



## FISCAL YEAR 2014/2015 LIBRARY SERVICE AND TECHNOLOGY ACT FINAL NARRATIVE PROGRAM REPORT INSTRUCTIONS

The Final Narrative Program Report form for FY 2014/15 Library Services and Technology Act grants is significantly different from earlier years.

In order to make the process more convenient, the report has been created in a digital format, which can be completed online and submitted.

The Institute of Museum and Library Services has implemented a new reporting format for all state libraries for all grants awarded. This new format requires more and different information than required in the past.

As you progress through the new report, please answer the questions to the best of your ability - it is possible and probable that we may be requesting information that you have not created nor have access to as part of your grant process. Please understand that this is Version 1 of the new online form and so more changes are expected in future reports.

After filling out the report online, the staff member submitting the report will receive a confirmation email. The email will include a PDF of your report, which you will need to print out, have the Library Director sign in blue ink and send to the State Library. Mailing instructions can be found below and will also be included in the confirmation email.

### How to access the online form

1. Click through to:  
<https://fs22.formsite.com/infopeople/LSTA1415finalreport/index.html>
2. You will arrive at a login page:

The screenshot shows a login page with two main sections: 'New Users' and 'Returning Users'. The 'New Users' section has fields for Username, Password, Confirm Password, and Email Address, with a 'Submit' button below. The 'Returning Users' section has fields for Username and Password, with a 'Submit' button below. Below the 'Returning Users' section is a 'Forgot Password?' section with an 'Email Address' field and a 'Submit' button.

Under the New Users section, set up an account. Each library can decide which username and email to use for the account – typically this would be the library director, project director or person completing the form online.

**Remember:** This login and email will be needed for continued access to the report and it may need to be shared with others who work on the report. You may also want to share the login and password with your grant monitor if you need their assistance or review in completing the report.

3. Once you have clicked the Submit button you will be directed to the form.

## Completing the report

Before you start entering data on the online reporting form, please review the PDF of the actual form to familiarize yourself with the information you will need to gather. The PDF was attached to the email announcing the new report and is also available at <https://fs22.formsite.com/infopeople/LSTA1415finalreport/print> . You should also have a copy of your grant award letter available.

1. The report is broken into sections:
  - General Information
  - Project Outcomes
  - Project Sustainability
  - Additional Materials
  - IMLS Intent
  - Financial Data
  - Project Activities
  - Exemplary Project
  - Comments
  - Certification & Submittal Instructions
2. Some questions require an answer—those questions are marked with an asterisk (\*).
3. At the bottom of each page, you will be asked whether you want to save partially completed work, go on to the next page, or return to a previous page. Please choose one of these options to proceed to the next step. Please note, however:
  - If you make an error in the format of your answer, you will not be able to proceed to the next page or save your work until you clear up the error. Also, if you skip a required question, you will not be able to proceed to the next page or save your work until you complete the required question.
  - You can only save partially completed work if you complete all questions marked with an asterisk that require an answer up to that point.
4. The Activities section is the most detailed section. Activities are actions through which the intent or objective of the project is accomplished. There are four activity types --Instruction, Content, Planning & Evaluation and Procurement. Each has select methods that describe how you carried out the activity. As an example, for the activity “Instruction” there are three possible methods – Program, Presentation/Performance and Consultation. You can choose multiple methods for an activity, if applicable.
5. For this report, please choose all activities and methods that have made a significant contribution to the project. In other words, anything representing 10 percent or more of project resources. Each project must have at least one activity/method associated with it and may have multiple activities/methods.
6. There are 11 possible choices for activities/methods
  - Instruction - Program
  - Instruction - Presentation/Performance
  - Instruction - Consultation

Content - Acquisition  
Content - Creation  
Content - Preservation  
Content - Description  
Content - Lending  
Planning & Evaluation - Retrospective  
Planning & Evaluation - Prospective  
Procurement

Please choose which activities/methods you will be reporting on before you start the online form, so you can gather the information needed to report on these specific activities/methods.

Select the radio button on the page for each appropriate activity/method and then answer the specific questions about the activity/method. If any of the questions are not applicable to your activity/method, skip that question.

Choose as many activities/methods as apply.

Skip any pages for activities/methods that do not apply to your project.

## Submitting the report

1. After you have completed entering your responses and checked your work, click the SUBMIT button to send the report to the State Library. You will receive an immediate acknowledgement of the submittal, as well as an email sent to the person submitting the report.
2. When the submitter receives the email, it will include a PDF of your completed report. Please do the following:
  - Forward a copy of the email to your Library Director and Project Director with the PDF attached so they are aware that the report has been filed.
  - Print a copy of the PDF, have the Library Director sign it in blue ink in the box to the right of the certification statement on the form and send with two copies of the signed version as noted below:

### **By Mail:**

California State Library  
P.O. Box 9428370001  
Sacramento, CA 942370001  
Attention: Fiscal Office LSTA

### **By Non USPS Delivery:**

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

## Further Assistance

### Form Information

If you need assistance completing any of the information requested on the form, please contact your grant monitor. If you are not sure who your grant monitor is, please contact Mickie Potter at 916-653-4730 or [mpotter@library.ca.gov](mailto:mpotter@library.ca.gov)

### Technical Assistance

If you need assistance with technical issues related to the online form, please contact Darla Gunning at 916-651-0985 or [darla.gunning@library.ca.gov](mailto:darla.gunning@library.ca.gov).