



- HOME
- TOOLS ▾
- MANAGE RECORDS ▾
- REPORTING ▾
- FINANCIALS ▾
- TIME TRACKING ▾
- DIRECTORIES ▾
- CALENDAR ▾
- HELP ▾

[Home](#) > [Financials](#) > View Reports > [Current Periodic Expense Reports](#)

Page Tools Create PDF

### Current Periodic Expense Reports

Select a program: **Maine Partnership for Environmental Stewardship** ▾

OR Select a Program Type: **Competitive** ▾

Select a Budget Period: **All Budget Periods** ▾

OR Enter a Date Range: From:  (mm/dd/yyyy)  
 Through:  (mm/dd/yyyy)

[View Report](#)

[Aggregate Report](#)

Program	Budget Period	Submitted	Submitted By	Approved	Approved By	
Maine Partnership for Environmental Stewardship	August 2018 Expense Report	11/19/2018	Maureen Wissman	11/27/2018	Jared McCannell	<a href="#">View</a>
Maine Partnership for Environmental Stewardship	September 2018 Expense Report	11/19/2018	Maureen Wissman	12/03/2018	Jared McCannell	<a href="#">View</a>
Maine Partnership for Environmental Stewardship	October 2018 Expense Report	11/19/2018	Maureen Wissman	12/03/2018	Jared McCannell	<a href="#">View</a>
Maine Partnership for Environmental Stewardship	November 2018 Expense Report	12/19/2018	Maureen Wissman	12/19/2018	Jared McCannell	<a href="#">View</a>
Maine Partnership for Environmental Stewardship	December 2018 Expense Report	01/11/2019	Maureen Wissman	01/13/2019	Maryalice Crofton	<a href="#">View</a>
Maine Partnership for Environmental Stewardship	January 2019 Expense Report	02/19/2019	Maureen Wissman	02/27/2019	Jamie McFaul	<a href="#">View</a>
Maine Partnership for Environmental Stewardship	February 2019 Expense Report	03/18/2019	Maureen Wissman	04/03/2019	Jamie McFaul	<a href="#">View</a>
Maine Partnership for Environmental Stewardship	March 2019 Expense Report	05/02/2019	Maureen Wissman	05/10/2019	Jamie McFaul	<a href="#">View</a>
Maine Partnership for Environmental Stewardship	April 2019 Expense Report	05/20/2019	Maureen Wissman	06/18/2019	Jamie McFaul	<a href="#">View</a>
Maine Partnership for Environmental Stewardship	May 2019 Expense Report	06/12/2019	Maureen Wissman	06/18/2019	Jamie McFaul	<a href="#">View</a>
Maine Partnership for Environmental Stewardship	June 2019 Expense Report	07/25/2019	Maureen Wissman	07/31/2019	Jamie McFaul	<a href="#">View</a>
Maine Partnership for Environmental Stewardship	July 2019 Expense Report	08/19/2019	Maureen Wissman	08/30/2019	Jamie McFaul	<a href="#">View</a>
Maine Partnership for Environmental Stewardship	August 2019 Expense Report	09/16/2019	Maureen Wissman	10/01/2019	Jamie McFaul	<a href="#">View</a>
Maine Partnership for Environmental Stewardship	September 2019 Expense Report	10/04/2019	Maureen Wissman	10/10/2019	Jamie McFaul	<a href="#">View</a>

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- [HOME](#)
- [TOOLS](#)
- [MANAGE RECORDS](#)
- [REPORTING](#)
- [FINANCIALS](#)
- [TIME TRACKING](#)
- [DIRECTORIES](#)
- [CALENDAR](#)
- [HELP](#)

[Home](#) > [Financials](#) > Approve Reports > [Periodic Expense Report](#)

Page Tools [Create PDF](#) [Export](#)

### Periodic Expense Report

To view PDFs of all approved and rejected Periodic Expense Reports, go to [Financials > View Reports > Periodic Expense Report History](#).

