



LIBRARY SERVICE AND TECHNOLOGY ACT (LSTA) MID-PROJECT PROGRAM NARRATIVE REPORT INSTRUCTIONS

The Mid-Project Program Narrative Report form for Library Services and Technology Act (LSTA) grants is now available online. The content of the report is similar to prior years but the online format will make it easier to complete the report and submit it online.

After the report is completed and submitted online, confirmation emails with a PDF copy of the report will be sent to the person submitting the report (Submitter), the Project Director, the Library Director, and the Grant Monitor. The PDF copy of the report needs to be printed and 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:
https://fs22.formsite.com/infopeople/lstamidprojectreport/form_login.html
2. You will arrive at a login page:

New Users	Returning Users
Username: <input type="text"/>	Username: <input type="text"/>
Password: <input type="password"/>	Password: <input type="password"/>
Confirm Password: <input type="password"/>	<input type="button" value="Submit"/>
Email Address: <input type="text"/>	<input type="button" value="Submit"/>
<input type="button" value="Submit"/>	Forgot Password?
	Email Address: <input type="text"/>
	<input type="button" value="Submit"/>

Under the New Users section, set up a login with a username, password and email address. You will need to do this even if you have previously set up a login for the Final Program Report for last fiscal year; each separate online form requires a unique login. However, you can use the same username and password as an earlier account. Be sure to keep a record of the username and password, as well as the email address associated with the account, as you will need these credentials to login in the future. This one login will be used for all mid project narrative reports submitted by your library, if you have multiple grant reports due.

3. Once you have clicked the Submit button you will be directed to the form and you can begin to populate your report.

Completing the report

All materials and instructions necessary to complete the Mid Project 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 Mid-Program Narrative Report Sample available on the CSL website to familiarize yourself with all the information you will need to gather.

1. The report is broken into sections:
 - Grant Information
 - Project Abstract
 - Project Activities and Methods
 - Project Outputs
 - Project Outcomes
 - Budget Expenditure
 - Problems/Concerns
 - Submittal Information & Certification
2. Questions that **REQUIRE** an answer 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.
 - As you progress through the report sections, you will be able to save partially completed work and return to the report at a later time. However, in order to save partially completed work you must complete all questions marked with an asterisk that require an answer up to that point.
4. Some questions require a Yes/No answer. Depending on your answer, you will be directed to an additional question.
5. 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 https://fs22.formsite.com/infopeople/lstamidprojectreport/form_login.html

Submitting the report

1. After you have completed entering your responses, and checked your work, click the SUBMIT button to send the online report to the State Library. You will receive an immediate online acknowledgement of the submittal with a reference number. At the bottom of the acknowledgement page, you will also see a link asking you if you want to submit another response. You can use this link if you want to create another report for a different grant.

2. The person submitting the report (Submitter), the Project Director, the Library Director, and the Grant Monitor will receive an email with a PDF copy of the completed report.
3. 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 95814-4813
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 .