**Administrative Office of the Courts**

**Mediation and Conflict Resolution Office**

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

FY2019 Community Mediation Performance Grants

Quarterly Progress Report Cover Sheet

**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**: 10/31/2018 **Due:** 1/31/2019 **Due:** 4/30/2019 **Due:** 8/15/2019

*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 |
| Administrative Judge/ Organization Director: |  |  |  |
| Project Manager |  |  |  |
| Person Completing this report, *if different* |  |  |  |
| Project Finance Manager: |  |  |  |
| Has this information changed since your application/last report? [ ]  YES [ ]  NO |

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

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

[ ] Quarterly Progress Report [this document]

[ ]  MACRO Data Summary Report [from MADtrac]

[ ]  Detail Financial Report and Quarterly Summary [from Financial Workbook]

[ ]  Grant Invoice [from Financial Workbook]

**Quarterly Report**

***Instructions***

This report includes three sections. Please be sure to complete all three 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 Center’s progress toward meeting its top three goals as stated in your FY19 grant application. For each quarter, provide an update on meeting those goals, including activities and outcomes.
* **Part II** reports on the Center’s performance. Attach your MACRO Summary Report from MADtrac and respond to performance questions.
* **Part III** is your financial report from your Financial Workbook.

**Part I: Program Goals Report**

1. Give a brief description of the progress of your Center’s top three goals, as outlined in your grant application.

*Gray boxes: Copy from your application*

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

|  |
| --- |
| **Goal #1:**  |
| Planned activities to accomplish this goal: |
| Activities completed to date:  | Status of meeting the above goal:  |
| Qtr 1: | Qtr 1: |
| Qtr 2: | Qtr 2: |
| Qtr 3: | Qtr 3: |
| Qtr 4: | Qtr 4: |

|  |
| --- |
| **Goal #2:** |
| Planned activities to accomplish this goal: |
| Activities completed to date: | Status of meeting the above goal: |
| Qtr 1: | Qtr 1: |
| Qtr 2: | Qtr 2: |
| Qtr 3: | Qtr 3: |
| Qtr 4: | Qtr 4: |
|  |  |

|  |
| --- |
| **Goal #3:** |
| Planned activities to accomplish this goal: |
| Activities completed to date: | Status of meeting the above goal: |
| Qtr 1: | Qtr 1: |
| Qtr 2: | Qtr 2: |
| Qtr 3: | Qtr 3: |
| Qtr 4: | Qtr 4: |

2. What other accomplishments has your Center achieved during this period?

Q1.

Q2.

Q3.

Q4.

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

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

Q1.

Q2.

Q3.

Q4.

4. Estimate the number of people reached by your center during the current quarter: \_\_\_\_\_\_

Estimate the total reached from April 1, 2018 to the end of the current quarter: \_\_\_\_\_\_. [Q4 should include 4/1/18 to 3/31/2019]

How have you reached these estimates?

5. What is the status of your Center’s targeted long-term community project (if participating)?

*Gray boxes: Copy from your application*

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

|  |  |  |
| --- | --- | --- |
| **Goals** (*from application*) | **Activities Completed** | **Accomplishments Achieved** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Part II: Performance Report**

Please attach your center’s MACRO Data Summary Report from MADtrac. This report should include case data from April 1 to the end of the current period. *[For the 4th quarter/final report, please submit a data report for April 1, 2018 – March 31, 2019.]* ***Data logs should not be included.***

6. How many mediators were active in the past quarter? \_\_\_\_\_\_\_

 How many of those were staff?\_\_\_\_\_\_\_\_ How many of those were volunteers? \_\_\_\_\_\_\_\_

7. If your Center provides additional conflict resolution services that are not reflected in the MADtrac summary, such as conflict coaching, please describe those services here, and include a performance table of the services provided. (April 1 to the end of the current quarter).

8. [***4th Quarter Only***]

Using your MACRO Data Summary Report, compare your center’s performance numbers for this performance year (April 1 to March 31) to that of the previous year. Has the center’s performance gone up, gone down, or stayed level? Discuss why.

**Part III: 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.*

Combine all pieces of your report, including your invoice, into one PDF file using a file name that begins with the current quarter and your Grant number. Example: Q1-G19CM1625G.

Please send the combined PDF file: MACROgrants@mdcourts.gov.

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