Program Name: **Maine Partnership for Environmental Stewardship**

Legal Applicant: **University of Southern Maine**

Program Type: **Competitive (36% match)**

Program Year: **2018-2019**

Budget Period: **June 2019 Expense Report**

**Yellow Background** = Over Budget by less than 10%

**Red Background** = Over Budget by 10% or more

Budget Item	Budget Total				Current Expenditures				Year-To-Date				Budget versus YTD Actual			
	CNCS	Grantee Cash	Grantee In-kind	Total	CNCS	Grantee Cash	Grantee In-kind	Total	CNCS	Grantee Cash	Grantee In-kind	Total	CNCS	Grantee Cash	Grantee In-kind	Total
<b>Program Operating Costs</b>																
<b>A</b> Personnel Exp	\$32,981.00	\$7,983.00	\$0.00	\$40,964.00	\$3,384.90	\$850.10	\$0.00	\$4,235.00	\$25,540.70	\$10,810.15	\$0.00	\$36,350.85	\$7,440.30	(\$2,827.15)	\$0.00	\$4,613.15
<b>B</b> Fringe Benefits	\$12,147.00	\$4,279.00	\$0.00	\$16,426.00	\$1,770.30	\$444.60	\$0.00	\$2,214.90	\$12,535.62	\$5,650.81	\$0.00	\$18,186.43	(\$388.62)	(\$1,371.81)	\$0.00	(\$1,760.43)
<b>C</b> Travel																
<b>C.1</b> Staff Travel	\$2,543.00	\$1,056.00	\$0.00	\$3,599.00	\$410.74	\$0.00	\$0.00	\$410.74	\$1,087.03	\$459.26	\$0.00	\$1,546.29	\$1,455.97	\$596.74	\$0.00	\$2,052.71
<b>C.2</b> Member Travel	\$900.00	\$7,582.00	\$0.00	\$8,482.00	\$9.24	\$0.00	\$0.00	\$9.24	\$1,093.40	\$1,414.75	\$430.10	\$2,938.25	(\$193.40)	\$6,167.25	(\$430.10)	\$5,543.75
<b>C.3</b> Travel Subtotal	<b>\$3,443.00</b>	<b>\$8,638.00</b>	<b>\$0.00</b>	<b>\$12,081.00</b>	<b>\$419.98</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$419.98</b>	<b>\$2,180.43</b>	<b>\$1,874.01</b>	<b>\$430.10</b>	<b>\$4,484.54</b>	<b>\$1,262.57</b>	<b>\$6,763.99</b>	<b>(\$430.10)</b>	<b>\$7,596.46</b>
<b>D</b> Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>E</b> Supplies	\$7,560.00	\$10,156.00	\$2,199.00	\$19,915.00	\$0.00	\$52.70	\$2,153.00	\$2,205.70	\$8,546.15	\$9,223.02	\$10,508.35	\$28,277.52	(\$986.15)	\$932.98	(\$8,309.35)	(\$8,362.52)
<b>F</b> Consultants	\$0.00	\$1,200.00	\$21,888.00	\$23,088.00	\$2,000.00	\$1,131.35	\$4,457.05	\$7,588.40	\$2,000.00	\$12,323.97	\$14,105.98	\$28,429.95	(\$2,000.00)	(\$11,123.97)	\$7,782.02	(\$5,341.95)
<b>G</b> Training																
<b>G.1</b> Staff Training	\$830.00	\$0.00	\$0.00	\$830.00	\$325.00	\$0.00	\$0.00	\$325.00	\$325.00	\$0.00	\$0.00	\$325.00	\$505.00	\$0.00	\$0.00	\$505.00
<b>G.2</b> Member Training	\$1,398.00	\$6,210.00	\$0.00	\$7,608.00	\$0.00	\$30.19	\$0.00	\$30.19	\$734.32	\$2,396.05	\$500.00	\$3,630.37	\$663.68	\$3,813.95	(\$500.00)	\$3,977.63
<b>G.3</b> Training Subtotal	<b>\$2,228.00</b>	<b>\$6,210.00</b>	<b>\$0.00</b>	<b>\$8,438.00</b>	<b>\$325.00</b>	<b>\$30.19</b>	<b>\$0.00</b>	<b>\$355.19</b>	<b>\$1,059.32</b>	<b>\$2,396.05</b>	<b>\$500.00</b>	<b>\$3,955.37</b>	<b>\$1,168.68</b>	<b>\$3,813.95</b>	<b>(\$500.00)</b>	<b>\$4,482.63</b>
<b>H</b> Evaluation	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$999.00	\$0.00	\$0.00	\$999.00	\$999.00	\$0.00	\$0.00	\$999.00	\$1.00	\$0.00	\$0.00	\$1.00
<b>I</b> Other Op	\$4,074.00	\$435.00	\$0.00	\$4,509.00	\$281.48	\$0.00	\$0.00	\$281.48	\$2,922.60	\$100.00	\$2,836.38	\$5,858.98	\$1,151.40	\$335.00	(\$2,836.38)	(\$1,349.98)
<b>K</b> Living Allowance																
<b>K.1</b> Full Time	\$82,392.00	\$0.00	\$0.00	\$82,392.00	\$9,770.82	\$0.00	\$0.00	\$9,770.82	\$72,048.77	\$0.00	\$0.00	\$72,048.77	\$10,343.23	\$0.00	\$0.00	\$10,343.23
<b>K.2</b> Half Time	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>K.3</b> Reduced Half Time	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>K.4</b> Quarter Time	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>K.5</b> Minimum Time	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>K.6</b> Three Quarter Time	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>K.7</b> Living Allowance Subtotal	<b>\$82,392.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$82,392.00</b>	<b>\$9,770.82</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,770.82</b>	<b>\$72,048.77</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$72,048.77</b>	<b>\$10,343.23</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,343.23</b>
<b>L</b> Member Support																
<b>L.1</b> FICA	\$6,303.00	\$0.00	\$0.00	\$6,303.00	\$747.47	\$0.00	\$0.00	\$747.47	\$5,511.73	\$0.00	\$0.00	\$5,511.73	\$791.27	\$0.00	\$0.00	\$791.27
<b>L.2</b> Workers Comp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

L.3	Health Care	\$16,920.00	\$3,384.00	\$0.00	\$20,304.00	\$1,217.00	\$0.00	\$0.00	\$1,217.00	\$6,085.00	\$0.00	\$0.00	\$6,085.00	\$10,835.00	\$3,384.00	\$0.00	\$14,219.00
L.4	Unemployment Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
L.5	<b>Member Support Subtotal</b>	<b>\$23,223.00</b>	<b>\$3,384.00</b>	<b>\$0.00</b>	<b>\$26,607.00</b>	<b>\$1,964.47</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,964.47</b>	<b>\$11,596.73</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,596.73</b>	<b>\$11,626.27</b>	<b>\$3,384.00</b>	<b>\$0.00</b>	<b>\$15,010.27</b>
	<b>Program Operating Costs Subtotal</b>	<b>\$169,048.00</b>	<b>\$42,285.00</b>	<b>\$24,087.00</b>	<b>\$235,420.00</b>	<b>\$20,915.95</b>	<b>\$2,508.94</b>	<b>\$6,610.05</b>	<b>\$30,034.94</b>	<b>\$139,429.32</b>	<b>\$42,378.01</b>	<b>\$28,380.81</b>	<b>\$210,188.14</b>	<b>\$29,618.68</b>	<b>(\$93.01)</b>	<b>(\$4,293.81)</b>	<b>\$25,231.86</b>
	<b>Percentage</b>	<b>71.81%</b>	<b>17.96%</b>	<b>10.23%</b>		<b>69.64%</b>	<b>8.35%</b>	<b>22.01%</b>		<b>66.34%</b>	<b>20.16%</b>	<b>13.5%</b>		<b>117.39%</b>	<b>-0.37%</b>	<b>-17.02%</b>	
<b>Administrative ~ Indirect Costs</b>																	
A	<b>CNCS Fixed Percentage</b>																
A.1	CNCS Fixed Costs	\$7,076.00	\$32,479.00	\$0.00	\$39,555.00	\$880.57	\$6,630.04	\$0.00	\$7,510.61	\$5,836.79	\$52,377.71	\$0.00	\$58,214.50	\$1,239.21	(\$19,898.71)	\$0.00	(\$18,659.50)
A.2	Commission Fixed Costs	\$1,769.00	\$0.00	\$0.00	\$1,769.00	\$219.62	\$0.00	\$0.00	\$219.62	\$1,455.72	\$0.00	\$0.00	\$1,455.72	\$313.28	\$0.00	\$0.00	\$313.28
B	Federal Indirect	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
C	Commission Fixed Cost 1%	\$0.00			\$0.00	\$0.00			\$0.00	\$0.00			\$0.00	\$0.00			\$0.00
	<b>Administrative ~ Indirect Costs Subtotal</b>	<b>\$8,845.00</b>	<b>\$32,479.00</b>	<b>\$0.00</b>	<b>\$41,324.00</b>	<b>\$1,100.19</b>	<b>\$6,630.04</b>	<b>\$0.00</b>	<b>\$7,730.23</b>	<b>\$7,292.51</b>	<b>\$52,377.71</b>	<b>\$0.00</b>	<b>\$59,670.22</b>	<b>\$1,552.49</b>	<b>(\$19,898.71)</b>	<b>\$0.00</b>	<b>(\$18,346.22)</b>
	<b>Percentage</b>	<b>21.4%</b>	<b>78.6%</b>	<b>0%</b>		<b>14.23%</b>	<b>85.77%</b>	<b>0%</b>		<b>12.22%</b>	<b>87.78%</b>	<b>0%</b>		<b>-8.46%</b>	<b>108.46%</b>	<b>0%</b>	
	<b>TOTAL</b>	<b>\$177,893.00</b>	<b>\$74,764.00</b>	<b>\$24,087.00</b>	<b>\$276,744.00</b>	<b>\$22,016.14</b>	<b>\$9,138.98</b>	<b>\$6,610.05</b>	<b>\$37,765.17</b>	<b>\$146,721.83</b>	<b>\$94,755.72</b>	<b>\$28,380.81</b>	<b>\$269,858.36</b>	<b>\$31,171.17</b>	<b>(\$19,991.72)</b>	<b>(\$4,293.81)</b>	<b>\$6,885.64</b>
	<b>Percentage</b>	<b>64.28%</b>	<b>27.02%</b>	<b>8.7%</b>		<b>58.3%</b>	<b>24.2%</b>	<b>17.5%</b>		<b>54.37%</b>	<b>35.11%</b>	<b>10.52%</b>		<b>452.7%</b>	<b>-290.34%</b>	<b>-62.36%</b>	
	<b>TOTAL PROGRAM</b>	<b>\$276,744.00</b>				<b>\$37,765.17</b>				<b>\$269,858.36</b>				<b>\$6,885.64</b>			
NOTE: Year-To-Date totals and Budget versus YTD Actual totals include both approved and non-approved PERs																	

	AmeriCorps Funds	Grantee Share
1. Grant Amount (linked to budget above)	\$177,893.00	\$98,851.00
2. Expenditures to Date (Before this report)	\$124,705.69	\$107,387.50
3. Grant Balance Available (line 1 less line 2)	\$53,187.31	(\$8,536.50)
4. Current Period Expenditures (linked above)	\$22,016.14	\$15,749.03
5. Grant Balance Remaining	\$31,171.17	(\$24,285.53)
6. Amount of This Request (current expenses)	\$22,016.14	\$15,749.03
<b>Final PER?</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No	---

CNCS Budget	\$177,893.00
10% Budget	\$27,674.40
<b>CNCS Admin &lt;= 5.26%</b>	
Budget	4.97% (OK)
YTD Actual	4.97% (OK)
<b>Overall Match &gt;= 36%</b>	
Budget	35.72% (NO)
YTD Actual	45.63% (OK)

**Director Comments:**

Indirect costs are charged according to our federal rate agreement on total modified direct costs. No indirect-excluded costs were charged in June.

**Staff Comments:**

[7/31/19]; [JM] -- Approval of this report indicates acceptance of the information submitted but not verification, which takes place during monitoring site visits.

[Program Web Site](#) | [Calendar](#) | [Resources](#) | [Help](#)

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**Approve Custom Reports**

OCR Form: Monthly - Grantee Request for Reimbursement (06/01/2019)  
Name: Monthly - Grantee Request for Reimbursement  
Submitted By: Maureen Wissman

This form is the equivalent of an invoice from a grantee to the Commission for reimbursement of expenses. The corresponding Periodic Expense Report (PER) serves as the back up. Therefore, the PER must be filed first and the amount in the PER must match this Request for Reimbursement.

The PER associated with this Request for Reimbursement must be approved by the MCCS Grant Programs Officer before this request will be forwarded for payment.

When submitted by the grantee, the form is electronically moved to the MCCS Grant Programs Officer who reviews and approves or rejects, as necessary.

**INSTRUCTIONS:**

1. Enter the data in each field using your records or the approved PER.
2. Note the form can be saved and reopened for editing before final submission.
3. Before submitting, SAVE the form. This executes calculations in Subtotal/Total fields.
4. On "Submit Custom Report" screen for "Monthly - Grantee Request for Reimbursement" again select name of preparer.
5. Open form. Confirm calculated fields match your figures.
6. Either save again (if someone is the preparer) OR enter name of submitting official, date, and SUBMIT FOR APPROVAL.
7. Again, go to "Submit Custom Report." Use VIEW to open and print for your record. Do this BEFORE the MCCS Grant Officer approves it.

This form is the equivalent of an invoice from a grantee to the Commission for reimbursement of expenses costed to the CNCS portion of funds. The corresponding Periodic Expense Report (PER) serves as the back up. Therefore, the PER must be filed first and the amount in the PER must match this Request for Reimbursement.

The PER associated with this Request for Reimbursement must be approved by the MCCS Grant Programs Officer before this request will be forwarded for payment.

When submitted by the grantee, the form is electronically moved to the MCCS Grant Programs Officer who reviews and approves or rejects, as necessary.

**INSTRUCTIONS:**

1. Enter the data in each field using your records or the approved PER.
2. Note the form can be saved and reopened for editing before final submission.
3. Before submitting, SAVE the form. This executes calculations in Subtotal/Total fields.
4. On "Submit Custom Report" screen for "Bi-weekly - Grantee Request for Reimbursement" again select name of preparer.
5. Open form. Confirm calculated fields match your figures.
6. Either save again (if someone is the preparer) OR enter name of submitting official, date, and SUBMIT FOR APPROVAL.
7. Again, go to "Submit Custom Report." Use VIEW to open and print for your record. Do this BEFORE the MCCS Grant Officer approves it.

This form must be electronically signed by the grantee staff person authorized to submit invoices for reimbursement.

**INVOICE**

<b>Maureen Wissman</b>	
<b>Enter CNCS Grantee ID from eGrants:</b>	15ACHME001002
<b>Enter CFDA #:</b>	94.006
<b>Select grant type:</b>	AmeriCorps Cost Reimbursement
<b>Enter State Cooperative Agreement # (CT):</b>	20160822*0716
<b>Period covered, Start Date:</b>	06/01/2019
<b>Period covered, End Date:</b>	06/30/2019
<b>Indicate request type:</b>	Periodic Reimbursement
<b>State Vendor ID #:</b>	VC1000093502
<b>Enter "Pay to" info as indicated.</b>	University of Southern Maine

<b>Legal Applicant Name:</b>	
<b>Street Address</b>	96 Falmouth St.
<b>Postal Address (if different)</b>	PO Box 9300
<b>Town/City</b>	Portland
<b>Zip code</b>	04104
<b>Enter Program Name:</b>	Maine Partnership for Environmental Stewardship
<b>Program Director Name:</b>	Sally Slovenski
<b>Program Site Address:</b>	51 Westminster St
<b>Program town/city:</b>	Lewiston
<b>Zip code:</b>	04240 AMERICORPS
<b>From related APPROVED PER, enter sum of lines A-I Total Program Operating Costs:</b>	9180.66 FUND: 013 DEPT: 05A UNIT: 3467
<b>Enter sum of K6 + L5 as Total Member Costs:</b>	11735.29 SUBUNIT: 01
<b>Enter Grantee portion of indirect: (Only enter CNCS reimbursable amt, either lines A1 or B)</b>	880.57 OBJECT CODE: 6401 PROGRAM CODE: 346718A2-F2018-AMFO CT#: 20180719*0192
<b>SUBTOTAL Grantee Reimbursement:</b>	21796.520 GRANTEE PAYMENT AMT: \$21,796.52 COMMISSION AMT: \$219.62
<b>Enter Commission portion of indirect:</b>	219.62
<b>Total Reimbursement for Period:</b>	22016.140 PAYMENT APPROVED BY: <i>Maureen Craft</i>
<b>Total Grantee Reimbursement for Period:</b>	21796.520 DATE: 8/2/2019
<b>Enter name of preparer:</b>	Maureen Wissman
<b>STOPI READ and follow Instructions #3, #4, #5 above.</b>	
<b>Enter name of submitting official:</b>	Maureen Wissman
<b>Electronic login recorded in audit trail will confirm who submits.</b>	
<b>Date Reimbursement submitted:</b>	08/01/2019

I have reviewed and approve this form  
 I have reviewed and DO NOT approve this form  
 Comments:  

[8/2/2019];[JM]: -- Reconciled with PER and submitted for payment.



- HOME
- TOOLS ▾
- MANAGE RECORDS ▾
- REPORTING ▾
- FINANCIALS ▾
- TIME TRACKING ▾
- DIRECTORIES ▾
- CALENDAR ▾
- HELP ▾

[Home](#) > [Financials](#) > View Reports > [Current Program Income Report](#)

Page Tools Create PDF

### Current Program Income Report

Name of Income Source	Amount	Source Type	Income Type	Inkind Description
USM funds	17998.46	Other	Cash	
Unity College	57.35	Other	Inkind	Supplies
Unity College	430.1	Other	Inkind	Travel
First Light Home Care	869	Other	Inkind	Other
Raymond Village Community Church	500	Nonprofit	Inkind	Training (fees, materials, etc.)
Hannaford	100	Business/Corporation	Inkind	Other
Belfast Coop	82	Nonprofit	Inkind	Other
Bates College	81	Nonprofit	Inkind	Other
St. Joseph's College of Maine	160	Nonprofit	Inkind	Other
Home Depot	189.63	Business/Corporation	Inkind	Supplies
Marianne Ellrodt	40	Other	Inkind	Other
Kayla LaVoice	42.6	Other	Inkind	Other
Darby Ray	20	Other	Inkind	Other
Allagash Brewing Company	950	Business/Corporation	Inkind	Other
Val Cargill	20.98	Other	Inkind	Other
RaegaMuffins Bakery	11.25	Business/Corporation	Inkind	Supplies
St. Mary's Nutrition Center	300	Nonprofit	Inkind	Other
Wicked Brew Cafe	60	Business/Corporation	Inkind	Other
Bagel Central	47.5	Business/Corporation	Inkind	Other
Method	45	Business/Corporation	Inkind	Supplies
UM Supervisors salary cost share	3604.68	Other	Cash	
ME Campus Compact USM funds	20150.51	Other	Cash	
Supervisors salary cost share (non-UM)	9648.93	Other	Inkind	Personnel
Payments from MCCS	36564.11	CNCS Grant Funds	Cash	

<b>Program:</b>	Maine Partnership for Environmental Stewardship	<b>State &amp; Program Year:</b>	Maine   2018-2019
<b>Period Start Date:</b>	1/1/2019	<b>Period Ending:</b>	3/31/2019
<b>Total Income for the Period:</b>	91973.1	<b>CNCS grant funds:</b>	36564.11
<b>Other Federal funds:</b>		<b>State Govt:</b>	
<b>Local/Regional Govt:</b>		<b>Nonprofit:</b>	1123
<b>Fee for Service/Program Income:</b>		<b>Business/Corporation:</b>	1403.38
<b>Cash Total:</b>	78317.76	<b>Inkind Total:</b>	13655.34

**Director Comments:**

Income from MCCS revised 6/18/19

**Staff Comments:**

[6/18/19]; [JM] -- rejected based on payments from MCCS. We only see \$36,564.11 - that was reimbursed during the time of this report being submitted. Income needs to be reported on when it was received. If you have different numbers, let me know. 624-7790, thanks!

[6/19/19]; [JM] -- Approval of this report indicates acceptance of the information submitted but not verification, which takes place during monitoring site visits.

[Program Web Site](#) | [Calendar](#) | [Resources](#) | [Help](#)

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# Maine Commission for Community Service

111 Sewall Street – Cross Office Building Room 105  
105 State House Station, Augusta, ME 04333-0105  
Phone: (207) 624-7792 ~ fax: (207) 221-0874  
email: Service.Commission@maine.gov  
www.MaineServiceCommission.gov



## Directions for Completing Progress Reports in the Maine OnCorps Report System

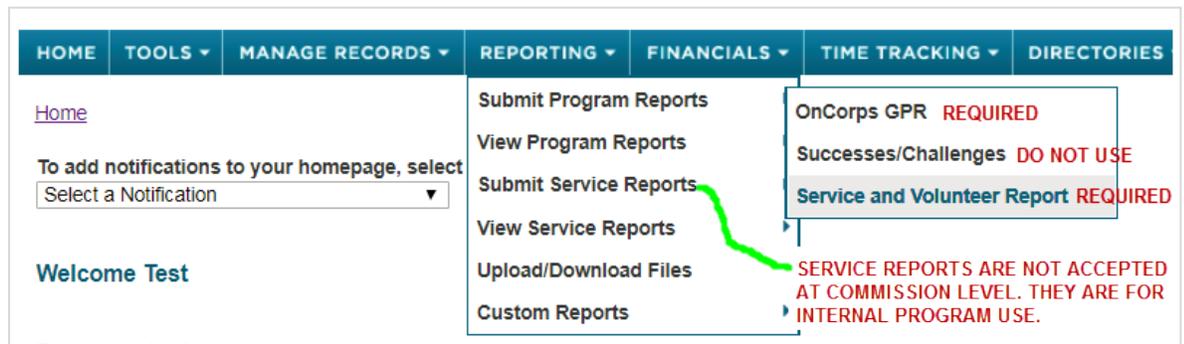
Grant Type: AmeriCorps\*State

### HINTS:

1. Grantees are encouraged to prepare the Narrative sections progress report in a word processing document. The system sections are listed below. Each section name is followed by a brief description of the information to be presented. The sections below follow the system order.
2. To minimize follow-up questions, areas in which there was no activity for the report period or no change from the prior period should be noted as “no activity” or “no change.” Otherwise Commission staff will conclude that there has been an oversight.
3. Be succinct. Long flowery narrative is not as effective as crisp technical reporting of the situation. Remember the text fields are not limitless.
4. Please back up your reports and time records on a scheduled basis – use the built in PDF function in OnCorps or whatever similar tool is available if you use another system. No online platform is guaranteed to preserve records forever. Creating accessible back up files is a component of effective record-keeping.

## PROGRAM REPORTS

**GENERATE THESE SECTIONS THROUGH: 'REPORTING' > 'Submit Program Reports'**



### OnCorps GPR - REQUIRED

The OnCorps GPR report consolidates a number of reports under one reporting section. Initially it is used to enter Performance Measures and, later, to report on Demographics, Performance Measure Progress and other Indicators

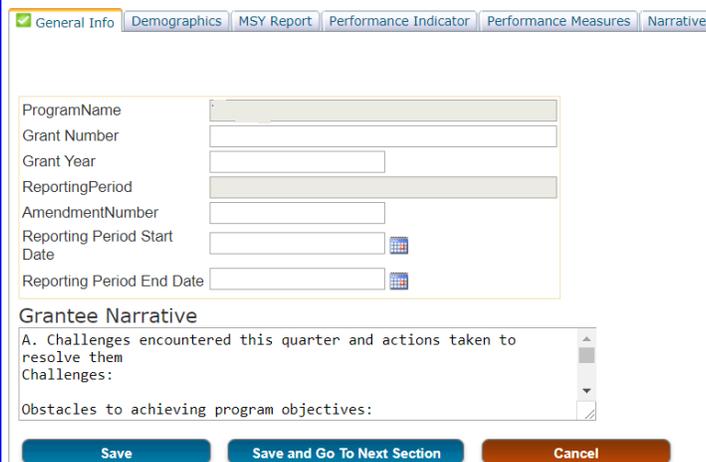
To set up initial Performance Measures, please see specific instructions, *Entering Performance Measure Instructions.doc* in the Resources section of OnCorps reports (accessible at the bottom of every screen). You will not be able to complete the quarterly OnCorps GPR's until you have approved Performance Measures.

To complete the quarterly reporting, select OnCorps GPR and use the *Add New* button to begin this portion of the quarterly report. First fill out the **GENERAL INFO** tab. Include your CNCS Grant Number (CNCS Site ID, on your Maine Agreement cover page) and Grant Year if it is not complete, select the Reporting Period in the pull down menu and complete the reporting period start and end date.

In the **Grantee Narrative** field on this tab, paste the text for the “Successes and Challenges” report.

### Successes/Challenges - REQUIRED

It is easiest to create a template for this extended narrative report in a word processing document with each of the section headers and then pasting the finished report into OnCorps. It is also suggested that you use this template throughout the quarter as it is often difficult to remember all the pertinent items that come up over the course of three months.



The screenshot shows the OnCorps GPR reporting interface. The top navigation bar includes tabs for General Info, Demographics, MSY Report, Performance Indicator, Performance Measures, and Narratives. The General Info tab is active, displaying a form with the following fields: ProgramName, Grant Number, Grant Year, ReportingPeriod (a dropdown menu), AmendmentNumber, Reporting Period Start Date (with a calendar icon), and Reporting Period End Date (with a calendar icon). Below these fields is the Grantee Narrative section, which contains a text area with the following text: "A. Challenges encountered this quarter and actions taken to resolve them" and "Challenges: Obstacles to achieving program objectives:". At the bottom of the form are three buttons: "Save", "Save and Go To Next Section", and "Cancel".

A. **CHALLENGES** encountered this quarter and actions taken to resolve them  
Discuss problems resolved or unresolved, obstacles to achieving program objectives, significant sources of delay, program elements not meeting expectations, events or incidents that caused concern. Include progress on any issues identified during Commission site visits, or from previous progress reports. Note steps being taken to address identified issues or note how issues have been resolved.

### B. **SUCCESSSES**

Make note of any accomplishments related to program operations and impact not reflected in performance measures. (Progress on performance measures is reported in another section.) Examples of what to include: selecting and training staff to operate the program and supervise members; selection of partner host sites; orientation or training or support for host site supervisors; member recruitment, selection, placement; identifying or developing new collaborations or partnerships; site visits to members and host sites and your findings (not reported in the challenges section above); progress in local collaborations and member progress in acquiring disaster preparedness certifications.

### C. **Significant PROGRAM CHANGES** this reporting period

Discuss staff turnover in management or supervisory positions, changes in partner/sponsor relationships, changes in advisory board membership, service sites and other significant changes.

### D. **Financial SUSTAINABILITY**

Describe the challenges and successes this quarter with regard to obtaining financial support for local match within your program or from community partners. Discuss any unexpected variance in your program budget and indicate whether this has an impact on remaining quarters. If your reported match is lower than your expected contractual match percentage, include an explanation of the reason(s) and your plan for meeting your contractual match rate.

If applicable, describe how AmeriCorps has enabled the program to leverage new public-private partnerships, funding and other resources.

### E. **Status of PROGRAM EVALUATION**

Discuss progress on design and implementation activities related to overall program evaluation. Be as concrete as possible in describing the steps taken during the reporting period to develop and/or implement the elements of the evaluation plan required in program application documents.

F Program COLLABORATIONS and Community leadership activities  
 Discuss collaborations with new community partners and with other national service programs (Senior Corps, VISTA, other AmeriCorps programs, etc.). Also share planning or development activities related to national or local days of service (9.11, Make a Difference Day, Martin Luther King Day, AmeriCorps Week, National Youth Service Day, Days of Caring, etc.). Note any unexpected outcomes or new opportunities that come from working with ongoing partners.

**Data related to specific events implemented or completed, and associated descriptions, should be entered under “Service Reports” as a “Volunteer Mobilization” report.**

G Site Management

Describe the various site management activities that took place during the reporting period. Include trainings, site visits, site compliance monitoring activities and summarize interactions with site staff and their purpose. Please include information on which specific sites were involved in the interactions.

H Corrective Actions report

If the Grant Officer or Commission Grant Selection and Performance Task Force or CNCS has required corrective actions that have not been completed, report on the program and/or sponsor agency progress on corrective actions.

After completing the General Info tab, select the **DEMOGRAPHICS** tab. Complete the required fields and use the arrow tabs to open other demographics data fields appropriate to your program. Note that data in the Demographics report must align with the data in your Service & Volunteerism Report.

REQUIRED OF ALL GRANTEES

- Number of individuals who applied to be AmeriCorps members
- Number of episodic volunteers generated by AmeriCorps members
- Number of ongoing volunteers generated by AmeriCorps members
  - *\* Individual volunteers may not be counted in both the episodic and ongoing volunteer categories; the sum of the volunteers reported in these two categories must represent an unduplicated count. If you are unsure whether a volunteer is episodic or ongoing, report it the "episodic" category.*
- Number of opportunity youth enrolled as AmeriCorps members

Disaster Services - OPTIONAL – Use if you have data

- Number of AmeriCorps members who participated in at least one disaster services project
- Number of disasters to which AmeriCorps members have responded
- Number of individuals affected by disaster receiving assistance from members

Military/Veterans - OPTIONAL – Use if you have data

- Number of veterans serving as AmeriCorps members
- Number of veterans served
- Number of veteran family members served
- Number of military family members served
- Number of active duty military members served.

REQUIRED OF SCHOOL TURNAROUND GRANTEES (optional for other school-based programs)

- Number of SIG schools
- Number of priority schools
- Number of urban schools
- Number of rural schools
- Number of elementary schools
- Number of middle schools
- Number of high schools
- Number of English learners
- Number of students with disabilities

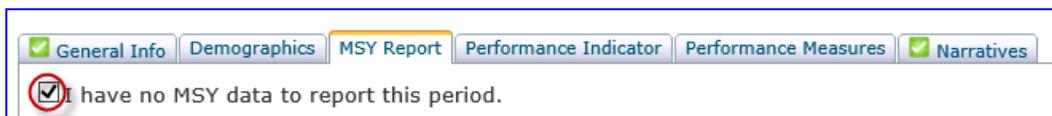
REQUIRED OF YOUTH OPPORTUNITY GRANTEES (optional for other youth-serving programs)

- Number of AmeriCorps members with a clear drug testing record
- Number of AmeriCorps members with sanctions/diversion program completion
- Number of AmeriCorps members who completed job readiness training

Information specific to the demographic categories is available in Appendix A of this document. The definitions and descriptions are prescribed by CNCS.

### MSY REPORT IS NOT REQUIRED

Please select the “I have no MSY data to report in this period” check box



The image shows a screenshot of a web form interface. At the top, there are six tabs: "General Info", "Demographics", "MSY Report", "Performance Indicator", "Performance Measures", and "Narratives". The "MSY Report" tab is currently selected and highlighted. Below the tabs, there is a checkbox with a checkmark inside, followed by the text "I have no MSY data to report this period." The checkbox is circled in red.

Select the **PERFORMANCE INDICATOR** tab. You will need retention and enrollment rate reports from the eGrants Portal to complete this section. Referencing the data from those reports complete the data fields as follows:

#### RETENTION/ENROLLMENT

Include the reason(s) for any enrollment below 100% (even if you expect to fill slots later in the grant year). Also describe any AmeriCorps member attrition resulting in retention rates below 100%, including the reason(s) for the member exit(s) and whether they were for cause or compelling personal circumstance.

#### 30-DAY ENROLLMENT/EXIT RATE

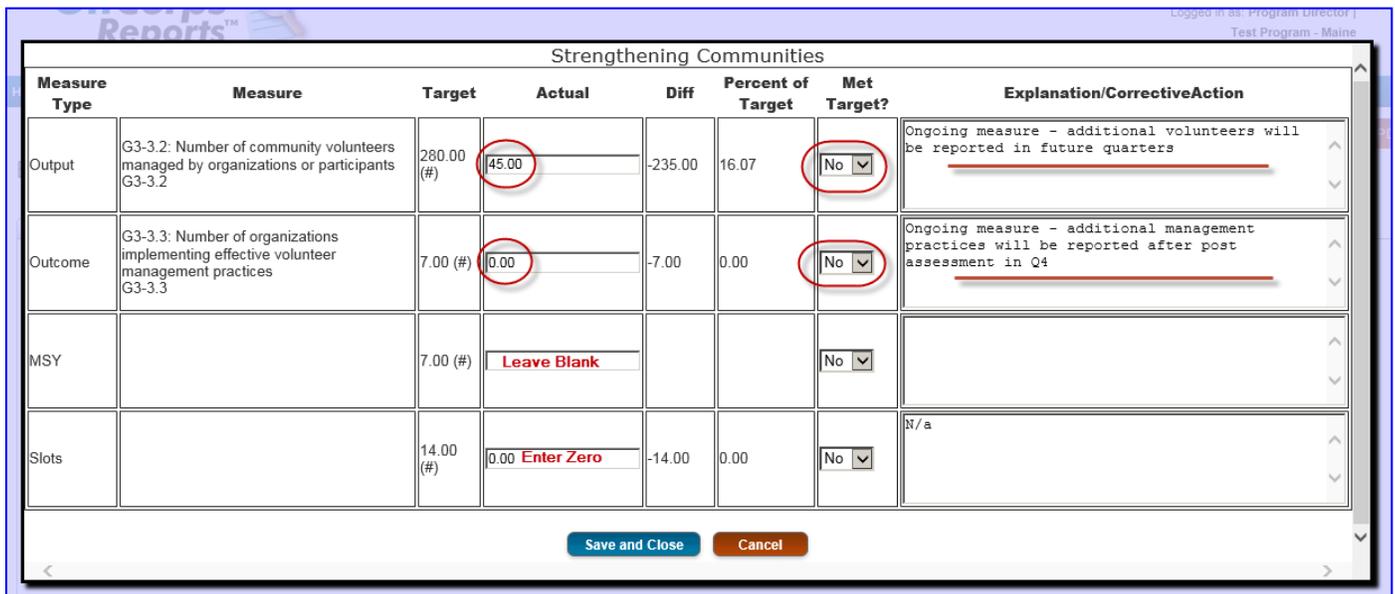
Provide explanation of any members enrolled or exited beyond the 30-day window for these actions.

Do Not select the “I have no Performance Indicator Data...” option in this report section. If you have complete enrollment and retention and if all members are enrolled and/or exited within the allotted period, please state this in the data fields.

**PERFORMANCE MEASURE progress reporting** is done using the same tab used to create the performance measures initially.



Click “Edit Progress Report” next to each approved Performance Measure to complete the progress reports. Clicking the edit function will open a secondary screen.



Please report data on Outputs and Outcomes only; MSY and member data is not required (to complete the report you will need to enter zeroes in the “slots” fields).

