

**California State Library  
Library Services and Technology Act  
Out-of-School-Time (OST) Online Homework Help**

**6-Month Program Narrative Report (LSTA Form 7 OST)  
Instructions**

The library is required to submit a six-month narrative report, whether or not it directly received Library Services and Technology Act (LSTA) funds to pay for online homework help. This report is due thirty (30) days after the end of the first six months of the grant period. Therefore, the report should typically be submitted by January 30. Please note that failure to submit this report within the timeframe of the grant could jeopardize future online homework help funding.

This report is a public document. It should honestly report the program's successes and failures, so others might benefit from your library's experience. Please be concise and specific.

Submit ORIGINAL (please sign in blue ink) and TWO copies of the report to:

California State Library  
P.O. Box 942837  
Sacramento, CA 94237-0001  
Attention: Fiscal Office - LSTA

When sending via FEDEX, UPS, or other delivery service, send to:

California State Library  
900 N Street  
Sacramento, CA 95814.  
Attention: Fiscal Office - LSTA

Packages can be received Monday-Friday, 8 a.m.-4 p.m. Packages cannot be received after hours or on weekends and holidays.

**\*\*Line Item Instructions\*\***

1. **Grantee and Grant Award ID#.** Your library is the grantee even if it did not receive LSTA funds directly to pay for online homework help. Please enter the grant award number listed on page two of the original grant award letter.
2. **Contact.** Please indicate the person who is responsible for overseeing online homework help in your library. This may be the director or another staff member.
3. **Significant events.** Please describe any significant events related to the program during the first six months of this grant period. These could include any issues related to launching the program, attending workshops or meetings regarding online homework help, etc.
4. **Promotion.** Please describe methods used to promote online homework help, including school visits, demonstrations, distribution of publicity materials, media coverage, etc. Please attach copies of any pertinent publicity, etc.
5. **Problems.** It is important that we know about any problems that have occurred so we can help you and other libraries overcome them in the future. Please describe any problems encountered and how you were able to resolve them. Please report any problems that have not yet been resolved.

6. **Preparation and training.** It is also important that we know how well the online homework help vendor prepared staff for this new project. Please describe the vendor's training methods if your library is new to the program or if you are working with a new vendor.
7. **Signature.** An authorized representative of the institution signs the report. This may or may not be the contact person named in line #2.

Thank you for submitting the report in a timely manner. If you need further instructions, please contact library programs consultant Cindy Mediavilla at (310) 915-8588 or [cmediavilla@library.ca.gov](mailto:cmediavilla@library.ca.gov).