**Administrative Office of the Courts**

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

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

FY2019 Conflict Resolution Project Grants

**Quarterly Progress Report for Courts**

**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: |  |  |  |
| 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  Printed Name: |  |
| Signature: | Date: |
| Title: |  |

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

Quarterly ProgressReport [this document]

Quarterly Performance Report [Excel]

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 to date:  *(answers may be in bullet form)* | Status of meeting the above 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 to date: | Status of meeting the above measurable outcomes: |
| Qtr 1: | Qtr 1: |
| Qtr 2: | Qtr 2: |
| Qtr 3: | Qtr 3: |
| Qtr 4: | Qtr 4: |

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

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

**Part II: Performance Goals Report**

Please download the performance report form. This is an Excel table with built-in formulas. <http://mdcourts.gov/procurement/grants/macro/currentfunding.html#resolution>

**NEW** 🡪 Please submit this form with your quarterly report as an Excel file. Do not include it in your PDF report file.

*\* If your court provides more than one type of ADR process, please report each type of ADR process separately.*

**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.)*

**Part IV: Financial Report and Invoice**

Complete and attach a Financial Report and Invoice that corresponds to the current quarter. This report must include a PDF of the following pieces from your Financial Workbook:

* Quarterly Report Summary
* Quarter Detail 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 feel free to contact Alecia Parker at 410-260-3544 or at the above email address.