



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

**First Quarter Narrative Report
7-01 to 9-30**

The First Quarter Narrative Report includes information from July 1 through September 30, and is **due October 15. Please submit via email to literacy@ilsos.net.**

Project Number: _____

Grantee Agency: _____

Person Preparing Report: _____

Email: _____ Telephone Number: _____

First Quarter Narrative:

1. At least 25 percent of the grant award has been expended in the first quarter:
 Yes No If no, why not?

2. The project class schedule proposed in the grant application is still accurate:
 Yes No If no, why not?

3. At least 25 percent of the number of adult learners proposed in the grant application have been assessed or received instructional hours:
 Yes No If no, why not?

4. Comments to Literacy Office staff: