****E-MAIL ADDRESS****SIGNATURE****DATE****TELEPHONE** (include area code)**Section 6 – Paying State Agency**

Please return completed form to:

**STATE AGENCY/DEPARTMENT OFFICE**  
Ca. State Library**UNIT/SECTION**  
Admin/Accounting**MAILING ADDRESS**  
900 N Street**FAX****TELEPHONE** (include area code)  
916-603-7157**CITY**  
Sacramento**STATE**  
CA**ZIP CODE**  
95814**E-MAIL ADDRESS**  
accounting@library.ca.gov

**PAYEE DATA RECORD**

(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)  
STD 204 (Rev. 03/2021)

**GENERAL INSTRUCTIONS**

Type or print the information on the Payee Data Record, STD 204 form. Sign, date, and return to the state agency/department office address shown in Section 6. Prompt return of this fully completed form will prevent delays when processing payments.

Information provided in this form will be used by California state agencies/departments to prepare Information Returns (Form 1099).

**NOTE:** Completion of this form is optional for Government entities, i.e. federal, state, local, and special districts.

A completed Payee Data Record, STD 204 form, is required for all payees (non-governmental entities or individuals) entering into a transaction that may lead to a payment from the state. Each state agency requires a completed, signed, and dated STD 204 on file; therefore, it is possible for you to receive this form from multiple state agencies with which you do business.

Payees who do not wish to complete the STD 204 may elect not to do business with the state. If the payee does not complete the STD 204 and the required payee data is not otherwise provided, payment may be reduced for federal and state backup withholding. Amounts reported on Information Returns (Form 1099) are in accordance with the Internal Revenue Code (IRC) and the California Revenue and Taxation Code (R&TC).

**Section 1 – Payee Information**

**Name** – Enter the name that appears on the payee's federal tax return. The name provided shall be the tax liable party and is subject to IRS TIN matching (when applicable).

- Sole Proprietor/Individual/Revocable Trusts – enter the name shown on your federal tax return.
- Single Member Limited Liability Companies (LLCs) that is disregarded as an entity separate from its owner for federal tax purposes - enter the name of the individual or business entity that is tax liable for the business in section 1. Enter the DBA, LLC name, trade, or fictitious name under Business Name.
- Note: for the State of California tax purposes, a Single Member LLC is not disregarded from its owner, even if they may be disregarded at the Federal level.
- Partnerships, Estates/Trusts, or Corporations – enter the entity name as shown on the entity's federal tax return. The name provided in Section 1 must match to the TIN provided in section 3. Enter any DBA, trade, or fictitious business names under Business Name.

**Business Name** – Enter the business name, DBA name, trade or fictitious name, or disregarded LLC name.

**Mailing Address** – The mailing address is the address where the payee will receive information returns. Use form STD 205, Payee Data Record Supplement to provide a remittance address if different from the mailing address for information returns, or make subsequent changes to the remittance address.

**Section 2 – Entity Type**

If the Payee in Section 1 is a(n)...	THEN Select the Box for...
Individual • Sole Proprietorship • Grantor (Revocable Living) Trust disregarded for federal tax purposes	Sole Proprietor/Individual
Limited Liability Company (LLC) owned by an individual and is disregarded for federal tax purposes	Single Member LLC-owned by an individual
Partnerships • Limited Liability Partnerships (LLP) • and, LLC treated as a Partnership	Partnerships
Estate • Trust (other than disregarded Grantor Trust)	Estate or Trust
Corporation that is medical in nature (e.g., medical and healthcare services, physician care, nursery care, dentistry, etc.) • LLC that is to be taxed like a Corporation and is medical in nature	Corporation-Medical
Corporation that is legal in nature (e.g., services of attorneys, arbitrators, notary publics involving legal or law related matters, etc.) • LLC that is to be taxed like a Corporation and is legal in nature	Corporation-Legal
Corporation that qualifies for an Exempt status, including 501(c) 3 and domestic non-profit corporations.	Corporation-Exempt
Corporation that does not meet the qualifications of any of the other corporation types listed above • LLC that is to be taxed as a Corporation and does not meet any of the other corporation types listed above	Corporation-All Other

**Section 3 – Tax Identification Number**

The State of California requires that all parties entering into business transactions that may lead to payment(s) from the state provide their Taxpayer Identification Number (TIN). The TIN is required by R&TC sections 18646 and 18661 to facilitate tax compliance enforcement activities and preparation of Form 1099 and other information returns as required by the IRC section 6109(a) and R&TC section 18662 and its regulations.

**Section 4 – Payee Residency Status**

**Are you a California resident or nonresident?**

- A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.
- A partnership is considered a resident partnership if it has a permanent place of business in California.
- An estate is a resident if the decedent was a California resident at time of death.
- A trust is a resident if at least one trustee is a California resident.
  - For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.

For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below:

Withholding Services and Compliance Section: 1-888-792-4900

E-mail address: [wscs.gen@ftb.ca.gov](mailto:wscs.gen@ftb.ca.gov)

For hearing impaired with TDD, call: 1-800-822-6268

Website: [www.ftb.ca.gov](http://www.ftb.ca.gov)

**Section 5 – Certification**

Provide the name, title, email address, signature, and telephone number of individual completing this form and date completed. In the event that a SSN or ITIN is provided, the individual identified as the tax liable party must certify the form. Note: the signee may differ from the tax liable party in this situation if the signee can provide a power of attorney documented for the individual.

**Section 6 – Paying State Agency**

This section must be completed by the state agency/department requesting the STD 204.

**Privacy Statement**

Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, state, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it. It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and state law imposes noncompliance penalties of up to \$20,000. You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the state agency(ies) with which you transact that business.

All questions should be referred to the requesting state agency listed on the bottom front of this form.

**NEVADA COUNTY LIBRARY 2022/2023**

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**Section 1: Applicant Information**

CLLS 2022-2023 Application Form Instructions

CHAPTER 4.6 CALIFORNIA LIBRARY LITERACY AND ENGLISH ACQUISITION SERVICE PROGRAM

CLLS Mission & Values

**1.1 Library Information**

\* denotes a required field

a.Full legal name of library jurisdiction*	Nevada County Community Library
b.Street*	980 Helling Way
c.City*	Nevada City
d.Zip*	95959

**1.2 Literacy Program Coordinator's Contact Information**

a.Name*	Xenia Lal
b.E-Mail*	xenia.lal@co.nevada.ca.us
c.Phone	(530) 582-7819
d.New coordinator since October 2021?	No
e.Check here if your program has an additional contact person working with the program	

**1.3 Library Director's Contact Information**

If the library contracts with another agency to provide library literacy services, please be sure to enter the library director's information here, not the director of the contracted agency.

a.Library Director's Name*	Nick Wilczek
b.Library Director's Email*	nick.wilczek@co.nevada.ca.us
c.Library Director's Phone*	(530) 388-8830
d.New director since October 2021?	No
e.For Library Directors: Have you read and do you agree to the program essentials?*	Yes



**NEVADA COUNTY LIBRARY 2022/2023**

**1.4 Authorized Representative Information**

This is the person/people authorized to sign financial documents, certification forms and report forms on behalf of the library. For example: The person who would sign the claim form to claim your CLLS award funds.

a.Authorized Representative's Name	Nick Wilczek
b.Authorized Representative's Email	Nick.Wilczek@co.nevada.ca.us
c.Is this individual the correct signatory on any claim forms?	Yes
d.Is this individual the correct signatory on any certifications?	Yes
e.Is this individual the correct signatory on any reports?	Yes

NEVADA COUNTY LIBRARY 2022/2023

Section 2: Program Information

Section 2.1 Basic or institutional information

a.Program Name	Read Up Adult Literacy
b.What year did the program start?	1998-1999
c.Year left/returned to program	
d.How will this program be provided?	In-house by the library
e.Number of main and branch libraries where library literacy services will be provided <sup>1</sup>	4
f.Number of community locations where library literacy services will be provided <sup>2</sup>	5
g.Total number of locations	9
h.Number of main and branch libraries within the library jurisdiction	
i.Percentage of total library outlets where literacy services will be provided	0%

2.2 Participation in Regional Networks

a.Regional network name	Northern California Literacy Coalition (NCLC)
b.Number of library literacy regional network meetings that you or a representative from your library attended during the previous reporting period.	2
c.Number of Adult Education Consortium meetings that you or a representative from your library attended during the previous reporting period. (Not required)	2

**NEVADA COUNTY LIBRARY 2022/2023**

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**Section 3. Financial Report: Adult Literacy Services, Family Literacy Services and English as a Second Language Services**

Please complete the following budget for both your CLLS award and local match for your Adult Literacy Services, Family Literacy Services and English as a Second Language Services. Please also include a detailed narrative of projected expenditures in the "Narrative" column for both your projected CLLS award expenditures and projected local match expenditures for each program.

NOTE: If you were not awarded CLLS ESL funds for the January 2022 - June 2022 cycle, you will NOT complete the ESL CLLS or ESL Local sections of the 3.1 Program Budget section below.

NEVADA COUNTY LIBRARY 2022/2023

3.1 Program Budget

	ALS - CLLS	ALS - Local	FLS - CLLS	FLS - Local	ESL - CLLS	ESL - Local	Total CLLS Funds	Total Local Funds	Grand Totals	Narrative of expenses (required)
Salaries & Benefits	\$27,513	\$15,820	\$19,300	\$15,228		\$8,805	\$46,813	\$39,853	\$86,666	Salaries & benefits for two Literacy Coordinators, one in West County and one in East County of Nevada County Library. As of May 10th, the Literacy Coordinator of West County is no longer with Nevada County Library. Management at West County has confirmed that recruitment of a new Literacy Coordinator at West County will be posted soon and will be

NEVADA COUNTY LIBRARY 2022/2023

									filled in July. The ESL local portion is listed for one literacy staff working on ESL services, the East County Literacy Coordinator. We have not received status of ESL funds awarded by CLLS at the time of completing this application.
Contract Staff	\$0		\$0			\$0		\$0	
Operations		\$500	\$0		\$400	\$0	\$900	\$900	Office supplies; printing costs for promotional materials
Literacy Materials	\$0	\$1,250	\$0		\$2,000	\$0	\$3,250	\$3,250	ALS: one book (est. \$25) per learner (50) per year. ESL: 4 books est. at \$25 each for 20 learners. Books are carefully

NEVADA COUNTY LIBRARY 2022/2023

Small Equipment	\$0		\$0			\$0		\$0	selected to reflect the learner's reading level and interests.	
Equipment	\$0		\$0			\$0		\$0		
Subtotal	\$27,513	\$17,570	\$19,300	\$15,228		\$11,205	\$46,813	\$44,003	\$90,816	We have allocated our award towards salary and benefits for our staff. We will use the local portion of our budget to cover the remainder of our program expenses.
Indirect Costs	\$0						\$0		\$0	
Total	\$27,513	\$17,570	\$19,300	\$15,228		\$11,205	\$46,813	<sup>3</sup> \$44,003	<sup>4</sup> \$90,816	The amount in local funds has changed from prior years due to the expected local portions provided for ESL services and the ESL services funds under CLLS.
Adult Literacy Total	\$45,083									
Family	\$34,528									

**NEVADA COUNTY LIBRARY 2022/2023**

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Literacy  
Services  
Total  
ESL Total     \$11,205  
Total budget   \$90,816

NEVADA COUNTY LIBRARY 2022/2023

Section 4. Staff Commitment: Adult Literacy Services, Family Literacy Services and English as a Second Language Services

4.1 Library Personnel

	FTE	Narrative (required)
Total CLLS (adults)	0.50	As of May 10, 2022, the Adult Literacy Coordinator who manages the literacy program in the West County part of Nevada County Library jurisdiction, Natalie Martinez, is no longer with this library system. The East County (Truckee) Adult Literacy Coordinator, Xenia, will continue to provide Adult Literacy services to the East County part of the library jurisdiction and provide assistance to Literacy services in the West County part of the library jurisdiction until a new Literacy Coordinator is hired in West County. I will continue to spend .25 FTE in Adult Literacy Services. When the new literacy coordinator is hired, that person will spend .25 FTE in Adult Literacy Services.
Total CLLS (family)	0.40	As of May 10, 2022, the Adult Literacy Coordinator who manages the literacy program in the West County part of Nevada County Library jurisdiction, Natalie Martinez, is no longer with this library system. The East County (Truckee) Adult Literacy Coordinator, Xenia, will continue to provide Family Literacy services to the East County part of the library jurisdiction and provide assistance to Literacy services in the West County part of the library jurisdiction until a new Literacy Coordinator is hired in West County. I will spend .15 FTE in Family Literacy Services. When the new literacy coordinator is hired, that person will spend .25 FTE in Family Literacy Services.
Total CLLS (ESL)	0.10	The Read Up Adult Literacy Program of Nevada County Library has applied for ESL Round II funds. The East County (Truckee) Adult Literacy Coordinator, Xenia, will provide ESL Services to the East County part of the library jurisdiction and, when the new Literacy Coordinator is hired in West County, the



**NEVADA COUNTY LIBRARY 2022/2023**

		Literacy Coordinator in East County will work with the Literacy Coordinator in West County to identify a plan for a needs assessment of ESL services in West County. During this fiscal year, 2022-2023, the Literacy Coordinator in East County will spend .10 FTE in ESL Services.
Total FTE – library personnel	<sup>5</sup> 1.00	
Library Personnel Salary	<sup>6</sup> \$86,666	<sup>7</sup> Nevada County Library plans to continue to have two Literacy Coordinators. Additionally, literacy staff time on ESL services will now be accounted for.

**4.2 Contract Personnel**

	FTE	Narrative (required)
Total CLLS (adults)		
Total CLLS (family)		
Total CLLS (ESL)		
Total FTE – contracted personnel		
Contract Personnel Salary	\$0	

NEVADA COUNTY LIBRARY 2022/2023

Section 5: Description of Programs and Activities

5.1 Adult Literacy Services

Please limit descriptions to no more than 300 words.

a. Adult Literacy Services (ALS)	
c. Please describe your outreach plans for recruiting learners and tutors to your program. (Max. 300 words.)	We will communicate with representatives of local community organizations to develop and strengthen partnerships that will help us raise awareness of our literacy program and seek opportunities for collaboration: by hosting informational tables at their sites, providing presentations to the adult community members they serve, and keeping staff of those organizations informed of literacy services so they can refer potential tutors and learners to our program. Additionally, we will manage the appearance of our dedicated literacy spaces at our library's branches to keep information about our program current in our community.
d. Please describe how your program will engage learners in program planning and how you will discover learners' aspirations. (Max. 300 words.)	By keeping lines of communication with learners and tutors open, regularly facilitating programs that bring together our group of tutors and learners, and using the CLLS Roles and Goals model to gauge learner progress, we will gather learner and tutor opinions on what is effective and ineffective for them and get a sense of what kinds of programming would be most beneficial and enjoyable for them.

