

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

**Final Program Narrative Report (LSTA Form 9 OST)  
Instructions**

The library is required to submit a final 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 project end date. Please note that failure to submit this report within the timeframe of the grant could jeopardize future online homework help funding.

Excerpts of this report may be submitted to the Federal government for their evaluation, or may be published by the State Library or shared with other institutions. Please honestly report the program's successes and failures, so others might benefit from your library's experience. Please be concise and specific.

Email this report to [lsta@library.ca.gov](mailto:lsta@library.ca.gov) then mail ORIGINAL and 2 copies 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. **Grant Award ID#.** Please enter the grant award number indicated in the grant award letter.
2. **Project title.** The project is called Out-of-School-Time (OST) Online Homework Help.
3. **Fiscal year.** This is the grant year for which you are writing this report.
4. **Project period.** Project start and end dates are listed on page two of the original grant award letter.
5. **Vendor.** Please indicate which vendor provided online homework help to your library during the grant year.
6. **Grantee.** Your library is the grantee even if it did not receive LSTA funds directly to pay for online homework help.

8. **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.
10. **Number of students.** Please use census statistics or school enrollment figures to indicate the number of K-12 students in your library's community. Please cite the source(s) of this information.
11. **Number of online homework help sessions.** Please indicate the number of online homework help sessions during this year's grant period. The vendor should be able to supply the number.
12. **Significant events.** Please describe any significant events related to the program during the last six months of the grant period.
13. **Promotion.** Please describe methods used to promote online homework help during the last six months of the grant period. These could include school visits, demonstrations, distribution of publicity materials, media coverage, etc. Please attach copies of any pertinent publicity, etc.
14. **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 over the last six months of the grant period and how you were able to resolve them. Please report any problems that have not yet been resolved.
15. **Benefits.** It is also important that we know how this project has benefited the library and its community. Please report any positive anecdotes from staff or patrons about online homework help.
16. **Final year of program.** If this is your third and final year in the Out-of-School-Time Online Homework Help program, please tell us if the library is planning to continue offering the service after the grant ends and why or why not.
17. **Signature.** An authorized representative of the institution signs the report. This may or may not be the contact person named in line #8.

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