



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

The Final Program Narrative Report form for Library Services and Technology Act (LSTA) grants is now available online. The content of the report is similar to last year's report and the online format has been made easier to complete the report and submit it.

After the report is completed and submitted online, confirmation emails will be sent to the account holder and State Library staff. Please print a PDF copy of the report from the Data Input screen, this form needs to be signed by the Library Director (in the box to the right of the certification statement on the form) in **blue** ink. The **original and one copy** need to be sent to the State Library Fiscal Office. Complete 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:
<http://ca.countingopinions.com>
2. You will arrive at a login page:

For comments, questions or suggestions, please contact Lisa Dale, State Data Coordinator, California State Library, Library Development Services, (916) 653-7743(916) 653-7743, lisa.dale@library.ca.gov, OR Lindsay Thompson, Counting Opinions, 1-800-521-49301-800-521-4930 FREE, <http://ca.countingopinions.com>

Select the Login button and you will be brought to the screen above where you can enter the username and password that was sent to you via email. This one login will be used for all Final Program Narrative Reports submitted by your library, if you have multiple grant reports due.

3. Once you have clicked the Login button you will be directed to a landing page with instructions and a button that takes you to the form and you can begin to populate your report.

Completing the report

All materials and instructions necessary to complete the Final Program Narrative Report are available on the California State Library website at <http://www.library.ca.gov/grants/lsta/manage.html>. Before you start entering data in the online reporting form, please review the document called "Information Required for the Final Program Narrative Report" to familiarize yourself with all the information you will need to gather. You should also have a copy of your grant award letter available.

1. The report is broken into sections:
 - General Information
 - Project Abstract
 - Additional Materials
 - Financial Data
 - IMLS Intent
 - Project Activities
 - Project Outcomes
 - Project Sustainability
 - Exemplary Project
 - Comments
 - Submittal Instructions & Information
 - Certification
2. Questions that **REQUIRE** an answer are marked with an asterisk (*).
3. At the top and bottom of the screen you will see a Save option, which can be used to save your progress, although data is saved as you exit each field. Please note: You will be able to save partially completed work and return to the report at a later time.
4. Some questions require a Yes/No answer. Depending on your answer, you may be directed to additional questions.
5. 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, Procurement), each with 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.
6. 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.

There are 13 possible choices for Activities/Methods

Instruction – Program
Instruction - Presentation/Performance
Instruction – Consultation
Instruction – Other

Content - Acquisition
Content - Creation
Content - Preservation
Content - Description
Content – Lending
Content – Other

Planning & Evaluation - Retrospective
Planning & Evaluation – Prospective

Procurement

If you answer yes, you will be directed to a series of questions about that Activity.

7. If you save your partially completed work and want to return to work on the report, you can go directly to the login page at <http://ca.countingopinions.com>

Submitting the report

1. After you have completed your report and checked your work, click the SUBMIT/LOCK button to send an email confirmation to the State Library. You will receive an immediate acknowledgement of the submittal as well as a confirmation email. You can work on another report in progress by selecting the form from the drop-down menu located below the Submit/Lock button or adding a new form by selecting the Add option.
2. When the email is received, print a copy of the PDF report and have the Library Director sign it (in the box to the right of the certification statement on the form) in **blue** ink and send the **original and one copy** as noted below:

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
Attention: Fiscal Office LSTA

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, contact Mickie Potter at 916-653-4730 or Mickie.Potter@library.ca.gov .

FAQ's

1. **If my library has multiple grants, do I need separate accounts to complete all forms?**
You will be provided with one account and can use this same login if multiple reports need to be filed. The login can be used to create separate reports for each grant received by your library, using the same online form. Multiple users can use the same login simultaneously and access different reports simultaneously.
2. **How can my grant monitor access the report?**
You can share the login with your grant monitor if you need their assistance or review in completing the report.