



**JESSE WHITE • Secretary of State & State Librarian**  
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**Illinois State Library Literacy Office  
WORKPLACE SKILLS ENHANCEMENT GRANT PROGRAM**

**Third Quarter Narrative Report  
7-01 to 3-31**

The Third Quarter Narrative Report includes information from July 1 through March 31, and is **due April 15. Submit via email to literacy@ilsos.net.**

Project Number: \_\_\_\_\_

Grantee Agency: \_\_\_\_\_

Partner (Business or Educational Provider): \_\_\_\_\_

Person Preparing Report: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**Third Quarter Narrative:**

1. The project is on target to fully expend the grant dollars by June 30 as outlined in the approved budget:  
 Yes  No If No, explain below and call the Literacy Office prior to April 15 to discuss full expenditure. (Agencies not fully expending grant funds jeopardize future funding.)
  
2. The project has a schedule in place to complete the number of instructional hours proposed in the grant application:  
 Yes  No If No, why not?
  
3. At least 75 percent of the number of adult learners proposed in the grant application have been assessed and received instructional hours:  
 Yes  No If No, why not?
  
4. Comments to Literacy Office staff: