

AGENDA
ITEM

12



CALEXICO *California*

WHERE CALIFORNIA AND MEXICO MEET

AGENDA
ITEM
12

CITY COUNCIL AGENDA STAFF REPORT

DATE: May 6, 2026

TO: Mayor and City Council

APPROVED BY: Benjamin Martinez, City Manager

REVIEWED BY: Karla Chaparro, Finance Director

Signed by:

3AA2C9E2E876434...

PREPARED BY: Lizeth Legaspi, Library Manager

SUBJECT: Adopt a Resolution Authorizing the City Manager or his designee to Execute the FY 2026-27 California Library Literacy Services Grant Program and Authorize the City Manager and Fiscal Agent to Sign the Grant Application, Certification, Award Agreement and Certificate of Compliance and any Amendments Thereto; and any Related Documents Necessary to Participate in the Program

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Recommendation:

Adopt a Resolution Authorizing the City Manager or his designee to Execute the FY 2026-27 California Library Literacy Services Grant Program and Authorize the City Manager and Fiscal Agent to Sign the Grant Application, Certification, Award Agreement and Certificate of Compliance and any Amendments Thereto; and any Related Documents Necessary to Participate in the Program

Background:

The California Library Literacy Services (CLLS) Program under the direction of the California State Library provides funding opportunities to public libraries to enable them to offer literacy programs to help the community reach their literacy goals.

Camarena Memorial Library has been a recipient of this award for over 18 years. The library recruits and trains volunteer tutors which in turn provide one-to-one tutoring to adults 16 years old and not concurrently enrolled in high school and/or any adult basic education school, and who are interested in improving their basic English reading and writing skills.

Discussion and Analysis:

Camarena Memorial Library is anticipating providing learner-centered basic literacy services to approximately 50 adults with low literacy skills. Learners will be tutored one-to-one by trained volunteers. In addition, the library will be offering Family Literacy Services to connect and engage families with programming, resources, and each other so adults can learn new things to use in family life.

Fiscal Impact:

Revenue Account	Description	Amount
221-50-510-43111-200	Adult Literacy Services	\$49,396

Expense Account	Description	Amount
221-50-510-55015-200	Temporary staffing	\$34,030
221-50-510-53001-200	Materials & supplies	\$6,467
221-50-510-53019-200	Books, maps & publications	\$5,499
221-50-510-55025-200	Other operating contracts	\$3,400

Coordinated With:

Finance Department.

Attachment(s):

1. Projected Award Information
2. CLLS Grant Application
3. Resolution Authorizing the City Manager and Fiscal Agent to Execute and Sign Grant Application, Grant Certification, Award Agreement and Certificate of Compliance and any Amendments Thereto; and any Related Documents Necessary to Participate in the Program.

ATTACHMENT NO. 1

Lizeth Legaspi

From: CLLS@CSL <CLLS@library.ca.gov>
Sent: Wednesday, April 8, 2026 10:14 AM
To: Lizeth Legaspi
Subject: Camarena Memorial Public Library's 2026-27 Projected Award Letter

Dear Lizeth,

Below you will find your library's California Library Literacy Services (CLLS) projected award amount for the upcoming 2026-27 fiscal year. You will use this projected amount to develop your Adult Literacy Services and Family Literacy Services budgets on the 2026-27 CLLS Application in [Euna](#).

This email represents a preliminary notification of your projected CLLS award amount for 2026-27. We provide projected award amounts to help you complete your 2026-27 CLLS Application. This notification does not replace the formal award letter and award packet. All projected award amounts are tentative and subject to change.

We cannot confirm award amounts until the state budget is passed in July 2026. We expect to send the award packet via DocuSign after July 1, 2026, to your library's authorized representative(s), pending allocations made in the 2026-2027 state budget. After your library representative(s) completes the DocuSign packet with no errors, the funds will arrive at your library in approximately 10-12 weeks.

General Projected Award Calculation Information

CLLS receives \$7.32 million in ongoing funding from the State of California for Adult Literacy Services and Family Literacy Services. We have calculated the projected CLLS award amounts using the data reported on your library's 2024-25 CLLS Final Report. If your library made a specific funding request, we have used this figure if approved.

Projected Award Information

Camarena Memorial Public Library's 2026-27 projected CLLS award amount is **\$49,396**.

In the block grant model, you are required to allocate the following minimum amounts for each program:

- Adult Literacy Services – at least \$25,192
- Family Literacy Services – at least \$12,843

More information about the block grant requirements is below.

