



Library Services and Technology Act

Quarterly Narrative Report Instructions

The submittal of the quarterly narrative reports allows Washington State Library (WSL) to review the progress made on the project. It summarizes the accomplishments and procurement activities to date, and updates WSL staff on any problems or delays that may have been encountered. It also reports on the expenditures, both amounts obligated and amounts claimed.

Quarterly Narrative Report Schedule		
Quarter	End Date	Due Date
1st	September 30	October 31
2nd	December 31	January 31
3rd	March 31	April 30
4th	June 30	July 31

Please mail this report to: LSTA Grants Program
Washington State Library
Post Office Box 42460
Olympia, Washington 98504-2460

And email to: WSLgrants@sos.wa.gov



Quarterly Narrative Report Cover Sheet

Date _____ Contract # _____

Library _____

Project title _____

Reporting Period

Please check the box corresponding to the quarter ending date.

September 30 December 31 March 31 June 30

Submitted by _____

Please mail this report to: LSTA Grants Program
Washington State Library
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Olympia, Washington 98504-2460

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Library Services and Technology Act

LSTA Grants

Quarterly Narrative Report

1. Do you feel this grant is helping you provide better service to your customers?

Strongly agree Agree Neutral Disagree Strongly disagree

If you disagree or strongly disagree, what would need to change in order for you to consider that the grant is helping you to provide better service?

2. Summarize project progress.[Click here to enter text.](#)

3. State any problems encountered that may create significant delays or affect the outcome of the project.[Click here to enter text.](#)

4. List specific objectives and activities accomplished to date.[Click here to enter text.](#)

5. Summarize any implemented evaluation activities.[Click here to enter text.](#)

6. Summarize equipment or materials purchased to date. [Click here to enter text.](#)

7. Summarize procurement activities (such as personal service contracts, vendor selection, vendor's performance) not yet completed and include estimated completion date. [Click here to enter text.](#)

8. Complete the following table:

Amount Awarded	Amounts Claimed	Amounts Expended, Not Yet Claimed

Amounts entered should correspond to the end of the quarter being reported.