

# Early Literacy Support Block Grant 2022–23 Year-to-Date Expenditure Signature Form

Educator Excellence and Equity Division  
California Department of Education

**Local Educational Agency:**

**Implementation Year 2 (2022–23) Grant Reporting Period:**

Quarter 1 (July 1, 2022 – September 30, 2022) Report Due October 31, 2022

Quarter 2 (October 1, 2022 – December 31, 2022) Report Due January 31, 2023

Quarter 3 (January 1, 2023 – March 31, 2023) Report Due April 28, 2023

Quarter 4 (April 1, 2023 – June 30, 2023) Report Due July 31, 2023

**Budget Revision Request:**

A Budget Revision Request Form must be submitted if current planned expenditures exceed 10 percent on any line item. A Budget Revision must be submitted to request carryover of unspent funds. Is a budget revision needed at this time?

Yes  No

**Please submit a signed copy of this Signature Form, along with a completed Grant Expenditure Form (Excel file) to [ELSBGrant@cde.ca.gov](mailto:ELSBGrant@cde.ca.gov).**

*By signing below, you acknowledge you have reviewed the information entered into this Signature Form and the Grant Expenditure Form (attached). By signing below, you acknowledge the data contained in this report is true and accurate, to the best of your knowledge and that any program results are supported by documented deliverables (i.e. professional development/products) on file at the local educational agency.*

**Grant Project Coordinator Name:**

**Grant Project Coordinator Signature:**



**Date Signed (if not included in electronic signature):**

**Fiscal Agent Name:**

**Fiscal Agent Signature:**



**Date Signed (if not included in electronic signature):**

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# Early Literacy Support Block (ELSB) Grant Expenditure Form

## Fiscal Year 2022-23

Educator Excellence and Equity Division  
California Department of Education

### Instructions

**Please complete the steps below in order to submit the ELSB Grant Expenditure Form. Each participating Local Educational Agency (LEA) is required to submit an Expenditure Form on a quarterly basis, showing Year-to-Date (YTD) expenses accumulated throughout the fiscal year. Each LEA must ensure this ELSB Grant Expenditure Form aligns with the LEA's latest approved Four-Year Budget Form.**

**Step 1:** Select the "LEA Information" tab and enter the information requested in column B.

**Step 2:** Select the "Narrative Form" tab that corresponds to the current reporting period and complete the table. In the "Description" column (column C), provide a brief description for each line item. In the "School-site or LEA Name" column (column D), write the school-site or LEA Name that corresponds to each line item. In the "Expenditures" column (column E), enter dollar amounts to show expenditures. The "Description" and "Expenditures" should align with your latest Approved Budget. A Budget Revision must be submitted if current planned expenditures exceed 10 percent on any line item. You may need to add additional rows as necessary. The Budget Totals row will automatically calculate.

**Step 3:** Remain on the same "Narrative Form" tab to calculate Indirect Costs (Object Code 7000) based on the California School Accounting Manual (CSAM): <https://www.cde.ca.gov/fg/ac/sa/>. The Indirect Costs must not exceed the LEA's approved rate (<https://www.cde.ca.gov/fg/ac/ic/>). Enter the LEA approved the Indirect Percentage Rate in the space provided for Object Code 7000 with a placeholder of 0.00% in column C. Calculate the Indirect Cost in column E by multiplying the sum of Object Codes 1000-5000 by the Percentage Rate. If you choose to use less indirect, you may type the actual amount of Indirect Costs into the cell in column E. Only the first \$25,000 of each subcontract can be used towards the indirect calculation per Procedure 330 in the CSAM. Object Code 5100 Subagreements for Services and Object Code 6000 Capital Outlay are excluded from the indirect costs calculation.

**Step 4:** Select the "YTD Form" tab. In the "Implementation Year 1 Budget" column (column C), enter the approved budget amounts for Implementation Year 1. Then, fill out the column that corresponds to the "Narrative Form" tab discussed in Step 2 and 3. You may link the cells to pull the expenditure data from the quarterly tab, if you would like to. The "Cumulative Expenditures" column (column H), "Unspent Balance" column (column I), and the Totals row will auto-populate.

### Document Submission

**Step 5:** Ensure all required tabs of the ELSB Grant Expenditure Form are complete: "LEA Information," "YTD Form", and the Quarterly Narrative Form(s).

**Step 6:** Ensure the ELSB Grant Year-to-Date Expenditure Signature Form (PDF document) is complete. Select the correct grant reporting period/quarter, select "Yes" or "No" for a Budget Revision Request, and obtain signatures for the Project Coordinator and Fiscal Agent.

**Step 7:** A Budget Revision Request Form must be submitted for the following reasons: if current planned expenditures exceed 10 percent on any line item, to request carryover of unspent funds, to add a new line item expense, or to change the indirect rate (must be at or below the approved rate). Please submit a Budget Revision Request Form, if applicable.

**Step 8:** Submit this Grant Expenditure Form as an Excel file (containing all tabs) along with a signed Signature Form (PDF document) to [ELSBGrant@cde.ca.gov](mailto:ELSBGrant@cde.ca.gov).

# Local Educational Agency (LEA) Information

Early Literacy Support Block Grant  
Educator Excellence and Equity Division  
California Department of Education

LEA Information	Please Type LEA Information Below
<b>LEA Name:</b>	Escuela Popular Accelerated Family Learning Center
<b>Project Coordinator:</b>	Patricia Reguerin
<b>Project Coordinator Telephone Number:</b>	(408) 275-7193
<b>Project Coordinator Email Address:</b>	<a href="mailto:patricia@escuelapopular.org">patricia@escuelapopular.org</a>
<b>Fiscal Agent Contact:</b>	Patricia Reguerin
<b>Fiscal Agent Telephone Number:</b>	(408) 275-7193
<b>Fiscal Agent Email Address:</b>	<a href="mailto:patricia@escuelapopular.org">patricia@escuelapopular.org</a>

# Year-to-Date (YTD) Form

## Fiscal Year 2022-23

Early Literacy Support Block Grant  
 Educator Excellence and Equity Division  
 California Department of Education

Object Code	Object Code Description	Approved Implementation Year 2 Budget	Quarter 1 Expenditures	Quarter 2 Expenditures	Quarter 3 Expenditures	Quarter 4 Expenditures	Cumulative Expenditures	Unspent Balance
1000	Certificated Salaries	\$83,018.00	\$14,127.28	\$21,790.92	\$21,190.92	\$28,564.75	\$85,673.87	-\$2,655.87
2000	Classified Salaries	\$51,500.00	\$972.00	\$10,447.81	\$8,356.80	\$7,585.71	\$27,362.32	\$24,137.68
3000	Employee Benefits	\$40,355.40	\$4,986.00	\$9,671.62	\$8,864.32	\$10,845.14	\$34,367.07	\$5,988.33
4000	Books and Supplies	\$60,000.00	\$58,548.74	\$0.00	\$0.00	\$0.00	\$58,548.74	\$1,451.26
5000	Services and Other Operating Expenditures (excluding Subagreements for Services 5100)	\$18,381.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,381.00
5100	Subagreements for Services (not subject to indirect costs)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5200	Participant Travel/ Project Staff Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5800	Professional/Consulting Services & Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6000	Capital Outlay (not subject to indirect costs)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7000	Indirect Costs	\$13,549.11	\$4,206.92	\$2,242.20	\$2,055.04	\$2,349.78	\$10,853.95	\$2,695.16
<b>Totals</b>	<b>Totals calculate automatically</b>	\$266,803.51	\$82,840.94	\$44,152.55	\$40,467.08	\$49,345.38	\$216,805.95	\$49,997.56



# Quarter 1 Budget Narrative Form

## Implementation Year 2 Quarter 1 (July 1 - September 30)

Early Literacy Support Block Grant  
 Educator Excellence and Equity Division  
 California Department of Education

