**Administrative Office of the Courts**

**Mediation and Conflict Resolution Office (MACRO)**

**2001-C Commerce Park Drive, Annapolis, MD 21401**

FY2020 Community Conferencing & Community Conflict Resolution Project Grants

**Quarterly Progress Report**

**Grant Award #** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Quarter 1  Quarter 2  Quarter 3  Quarter 4**

[July 1 – September30] [October 1 – December 31] [January 1 - March 31] [April 1 – June 30]

**Due**: 10/31/2019 **Due:** 1/31/2020 **Due:** 4/30/2020 **Due:** 8/15/2020

*Please check the appropriate quarter above.*

**Organization Name**:

**Program Name (if different):**

**Address**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **City**: |  | **State:** |  | **ZIP**: |  |

**Federal Employee Identification Number (FEIN)**:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Phone # | Email Address |
| Organization Director: |  |  |  |
| Project Manager: |  |  |  |
| Person Completing this report, *if different:* |  |  |  |
| Project Finance Manager:\* |  |  |  |
| Has this information changed since your application/last report?  YES  NO | | | |

\*This person should be different than the Project Manager.

|  |  |
| --- | --- |
| Approved for Submission by  Printed Name: |  |
| Signature: | Date: |
| Title: |  |

The following items **must** be included with your Progress Report:

* Quarterly Progress Report [this document]
* Quarterly Performance Summary
* Detailed Financial Report and Quarterly Summary [*from Financial Workbook*]
* Grant Invoice [*from Financial Workbook*]

**Quarterly Report**

***Instructions***

This report includes four sections. Parts I, II, and III are narrative and are contained in this document. Part IV is the financial report and is completed using your Financial Workbook in Excel. Please be sure to complete all four parts before submitting your quarterly report. ***Additionally, this report form is intended to be cumulative. Please enter responses under the appropriate quarter, keeping responses from earlier quarters.***

* **Part I** reports on the Programmatic goals, activities and outcomes stated in your grant application. For each quarter, provide an update on meeting those goals, activities and outcomes.
* **Part II** reports on the Performance goals stated in your grant application. For each quarter, record the amount of service your program has completed as well as the total performance to date.
* **Part III** reports on the project’s overall accomplishments and challenges.

**Part I: Program Goals Report**

*Gray boxes: Copy from your application*

*Yellow boxes: Update with activities and accomplishments to date*

|  |  |
| --- | --- |
| **Goal #1:** | |
| Planned activities to accomplish this goal: | Measurable Outcomes: |
| Activities completed toward this goal:  *(answers may be in bullet form)* | Please state your progress toward meeting your measurable outcomes:  *(answers may be in bullet form)* |
| Qtr 1: | Qtr 1: |
| Qtr 2: | Qtr 2: |
| Qtr 3: | Qtr 3: |
| Qtr 4: | Qtr 4: |

|  |  |
| --- | --- |
| **Goal #2:** | |
| Planned activities to accomplish this goal: | Measurable Outcomes: |
| Activities completed toward this goal:  *(answers may be in bullet form)* | Please state your progress toward meeting your measurable outcomes:  *(answers may be in bullet form)* |
| Qtr 1: | Qtr 1: |
| Qtr 2: | Qtr 2: |
| Qtr 3: | Qtr 3: |
| Qtr 4: | Qtr 4: |

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| --- | --- |
| **Goal #3:** | |
| Planned activities to accomplish this goal: | Measurable Outcomes: |
| Activities completed toward this goal:  *(answers may be in bullet form)* | Please state your progress toward meeting your measurable outcomes:  *(answers may be in bullet form)* |
| Qtr 1: | Qtr 1: |
| Qtr 2: | Qtr 2: |
| Qtr 3: | Qtr 3: |
| Qtr 4: | Qtr 4: |

**Part II: Performance Goals Report**

**Community Conferencing Grants** 🡪 Download the Performance Goals Report for Community Conferencing Programs from: <https://www.courts.state.md.us/procurement/grants/macro/currentfunding#resolution>

This is an excel document you can use for all four quarters. Please include a PDF of your updated quarterly performance with this report. *Do not use the table below.*

[Qtr 4 only: Submit the entire Excel file with your quarterly report.]

**Community Conflict Resolution Project Grants** 🡪 Please complete the table below based on the information included in your grant application.

Add manually each Qtr.

*Gray boxes: Copy from your FY20 application and your FY19 final report.*

*Yellow boxes: Update with services provided to date.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Service(s) Provided**  ***(from application)*** | **Total Completed in FY19 *(from Final Report)*** | **# Projected to be Completed in FY20**  ***(from application)*** | **Total**  **Qtr 1** | **Total**  **Qtr 2** | **Total**  **Qtr 3** | **Total**  **Qtr 4** | **Total Completed to Date in FY20** |
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**Part III: Accomplishments and Challenges**

1. What overall accomplishments has your program/project achieved to date?

Q1.

Q2.

Q3.

Q4.

2. What challenges has your program/project encountered and how have you responded to them?

*(Note: If you would like MACRO’s assistance with any of these or other challenges, please reach out to us at* [*MACROgrants@mdcourts.gov*](mailto:MACROgrants@mdcourts.gov) *or by phone at 410-260-3540.)*

Q1.

Q2.

Q3.

Q4.

3. Is there anything else you’d like to share with us?

*(Please include any changes to personnel funded by this grant in the past quarter.)*

4. Have you conducted any evaluation of your program/project this quarter? \_\_\_ Yes \_\_\_ No

If yes, please describe:

* What you were evaluating and what data you were collecting.
* How you conducted your evaluation (paper or online survey, phone call, in-person interview, focus group, etc.). *Please include a sample survey (if used) unless provided already.*
* Summarize the results of your evaluation.
* If you plan to make changes based on what you learned, what changes are you making?

**Part IV: Financial Report and Invoice**

Complete and attach a Financial Report and Invoice that corresponds to the current quarter.

**For this section only, please submit only the current quarter. Do not include financial reports or invoices that were submitted for previous quarters.**

This report must include a PDF of the following pieces from your Financial Workbook:

* Quarter Detail Report
* Quarterly Summary Report
* Quarter Invoice [this must be signed by your Financial Authority]

*The Financial Workbook contains separate tabs for each quarter for reporting your expenses and submitting your invoice. They are labelled Q for quarter and 1, 2, 3, or 4 for the corresponding quarter.*

Please send a signed PDF of your complete Quarterly Progress Report to: [MACROgrants@mdcourts.gov](mailto:MACROgrants@mdcourts.gov).

If you have any questions, please contact Alecia Parker at 410-260-3544 or at the above email address.