**CALIFORNIA STATE LIBRARY**

**LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)**

**PROCUREMNT ACTIVITY REPORT FORM**

**(Attach this form to the Final Program Narrative Report after it is completed)**

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| **Grant Information** |
| 1. Organization: |       |
| 2. Project Title: |       |
| 3. Award Number: | 40-      |
| 4. Fiscal Year: |       |

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| **Activity Information** |
| 1. Activity Title: |       |
| 2. Brief Activity Abstract:       |
| 3. Procurement: Enter quantity information below. |
| Number of equipment acquired | 0 |
| Number of acquired equipment used | 0 |
| Number of hardware items acquired | 0 |
| Number of acquired hardware items used | 0 |
| Number of software items acquired | 0 |
| Number of acquired software items used | 0 |
| Number of materials/supplies acquired | 0 |
| Number of acquired materials/supplies used | 0 |

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| **Partner Information**  |
| 1. Please identify the area(s) in which your partner organization(s) operates. |
| [ ]  | Libraries | [ ]  | Preschools |
| [ ]  | Historical Societies or Organizations | [ ]  | Schools |
| [ ]  | Museums | [ ]  | Adult Education |
| [ ]  | Archives | [ ]  | Human Service organizations |
| [ ]  | Cultural Heritage Organization Multi-type | [ ]  | Other |
| 2. Please identify the legal type of the partner organization(s) for this project. |
| [ ]  | Federal Government | [ ]  | Non-Profit |
| [ ]  | State Government | [ ]  | Private Sector |
| [ ]  | Local Government (excluding school districts) | [ ]  | Tribe/Native Hawaiian Organization |
| [ ]  | School District |  |  |

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| **Beneficiaries** |
| 1. Is the activity directed at the library workforce (includes volunteers and trustees)?  |
| [ ]  | Yes *(If you check this box skip questions #2 - #11 and go to the Locale section)* |
| [ ]  | No *(If you check this box go to the next question)* |
| 2. Is the activity for a targeted group or for the general population? |
| [ ]  | Targeted group *(If you check this box answer questions #3 - #11 below)* |
| [ ]  | General population *(If you check this box answer #3 below, skip questions #4-#11, and go to the Locale section)* |
| 3. Which best describes the geographic community of the targeted group? |
| [ ]  | Urban | [ ]  | Suburban | [ ]  | Rural |
| 4. Select one or more of the following activity target age groups. |
| [ ]  | All ages | [ ]  | 6-12 years | [ ]  | 18-25 years | [ ]  | 50-59 years | [ ]  | 70+ years |
| [ ]  | 0-5 years | [ ]  | 13-17 years | [ ]  | 26-49 years | [ ]  | 60-69 years |  |  |
| 5. If the activity is directed at those in one or more of the following economic situations, select one or more. |
| [ ]  | People who are living below the poverty line | [ ]  | Unemployed | [ ]  | Not applicable |
| 6. If the activity is directed at ethnic or minority populations, select one or more. |
| [ ]  | American Indian or Alaska Native | [ ]  | Hispanic or Latino |
| [ ]  | Asian | [ ]  | Native Hawaiian or other Pacific Islander |
| [ ]  | Black or African American | [ ]  | Not applicable |
| 7. Is the activity directed at families?  |
| [ ]  | Yes  | [ ]  | No  |
| 8. Is the activity directed at intergenerational groups (does not include families)? |
| [ ]  | Yes  | [ ]  | No  |
| 9. Is the activity directed at immigrants/refugees?  |
| [ ]  | Yes  | [ ]  | No  |
| 10. Is the activity directed at those with disabilities? |
| [ ]  | Yes | [ ]  | No |
| 11. Is the activity directed at limited functional literacy or information skills?  |
| [ ]  | Yes  | [ ]  | No  |
| 12. Is the activity directed at groups that fall into a category not already captured?  |
| [ ]  | Yes  | [ ]  | No  |

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| **Locale**  |
| 1. Is the activity statewide?  |
| [ ]  | Yes *(If you check this box skip question #2 and go to the Institution Types section)* |
| [ ]  | No (if you check this box answer question #2) |
| 2. Can you identify specific institutions?  |
| [ ]  | Yes *(If you check this box go to the Institutions section)* |
| [ ]  | No *(If you check this box go skip the Institutions section and go to the Institution Type section)*  |

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| **Institutions** (enter specific institutions) |
| 1.  | Name: |       | Address: |       |
|  | City: |       | State: |       | Zip: |       |
| 2.  | Name: |       | Address: |       |
|  | City: |       | State: |       | Zip: |       |
| 3.  | Name: |       | Address: |       |
|  | City: |       | State: |       | Zip: |       |
| 4.  | Name: |       | Address: |       |
|  | City: |       | State: |       | Zip: |       |
| 5.  | Name: |       | Address: |       |
|  | City: |       | State: |       | Zip: |       |
| 6.  | Name: |       | Address: |       |
|  | City: |       | State: |       | Zip: |       |
| 7.  | Name: |       | Address: |       |
|  | City: |       | State: |       | Zip: |       |
| 8.  | Name: |       | Address: |       |
|  | City: |       | State: |       | Zip: |       |
| 9.  | Name: |       | Address: |       |
|  | City: |       | State: |       | Zip: |       |
| 10.  | Name: |       | Address: |       |
|  | City: |       | State: |       | Zip: |       |

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| **Institution Types** |
| 1. For each type of institution enter the number of locations. |
| 0 | Public Libraries |
| 0 | Academic Libraries |
| 0 | State Library |
| 0 | Consortia |
| 0 | Special Libraries |
| 0 | School Libraries |
| 0 | Other |