**NEVADA COUNTY LIBRARY 2022/2023**

**5.2 Family Literacy Services**

a. Family Literacy Services	Yes
b. Family Literacy New / Continuing	Continuing
c. Please describe your planned programming for enrolled adult learners and their families that explains what you will do, how you will do it, for whom you will do it, and the anticipated benefits. (Max. 300 words.)	Our planned programs will be offered to enrolled adults in our program, English speaking and who are at least 16 and not concurrently enrolled in high school. We will offer family storytimes, family game days and craft programs, technology help and services for families, and cultural programs around Latinx Heritage Month. We will collaborate with youth services and adult services library staff at several of our library branches to host these programs.
d. Anticipated number of enrolled adult learners to be served this year with their families <sup>8</sup>	20
e. Please describe your outreach plans and programming plans for adults (with families) who are eligible to be enrolled in your CLLS program but who are not currently enrolled that explains what you will do, how you will do it, for whom you will do it, and th	We will host informational tables or booths of library and literacy information at two or more neighborhood events in our library jurisdiction. We will have materials to distribute, such as books and activities for families to do together. We will also collaborate with library staff to host outdoor storytimes at local Farmer's Markets and provide information about the literacy program. Additionally, we plan to utilize technology in family learning outreach activities to promote digital literacy and awareness of the digital resources offered by the library and our literacy program. Our planned programs described in section 5.2.c. will also be offered to unenrolled families and these programs will provide the opportunity for enrolled and un-enrolled learners and families to participate side by side.
f. Please describe how your program will engage learners in planning for your family literacy services and how you will discover learners' aspirations for their families. (Max. 300 words.)	Through the CLLS Roles and Goals information collected for our learners, feedback we receive from learners through our programming events and services, and ongoing communication (phone and in-person check-ins) with our learners, we will make changes and develop programming to meet learner needs.

**5.3 English as a Second Language Services**

This section is ONLY for programs that received Round I CLLS ESL funding for the 2021-2022 cycle.

a. English as a Second Language Services	No
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**NEVADA COUNTY LIBRARY 2022/2023**

**Section 6: Community Partners**

Please list the community partners that you anticipate your program will work with this year to deliver California Library Literacy Services in your community. For each community partner, describe how you will work together. Please refer to the examples provided at the end of the instruction document for guidance.

Summary	6	6
	a) Community Partner	b) Description required (Max. 150 words each description)
	KidZone Museum	We will continue to work with this local museum in East County that serves children and their families. Together with the Community Advocate for this museum, we will collaborate on outreach and information-sharing about how adult learners can join the literacy program.
	Sierra Community House	We will work with staff of Sierra Community House to share our literacy program information, particularly with the Community Engagement Manager and the Promotoras Group - a group of women who act as community liaisons in East County. In particular, we will post information about the literacy program on their What's App account, an account where local happenings and resources are posted for community members to view, share and comment.
	Truckee Farmer's Market	The East County Literacy Coordinator will collaborate with and join Truckee Library staff at eight Truckee Farmer's Market events to conduct family storytime and conduct outreach about library and literacy services to the community at large.
	Tahoe-Truckee Unified School District	The East County Literacy Coordinator is part of the Adult Education Advisory Committee through TTUSD's Adult Education department. I will attend meetings with adult school district staff and other community members part of the committee to exchange local resources and information about our literacy program that is pertinent to our adult learners in our community. During FY2021-2022, we collaborated with Adult School staff to bring an Informational Session to East County literacy participants and the community at large on how adults can obtain their GED. We plan to offer this Informational Session again in the Fall.
	<del>Nevada County</del> <del>Truckee</del> <del>Farmer's Market</del>	Library staff will keep up from Nevada County in light of Farmer's services and events in Nevada County to promote the



**NEVADA COUNTY LIBRARY 2022/2023**

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**Section 7: Is there anything else you would like to tell us?**

Is there anything else you would like to tell us?

The West County Literacy Coordinator left her position on May 10th. Recruitment is underway for a replacement, with management predicting that the position will be filled by the start of FY 22/23.

