

ILLINOIS STATE LIBRARY LITERACY OFFICE

**ADULT LITERACY GRANT PROGRAM
FY2010 REPORT SCHEDULE**

DATE DUE	ITEM DUE
October 15	Quarterly Financial Report (07-01 to 09-30)
January 15	Quarterly Financial Report (10-01 to 12-31) Statistical Report (07-01 to 12-31) Mid-Term Narrative Report (07-01 to 12-31)
April 15	Quarterly Financial Report (01-01 to 03-31) * Re-evaluate the project budget for possible amendment due at the latest May 1
May 1	Last date to submit a budget change request.
June 30	Last date for obligation of FY2010 funds. * If offering services between 07-01 and 08-31, complete and submit Personal Services Contracts. They must be signed by June 30 and submitted with the final financial report on July 15.
July 15	Quarterly Financial Report (04-01 to 06-30) Statistical Report (cumulative 07-01 to 06-30) Final Narrative Report (cumulative 07-01-to 06-30)
August 31	* Deadline for expenditure of all funds. All materials ordered or services rendered must be completed and on site by his date. Any underexpenditure will be indicated on the Final Encumbrance Report and must be returned to the Secretary of State's Office.
September 15	Final Encumbrance Report due reporting on expenditures between July 1 and August 31.

IMPORTANT INFORMATION

Submission Options:

- **PLEASE NOTE THAT WE CAN NO LONGER ACCEPT REPORTS BY FAX OR EMAIL.**
- ALL REPORTS ARE DUE IN THE SPRINGFIELD OFFICE
- Reports are available on disk, email or online at <http://literacy.kent.edu/illinois/grantinfo.htm>
- **Mail reports to:**
Secretary of State Literacy Office
Illinois State Library
300 South Second Street
Springfield, IL 62701

Deadlines:

- Date due means **RECEIVED IN THE LITERACY OFFICE**, not postmarked.
- Failure to meet deadlines will jeopardize future funding.

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