

**California State Library
Library Services and Technology Act**

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

A final narrative report is required on the use of federal Library Services and Technology Act (LSTA) funds following the completion of a project during each project year. Please read these instructions carefully. Some sections ask for objective reporting; others call for opinion or subjective evaluation.

The length of this form is a guideline. The information requested should be provided, but, except for the Project abstract on page 2, which *must* fit one page, the format and presentation may be altered if this will provide a better summary of the project or better comply with local record keeping procedures. It may be produced on microcomputer, for example, and submitted as a printout.

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. To this end, please submit reports with adequate page margins and good print quality for reproduction. Reproduction copies of photographs of project activities would be appreciated.

For assistance, contact the State Library consultant assigned to this project, or Mickie Potter, LSTA Analyst, (916) 653-4730.

Complete the final narrative report in **THREE** copies, one with original signature. Enclose copies of all attachments with each copy. It is due 30 days after the completion date of the grant award period, July 31. Send to:

**California State Library
Budget Office - LSTA
P.O. Box 942837
Sacramento, CA 94237-0001**

When sending via FEDEX, UPS, or other delivery service, send to California State Library, 900 N Street, Sacramento, CA 95814. Attention: Budget 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 #.** Enter the current year contract or grant award number from the award letter subject line under which funds have been received from the State Library.
2. **Project title.** Enter the full title of the project. If the title has changed over time, use the current form for reporting purposes.
3. **FY.** Enter the fiscal year in which the report is made, as identified in the grant award letter.
4. **Total project period.** Enter actual beginning and closing dates of the project, covering the current year and any previous years for continued projects.
5. **Subgrantee.** Enter name of the subgrantee (library, system, institution, etc.).
6. **Address.** Enter current street address, mailing address if different, city and ZIP code.

7. **Contact.** Enter the name of the person completing this report as contact person or project director. This may or may not be the authorized representative who signs the report on line 14.
8. **Telephone.** Enter the telephone number of the project contact person.
9. **Needs.** Identify the client needs that this project was designed to address.
10. **Project abstract.** Prepare a one-page summary of the entire project's general plan and overall results, including:
 - a. A brief statement of the purpose of the project, brief background, how the idea came about, and/or what occasioned the project.
 - b. A synopsis of the goal(s) of the project.
 - c. A brief statement of the objectives set for the project.
 - d. A brief list of the results of the project in comparison to the objectives, whether successes or not.
 - e. Any concluding or summary sentence you would like to add, e.g., how the project will be continued, or what new objectives the project will lead to in the future.

Complete the abstract in the space provided; please limit length to one page. Please leave 3/4"-1" margins and use a type font of at least 10 point, suitable for reproduction. This page will be used for reporting to the federal government.

11. **Detailed project accomplishments.** List the project goals and objectives for the grant year just concluded. Under each objective, report the detailed accomplishments and the results of any measures that were developed to evaluate the project. These might include statistics, user surveys, and other evidence of modified behavior of the client group attributable to the project. Note what services were begun, extended or improved. What is the present status of the client group, and how has that been changed by operation of the project? What evidence remains that a project was conducted?
12. **Subjective evaluation.** In your opinion, as the contact person, what were the project's successes? What were its failures? If you could go back, what would you do differently in planning or carrying out the project? Has there been evaluation by any outside party? By a project advisory committee? What were their findings?
13. **Project continuation.** The project as approved contained a plan for continuing services after the LSTA funding period (or a statement that no continuation was needed). Is that plan now in place? If not, why not? What services are continuing, and what are their sources of funding support? What services, if any, have been dropped? What was the basis for decision?
14. **Signature.** An authorized representative of the institution signs and dates the Final Narrative Report. This may or may not be the contact person named on line 7.

Thank you for your cooperation