Block Grant Model for CLLS Programs with Family Literacy Services

For 2026-27, CLLS will provide projected award amounts for libraries with Family Literacy Services using the "block grant" model. The "block grant" model means we will award CLLS libraries a single combined

total for Adult Literacy Services and Family Literacy Services. We intend the "block grant" model to provide libraries with more control over how they allocate funds between programs. We also intend it to provide increased spending flexibility to meet community needs during the program period.

Block Grant Requirements

CLLS Adult Literacy Services with Family Literacy Services will receive one award total for the 2026-27 program period. Each program will be responsible for allocating award funds between Adult Literacy Services and Family Literacy Services to respond to community needs. Libraries who receive a block grant must adhere to the following requirements:

- **At least 51 percent** of the block grant award must be allocated to Adult Literacy Services.
- **At least 26 percent** of the block grant award must be allocated to Family Literacy Services.
- Programs who requested a fixed award for Family Literacy Services may adjust their request by +/- 25 percent. This means they may allocate up to 25 percent of their Family Literacy Services requested award to or from their Adult Literacy Services award. Contact your state team for support.

If you have questions, contact your State grant team and attend our prescheduled support options. You're also welcome to schedule a one-on-one meeting with us using our [online scheduler](#).

Thank you,

CLLS State Team

California State Library | Library Development Services
900 N Street | Sacramento, CA 95814
CLLS@library.ca.gov

[Schedule a meeting with us!](#)



ATTACHMENT NO. 2

Opportunity Details

Opportunity Information

Title

2026-27 CLLS Application - Adult Literacy & Family Literacy Services

Description

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

Awarding Agency Name

California State Library

Agency Contact Name

Allyson Jeffredo

Agency Contact Phone

916-603-6709

Agency Contact Email

cls@library.ca.gov

Program

2026-27 CLLS

Fund Activity Categories

Education

Opportunity Posted Date

4/6/2026

Public Link

<https://www.gotomygrants.com/Public/Opportunities/Details/c5fc5d1f-ff7d-493f-a871-b5528913c4cb>

Funding Information

Funding Sources

State

Funding Restrictions

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

Award Information

Award Period

07/01/2026 - 09/30/2027

Award Type

Non Competitive

Capital Grant

No



Expected Number of Awards

100.00

Indirect Costs Allowed

Yes

Indirect Cost Description

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

Restrictions on Indirect Costs

Yes

Submission Information

Submission Window

Closes 05/15/2026 5:00 PM

Submission Timeline Type

One Time

Submission Timeline Additional Information

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

Question Submission Information

Question Submission Email Address

cls@library.ca.gov

Question Submission Additional Information

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

Technical Assistance Session

Technical Assistance Session

Yes

Session Date and Time

04/14/2026 9:00 PM

Conference Info / Registration Link

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

Additional Information

Additional Information URL

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

Project Information**Application Information**

Application Name

Award Requested

Total Award Budget

\$0.00

Primary Contact Information

Name

Email Address

Address

Phone Number

Project Description

Applicant Information

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

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

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

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

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

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

- Yes
 No

If no, do not continue with this application. Send an email to clls@library.ca.gov to discuss your organization's eligibility if needed.

2. Applicant Organization Name

3. Select the Applicant Organization Type

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

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

- Yes
 No

4b. Select the library.

Select an item...

4c. Name of location where project will be implemented

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

Application Certification

Application Certification Upload Instructions

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

Application Certification Template

Application Certification And Signature Page-2425.docx

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

Authorized Representative

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

Authorized Representative First and Last Name.

Authorized Representative Title

Authorized Representative Email

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

Authorized Representative Street Address

Authorized Representative City

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

Recipient Manager

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

Recipient Manager First and Last Name

Recipient Manager Title

Recipient Manager Email

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

CLLS-Specific Information

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

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

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

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

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

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

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

- Yes
- No

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

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

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

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

- Yes

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

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

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

- Community fairs or festivals
- Schools or school districts, First 5, or other agencies

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

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

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

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

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

- Yes
- No

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

12. Describe your plans for tutor training. Include how often it will occur, how long it will last, and any other relevant information. (Word limit: 150)

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

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

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

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

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

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

0

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

0

19. How many group learning sessions do you expect to have? Include Adult and Family Literacy group learning sessions

together if applicable.

0

20. Value 7: California Library Literacy Services Supports Families. For Family Literacy Services funded programs ONLY: How will you include learners' family needs and goals in your program planning? Describe the activities you plan to offer. (Word Limit: 150)

21. For Family Literacy Services funded programs ONLY: How many enrolled adult learners do you expect to serve your Family Literacy Services program?

0

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

Cash Match and In-Kind Contributions - Adult Literacy Services

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

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

Cash Match and In-Kind Contributions Overview

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

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

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

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

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

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

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

- Yes
 No

If No, scroll to the bottom of the page and select "Mark as Complete".