Object Code	Object Code Description	Description	School Site or LEA Name	Expenditures	
1000	Certificated Salaries		Julio Avalos	egrated Family Learning Center	\$14,127.28
2000	Classified Salaries		Stephanie Morin	egrated Family Learning Center	\$972.00
3000	Employee Benefits		Benefits for staff	egrated Family Learning Center	\$4,986.00
4000	Books and Supplies	plemental Instructional Supplies - Benchmark		egrated Family Learning Center	\$58,548.74
5000	Services and Other Operating Expenditures (excluding Subagreements for Services 5100)				\$0.00
5100	Subagreements for Services (not subject to indirect costs)				\$0.00
5200	Participant Travel/ Project Staff Travel				\$0.00
5800	Professional/Consulting Services & Operating Expenses				\$0.00
6000	Capital Outlay (not subject to indirect costs)				\$0.00
7000	Indirect Costs		5.35%	egrated Family Learning Center	\$4,206.92
<b>Totals</b>	<b>Totals calculate automatically</b>				<b>\$82,840.94</b>

# Quarter 2 Budget Narrative Form

## Implementation Year 2 Quarter 2 (October 1 - December 31)

Early Literacy Support Block Grant  
 Educator Excellence and Equity Division  
 California Department of Education

Object Code	Object Code Description	Description	School Site or LEA Name	Expenditures	Column1
1000	Certificated Salaries	Julio Avalos -- Literacy Coach	rated Family Learning Center	\$21,790.92	
2000	Classified Salaries	Diana Lopez -- tutor	rated Family Learning Center	\$10,447.81	
3000	Employee Benefits	Benefits for staff	rated Family Learning Center	\$9,671.62	
4000	Books and Supplies				
5000	Services and Other Operating Expenditures (excluding Subagreements for Services 5100)			\$0.00	
5100	Subagreements for Services (not subject to indirect costs)			\$0.00	
5200	Participant Travel/ Project Staff Travel			\$0.00	
5800	Professional/Consulting Services & Operating Expenses			\$0.00	
6000	Capital Outlay (not subject to indirect costs)			\$0.00	
7000	Indirect Costs	5.35%		\$2,242.20	
<b>Totals</b>	<b>Totals calculate automatically</b>			<b>\$44,152.55</b>	

# Quarter 3 Budget Narrative Form

## Implementation Year 2 Quarter 3 (January 1 - March 31)

Early Literacy Support Block Grant  
 Educator Excellence and Equity Division  
 California Department of Education

Object Code	Object Code Description	Description	School Site or LEA Name	Expenditures	
1000	Certificated Salaries		Julie Avalos	egrated Family Learning Center	\$21,190.92
2000	Classified Salaries		ra Lopez - Tutor; Paulina Leon Viguerras - Tutor	egrated Family Learning Center	\$8,356.80
3000	Employee Benefits		Associated benefits	egrated Family Learning Center	\$8,864.32
4000	Books and Supplies				\$0.00
5000	Services and Other Operating Expenditures (excluding Subagreements for Services 5100)				\$0.00
5100	Subagreements for Services (not subject to indirect costs)				\$0.00
5200	Participant Travel/ Project Staff Travel				\$0.00
5800	Professional/Consulting Services & Operating Expenses				\$0.00
6000	Capital Outlay (not subject to indirect costs)				\$0.00
7000	Indirect Costs		5.35%		\$2,055.04
<b>Totals</b>	<b>Totals calculate automatically</b>				<b>\$40,467.08</b>

# Quarter 4 Budget Narrative Form

## Implementation Year 2 Quarter 4 (April 1 - June 30)

Early Literacy Support Block Grant  
 Educator Excellence and Equity Division  
 California Department of Education

Object Code	Object Code Description	Description	School Site or LEA Name	Expenditures
1000	Certificated Salaries	for 5 \$1500 stipends for ELSB committee work		\$28,564.75
2000	Classified Salaries	Aides		\$7,585.71
3000	Employee Benefits	30% of salaries		\$10,845.14
4000	Books and Supplies			\$0.00
5000	Services and Other Operating Expenditures (excluding Subagreements for Services 5100)			\$0.00
5100	Subagreements for Services (not subject to indirect costs)			\$0.00
5200	Participant Travel/ Project Staff Travel			\$0.00
5800	Professional/Consulting Services & Operating Expenses			\$0.00
6000	Capital Outlay (not subject to indirect costs)			\$0.00
7000	Indirect Costs	5.35%		\$2,349.78
<b>Totals</b>	<b>Totals calculate automatically</b>			<b>\$49,345.38</b>