Library Service and Technology Act (LSTA)
Final Program Narrative Report Instructions

This report is due on the date listed in the LSTA Grant Guide for this project. The grant guide is located on the California State Library’s website at http://www.library.ca.gov/grants/library-services-technology-act under the heading “Manage Your LSTA Grant.”

1. Completing the Report

a) General Information - There are three sections under the general information section: Grant Information, Project Coordinator Information, and Library Director Information. These sections require all of the basic information for the grant and contact information for the project coordinator and the library director.

b) Project Abstract - Use past tense and write for a general audience by avoiding jargon, acronyms, and abbreviations. Also avoid highly technical project details, numerical lists of project goals, and bullets. If possible, state the “who, what, and why” of the project in the first sentence or two. High-level results can be included, but specific outcomes are more appropriate to the Outcomes section. Ideal length is 90-160 words.

c) LSTA Goals - Choose one goal that best describes the project.

d) Project Intent - Choose one intent that best describes the project.

e) Subject of Intent - Choose up to two subjects of the intent.

f) Project Activities - This 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 with select methods that describe how you carried out the Activity. Some questions require a Yes/No answer. Depending on your answer, you may be directed to additional questions or asked to skip questions. Please pay close attention to these directions.

   1) Instruction-Program, Instruction-Presentation/Performance, Instruction-Consultation, Instruction-Other
   2) Content-Acquisition, Content-Creation, Content-Preservation, Content-Description, Content-Lending, Content-Other
   3) Planning & Evaluation-Retrospective, Planning & Evaluation-Prospective
   4) Procurement

If you answer yes to an Activity, you will be asked to complete an activity report for each activity. Each activity report will be submitted along with the final program narrative report.

For this report, please choose all Activities/Methods that have made a significant commitment to the project (i.e., representing 10% or more of project resources). Each project must have at least one Activity/Method associated with it and may have multiple Activities/Methods.

g) Project Outcomes - Please state the outcomes and the results of any evaluation. Depending on your answer, you may be directed to additional questions or asked to skip questions. Please pay close attention to these directions.
h) Exemplary Project - If you feel your project was exemplary and others could learn from it and replicate it, please tell us why.

i) Additional Materials – Attach additional materials after the last page of the report.

2. Submitting the Report

(a) After you have completed your report, email it to grant monitor. The grant monitor will review the report. When the grant monitor approves the report you will receive an email letting you know that is has been approved

(b) When that email is received print a copy of the report and have the library director sign it (in blue ink).

(c) Mail the original and TWO copies to:

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

By Non USPS Delivery:
California State Library
900 N Street
Sacramento, CA 95814-4813
Attention: Fiscal Office - LSTA

3. Further Assistance

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, you may contact either Mickie Potter or Angie Shannon at:

Mickie Potter
(916) 653-4730
mickie.potter@library.ca.gov

Angie Shannon
(916) 653-6699
angie.shannon@library.ca.gov.