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

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

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

Salaries Wages and Benefits (Adult Literacy)

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

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

- Position title(s)
- Number of hours worked directly on the project (cash match portion only)
- Hourly rate(s) inclusive of salaries, wages and benefits
- Activities completed in support of the project.

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

2. Total Salaries Wages and Benefits Cash Match and In-Kind Contributions Amount:
\$0.00

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

Consultant Fees (Adult Literacy)

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

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

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

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

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

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

4. Total Consultant Fees Cash Match and In-Kind Contributions Amount:
\$0.00

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

Travel (Adult Literacy)

Include all expenses associated with travel for the project.

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

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

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

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

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

6. Total Travel Cash Match and In-Kind Contributions Amount:
\$0.00

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

Supplies and Materials (Adult Literacy)

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

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

Subscriptions and licenses must be reflected in the Services category.

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

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

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

8. Total Supplies and Materials Cash Match and In-Kind Contributions Amount:
\$0.00

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

Equipment (Adult Literacy)

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

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

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

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

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

10. Total Equipment Cash Match and In-Kind Contributions Amount:
\$0.00

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

Services (Adult Literacy)

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

Services typically include items such as printing, subscriptions or licenses, project-specific media and

marketing services, equipment and vehicle maintenance, and building equipment lease and rental.

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

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

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

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

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

\$0.00

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

Indirect (Adult Literacy)

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

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

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

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

\$0.00

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

Cash Match and In-Kind Contributions - Family Literacy Services

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

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

Cash Match and In-Kind Contributions Overview

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

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

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

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

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

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

- Yes
 No

If No, scroll to the bottom of the page and select "Mark as Complete".

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

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

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

Salaries Wages and Benefits (Family Literacy)

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

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

- Position title(s)
- Number of hours worked directly on the project (cash match portion only)
- Hourly rate(s) inclusive of salaries, wages and benefits
- Activities completed in support of the project.

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

2. Total Salaries Wages and Benefits Cash Match and In-Kind Contributions Amount:
\$0.00

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

Consultant Fees (Family Literacy)

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

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

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

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

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

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

4. Total Consultant Fees Cash Match and In-Kind Contributions Amount:
\$0.00

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

Travel (Family Literacy)

Include all expenses associated with travel for the project.

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

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

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

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

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

6. Total Travel Cash Match and In-Kind Contributions Amount:
\$0.00

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

Supplies and Materials (Family Literacy)

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

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

Subscriptions and licenses must be reflected in the Services category.

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

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

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

8. Total Supplies and Materials Cash Match and In-Kind Contributions Amount:
\$0.00

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

Equipment (Family Literacy)

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

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

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

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

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

10. Total Equipment Cash Match and In-Kind Contributions Amount:
\$0.00

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

Services (Family Literacy)

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

Services typically include items such as printing, subscriptions or licenses, project-specific media and

marketing services, equipment and vehicle maintenance, and building equipment lease and rental.

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

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

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

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

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

\$0.00

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

Indirect (Family Literacy)

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

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

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

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

\$0.00

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

Budget

Proposed Budget Summary

Expense Budget

	Grant Funded	Total Budgeted
A1. Salaries, Wages and Benefits (Adult Literacy)		
Subtotal	\$0.00	\$0.00
A2. Salaries, Wages and Benefits (Family Literacy)		
Subtotal	\$0.00	\$0.00
B1. Consultant Fees (Adult Literacy)		
Subtotal	\$0.00	\$0.00
B2. Consultant Fees (Family Literacy)		
Subtotal	\$0.00	\$0.00
C1. Travel (Adult Literacy)		
Subtotal	\$0.00	\$0.00
C2. Travel (Family Literacy)		
Subtotal	\$0.00	\$0.00
D1. Supplies and Materials (Adult Literacy)		
Subtotal	\$0.00	\$0.00
D2. Supplies and Materials (Family Literacy)		
Subtotal	\$0.00	\$0.00
E1. Equipment (Adult Literacy)		
Subtotal	\$0.00	\$0.00
E2. Equipment (Family Literacy)		
Subtotal	\$0.00	\$0.00
F1. Services (Adult Literacy)		
Subtotal	\$0.00	\$0.00
F2. Services (Family Literacy)		
Subtotal	\$0.00	\$0.00
G1. Indirect (Adult Literacy)		
Subtotal	\$0.00	\$0.00
G2. Indirect (Family Literacy)		
Subtotal	\$0.00	\$0.00

