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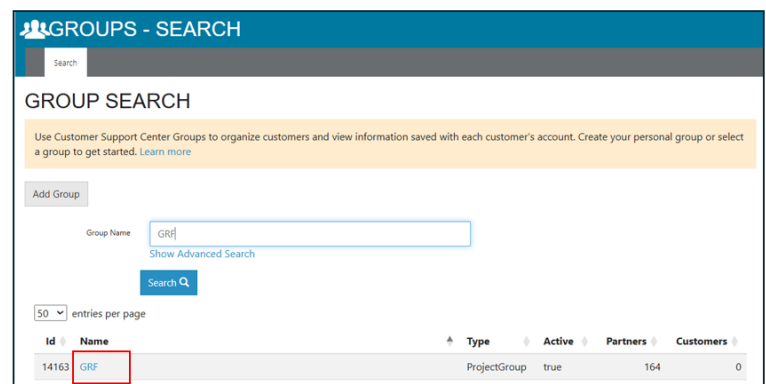
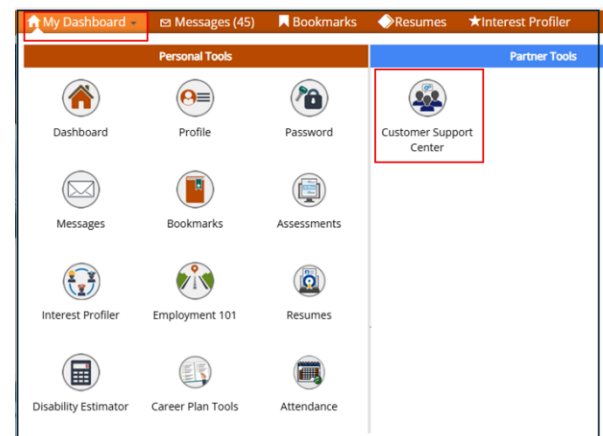
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Overview

The **quarterly narrative report** provides an opportunity to share your progress, accomplishments, and any other additional information.

Access the Quarterly Narrative Report

1. Log in to www.illinoisworknet.com
2. Select **My Dashboard**
3. Select **Customer Support Center** in the Partner Tools.
4. Select **GRF** on the Group Search.





Quarterly Narrative Report August 2026

5. Select the **Work Plans & Reports** tab.

6. Select the **Reports** tab.

7. Select **Narrative Report**.

Complete the Quarterly Report

1. Click **Add Narrative Update**.



Quarterly Narrative Report

August 2026

2. On the **Add Quarterly Update** modal, select the **Program Year** and **Quarter** from the drop-down menu.

ADD QUARTERLY UPDATE

Provide a narrative update regarding the activity that occurred over the last quarter. Include a summary of information from all applicable categories. All information from the narrative must be entered into the text boxes below.

Grantee:

Program Year *

Select one

Quarter *

Select one

3. **Complete each section:**

Note: A best practice is to type all the information for each section in a Word document, then copy and paste it in each section.

- Section One: Summary of Grant Progress
- Section Two: Activities
- Section Three: Barriers and Technical Assistance Needs
- Section Four: Accomplishments and Success Stories
 - Note: There is a link to **submit a Success Story** in this section.
- Section Five: Expected Accomplishments For The Next Quarter
- Section Six: Additional Information
- Click **Save**

SECTION ONE: SUMMARY OF GRANT PROGRESS
Provide a short executive summary (1-3 paragraphs) of progress during the reporting period. Include information that details services from outreach to retention in employment.

SECTION TWO: ACTIVITIES
Report on specific activities during the reporting period, including completion dates and key deliverables, as outlined in the current Work Plan timeline. Describe any changes to the Work Plan timeline, staffing, or activity delivery, including the reason for the change(s).

SECTION THREE: BARRIERS AND TECHNICAL ASSISTANCE NEEDS
Summarize any challenges or concerns the project encountered during the reporting period that may have affected or slowed grant progress of the Work Plan timeline and how the project intends to resolve them. Describe any technical assistance needed from the grantor to address the issue(s).

SECTION FOUR: ACCOMPLISHMENTS AND SUCCESS STORIES
Highlight any significant accomplishments and/or participant level "success stories." Participants should give express permission if providing a participant success story. In documenting success stories, include (1) background, problem, or issue prior to project involvement; (2) services provided by the project; and (3) results or outcomes of involvement in project including evidence of success.
[Submit Participant Success Story in the Illinois workNet Success Stories app.](#)

SECTION FIVE: EXPECTED ACCOMPLISHMENTS FOR THE NEXT QUARTER
Describe the priorities that will be addressed in the next reporting period along with all anticipated accomplishments.

SECTION SIX: ADDITIONAL INFORMATION
Provide other grant-specific information considered to be important yet not captured in other sections of the report. This may include additional partnerships with employers, social service providers or other entities, important meetings, conferences or other events attended or hosted, etc.

Save **Close**



Quarterly Narrative Report August 2026

4. After the Quarterly Narrative is saved, it will show in the results for the Program Year and Quarter that you selected at the top of the report.

- Click **View** to view the report.
- Click **Export** to view and print a PDF copy of the report.

The screenshot shows the 'GRF PROGRAM REPORTING SYSTEM' interface. At the top, there's a navigation bar with tabs: 'Customer Information', 'Capacity Building', 'Work Plan & Reports' (selected), 'Planned vs. Actual GRF', and 'Glossary'. Below this, there's a 'Work Plan' tab and a 'Reports' tab. The 'Reports' tab is active, showing a form with the following fields:

- Program Year: PY 25: 07/01/25 - 06/30/26
- Lwia: LWIA 5
- Grantee: GRF - Training for LWIA 5

Below the form are buttons for 'Add Narrative Update' and 'Reset Filters'. A search bar is on the right. Below the search bar is a table with the following columns: Grantee, LWIA #, Office, Program Year, Quarter, Narrative, View, and Export. The table has one row of data:

Grantee	LWIA #	Office	Program Year	Quarter	Narrative	View	Export
GRF - Training for LWIA 5	5	N/A	PY 25: 7/1/25 - 6/30/26	Quarter Apr 1 - Jun 30	Grant Progress	View	Export