**NEVADA COUNTY LIBRARY 2022/2023**

**Section 8. English Language and Literacy Intensive, Non-CLLS English as a Second Language Services and Other Services**

NOTE: If you were NOT awarded CLLS ESL funds between January 2022 - June 2022 and have not applied or do NOT plan to apply for CLLS-funded ESL funds in 2022-2023, please include your projected ESL local match here.

**8.1 Financial Report: Local funds that support English Language and Literacy Intensive, Non-CLLS English as a Second Language Services and Other Services**

	ELLI	Non-CLLS ESL	Other Services	Total	Narrative (required)
Salaries & Benefits					
Contract Staff					
Operations					
Literacy Materials					
Small Equipment					
Subtotal					
Indirect					
Total					

**8.2 Staff Commitment: English Language and Literacy Intensive, Non-CLLS English as a Second Language Services, and Other Services Library Personnel**

**Library Personnel**

	FTE	Narrative
Total ELLI FTE		
Total ESL FTE		
Total Other FTE		
Total FTE: Library Personnel		

**Contract Personnel**

	FTE	Narrative
Total ELLI FTE		
Total ESL FTE		
Total Other Services FTE		
Total FTE: Contracted Personnel		



**NEVADA COUNTY LIBRARY 2022/2023**

**8.3 English Language and Literacy Intensive**

The English Language and Literacy Initiative (ELLI) supports California schoolchildren who struggle to learn English, and connects parents with English-as-a-Second-Language programs. If your California Library Literacy Services program offers an ELLI program, please describe it here.

a.English Language and Literacy Intensive (ELLI)	No
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**8.4 Non-CLLS-funded English as a Second Language Services**

NOTE: If you were NOT awarded CLLS ESL funds between January 2022 - June 2022 and have not applied or do NOT plan to apply for CLLS-funded ESL funds in 2022-2023, please describe your non-CLLS ESL program here.

a.Non-CLLS English as a Second Language Program (ESL) <sup>9</sup>	No
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**8.5 Other Services**

Other Services are defined as literacy services beyond the identified programs and target populations. California Library Literacy Services funds do not support Other Services, including the cost of staff time and other expenditures. However, we appreciate local libraries that have identified other resources to provide such services as Reach Out and Read, tutoring for high school students, and other outreach and educational activities. In an effort to gain a complete picture of local services, we ask you to please tell us about those services.

a.Other Services	No
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<sup>1</sup>, e. Nevada County: East County - Truckee West County - Nevada City, Grass Valley, Penn Valley(0-2022-05-06)

<sup>2</sup>, f. The community location of library literacy services include: Nevada City Farmer's Market Truckee Farmer's Market Donner Creek Mobile Home Park Two laundromats in the community(0-2022-05-13)

<sup>3</sup>, The amount in local funds has changed from prior years due to the expected local portions provided for ESL services and the ESL services funds under CLLS.(0-2022-05-20)

<sup>4</sup>, The amount in local funds has changed from prior years due to the expected local portions provided for ESL services and the ESL services funds under CLLS.(0-2022-05-20)

<sup>5</sup>, Nevada County Library plans to continue to have two Literacy Coordinators. Additionally, literacy staff time on ESL services will now be accounted for.(0-2022-05-20)

<sup>6</sup>, Nevada County Library plans to continue to have two Literacy Coordinators. Additionally, literacy staff time on ESL services will now be accounted for.(0-2022-05-20)

<sup>7</sup>, Nevada County Library plans to continue to have two Literacy Coordinators. Additionally, literacy staff time on ESL services will now be accounted for.(0-2022-05-20)

<sup>8</sup>, d. During last fiscal year, COVID restrictions played a major role in limiting the anticipated number of enrolled learners to be served with their families. COVID

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restrictions are largely gone now, and we expect to serve adult learners like we have in "normal" years.(0-2022-05-20)

<sup>9</sup>, a. The Read Up Literacy Program of Nevada County Library has applied for ESL funds FY22-23.(0-2022-05-10)