	Grant Funded	Total Budgeted
Total Proposed Cost	\$0.00	\$0.00

Revenue Budget

	Grant Funded	Total Budgeted
Grant Funding		
Award Requested	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00
Total Proposed Revenue	\$0.00	\$0.00

Proposed Budget Detail

Proposed Budget Narrative

A1. Salaries, Wages and Benefits (Adult Literacy)

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

A2. Salaries, Wages and Benefits (Family Literacy)

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

B1. Consultant Fees (Adult Literacy)

Consultant fees include the costs related to acquiring the services of a consultant for a specific activity related to adult literacy. Typically, consultants are specialists in a specific area and provide advice related to their area of expertise. Consultant fees may include a consultant's fees, travel, accommodation, and support services provided directly by the consultant. Refer to allowable expenses guidelines and application instructions on the [CLLS Manage Your Grant](#) page.

NOTE: Limited-term contract staff are considered Services costs.

B2. Consultant Fees (Family Literacy)

Consultant fees include the costs related to acquiring the services of a consultant for a specific activity related to family literacy. Typically, consultants are specialists in a specific area and provide advice related to their area of expertise. Consultant fees may include a consultant's fees, travel, accommodation, and support services provided directly by the consultant. Refer to allowable expenses guidelines and application instructions on the [CLLS Manage Your Grant](#) page.

NOTE: Limited-term contract staff are considered Services costs.

C1. Travel (Adult Literacy)

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

C2. Travel (Family Literacy)

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

D1. Supplies and Materials (Adult Literacy)

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

D2. Supplies and Materials (Family Literacy)

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

E1. Equipment (Adult Literacy)

Equipment costs include long-term, depreciable items costing \$5,000 or more per unit that are not part of the annual operating budget. Equipment purchases that cost \$5,000 or more per unit must be approved by the California State Library. Contact your state grant team for more information. Refer to allowable expenses guidelines and application instructions on the [CLLS Manage Your Grant](#) page.

NOTE: Small equipment costs for items like computers are considered Supplies & Materials costs.

E2. Equipment (Family Literacy)

Equipment costs include long-term, depreciable items costing \$5,000 or more per unit that are not part of the annual operating budget. Equipment purchases that cost \$5,000 or more per unit must be approved by the California State Library. Contact your state grant team for more information. Refer to allowable expenses guidelines and application instructions on the [CLLS Manage Your Grant](#) page.

NOTE: Small equipment costs for items like computers are considered Supplies & Materials costs.

F1. Services (Adult Literacy)

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

F2. Services (Family Literacy)

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

G1. Indirect (Adult Literacy)

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

G2. Indirect (Family Literacy)

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

ATTACHMENT NO. 3

RESOLUTION NO. 2026-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALEXICO AUTHORIZING THE CITY MANAGER TO EXECUTE THE CALIFORNIA LIBRARY LITERACY SERVICES GRANT AWARD FOR FY 2026-27 AND AUTHORIZE THE CITY MANAGER OR HIS DESIGNEE TO SIGN THE APPLICATION, CERTIFICATION, AWARD AGREEMENT AND CERTIFICATE OF COMPLIANCE AND ANY AMENDMENTS THERETO; AND ANY RELATED DOCUMENTS NECESSARY TO PARTICIPATE IN THE PROGRAM.

WHEREAS:

- A. The Camarena Memorial Library is eligible to receive continuous funding through the California Library Literacy Services Grant Program.
- B. Grant application, grant certification, award agreement, certificate of compliance and any amendments thereto; and any related documents necessarily needed to be executed for the California Library Literacy Services Grant Program FY 2026-27.
- C. The City Council of the City of Calexico wishes to delegate authorization to the City Manager or his designee to execute grant application, grant agreement and/or any documentation pertaining to the California Library Literacy Services Grant Program FY 2026-27.

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF CALEXICO HEREBY RESOLVES AS FOLLOWS:

- 1. The City Manager or his designee be authorized to execute grant application, grant certification, award agreement, certificate of compliance and/or any documentation pertaining to the California Library Literacy Services Grant Program FY 2026-27 for Camarena Memorial Library.
- 2. PASSED, ADOPTED AND APPROVED by the City Council of the City of Calexico on this 6th day of May, 2026.

Victor Legaspi, Mayor

ATTEST

Veronica Luna, City Clerk

APPROVED AS TO FORM:

Laura Estrada, City Attorney

Resolution No. 2026- _____

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The State of California)
County of Imperial)ss.
City of Calexico)

I, Veronica Luna, City Clerk of the City of Calexico, do hereby certify that the above foregoing Resolution No. 2026- _____ was duly passed and adopted by the City Council of the City of Calexico on this 6th day of May 2026 by the following vote to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

Veronica Luna, City Clerk