For each Output and Outcome, enter a numerical value documenting your actual result for the current reporting period only. The difference and percent of target will calculate automatically. If the target has been met, please select the “YES” option from the pull-down menu. For any unmet target, leave the pulldown at “NO”.

An explanation is required for any output or outcome target that was not met, even if the approved data collection time has not yet occurred. Enter an explanation in the “Explanation/Corrective Action” text box. Explain the reason(s) the target was not met and the corrective actions implemented. If the measure is “ongoing” please state when the data will be available. Please also provide explanation for any actuals that exceeded target projections by 400% or more. *It must be clear in the explanation that no data were double-counted and that all data are directly attributable to program activities*

When you have entered all data for one performance measure, check the “Save and Close” button. This will cause a green checkmark to appear in the completed column of the Performance measure section, signaling that you are done entering data in this panel.

MCSS expects that programs will meet their targets by the end of the grant year.

In the **NARRATIVES** section you will provide Analysis of Impact, Impact Snapshots and Member Experience data in the upper section of the page. Please also complete the Data Quality and Performance Management sections in the lower part. The TTA narrative is not required. This data may be compiled at the Member, Supervisor, Regional Coordinator [if applicable] & Program Director levels of OnCorps. However, the information collected in these service reports must be organized and copied into the OnCorps GPR report Narratives. Data may also be collected in OnCorps or through timecard reporting, member journals or custom reports and surveys or it may be collected outside of OnCorps using another high quality data collection method. MCCS recommends compiling all reports in a Word document and editing prior to pasting into the text fields here.

Program Directors should review submissions for quality and adherence to the instructions and submit **ONLY** those that meet the reporting requirements as follows:

#### ANALYSIS OF IMPACT

Describe how AmeriCorps members' service is making an impact in the community **that would not have been possible through existing staff and/or volunteers**. Cite at least one concrete example each quarter.

#### MEMBER EXPERIENCE

Describe activities and accomplishments relative to member experience that were not captured in Member Development performance measure progress reports. Describe how **your organization** has ensured that members consistently find satisfaction, meaning and opportunity; include examples from member training, notable progress toward member development goals, individual member, supervisor or beneficiary reports. This is **not** an appropriate place to provide member reflections unless they reinforce your narrative.

#### IMPACT SNAPSHOTS

Provide individual examples of quantifiable changes in beneficiary knowledge, attitude, behavior or condition that your program has been able to **measure**.

Each "snapshot" should be comprised of 2-3 sentences describing a problem, intervention and quantifiable change in beneficiaries status as a result of AmeriCorps member effort(s) – be sure to include the geographic location.

#### OTHER

Use this section to provide **no more than 3 brief** qualitative/anecdotal examples of program impact or success. The examples can illustrate the impact of service on beneficiaries, members, or success in building community capacity.

#### DATA QUALITY

Use this section to provide **briefly** describe your progress on implementing the steps in your Data Plan specific to the current reporting period. Please make sure to specifically reference the sections of the plan you are describing.

#### PERFORMANCE MANAGEMENT

Use this section to provide concrete examples of how you are using data to make improvements to processes and/or outcomes to better address identified community needs.

#### Review

Once you've completed all sections of the report, and they've all been saved, indicated by the green check mark on each tab, you will get a review tab to review your data one last time, prior to submission.

When you are satisfied, select “Submit all Sections” to complete the OnCorps GPR portion of your quarterly report.

**Return to the home screen and again select ‘Submit Program Reports’ under the ‘Reporting’ tab.**

### Choose **Service & Volunteer Report - REQUIRED**

Enter data for the quarter covered by the report. Data must align with the volunteer data reported in your DEMOGRAPHICS report. Also note, **number of volunteer hours IS REQUIRED and must be verifiable.**

Data fields in the record are

- Agency/Program Name
- Name of individual filing report
- Calendar Quarter (note that these are not concurrent with the other “Quarters” in other reports)
- AmeriCorps Member Service Hours
- Number of Clients Served (unduplicated count)
- Number of New Volunteers (unduplicated count)
- Number of Volunteer Hours

Please see specific guidance included on the form related to the way in which these data are calculated. Clients served and new volunteers should be unduplicated counts and not be recounted in separate quarters.

The NUMBER OF NEW VOLUNTEERS reported here should MATCH the combined number of Episodic and Ongoing volunteers reported in your demographics report.

## **SERVICE REPORTS**

**GENERATE THESE SECTIONS THROUGH: ‘REPORTING’ > ‘Submit Service Reports’**

### **Volunteer Mobilization (optional)**

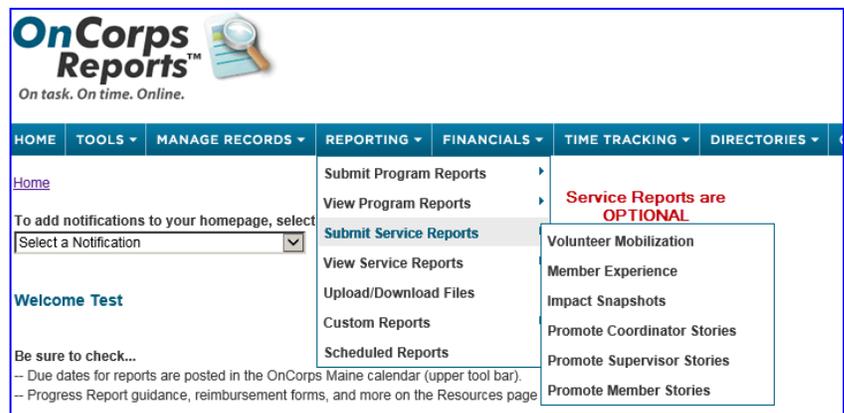
This is an “as needed” data report on events the program initiated or took a major leadership role in executing.

These events must be noted in section F of the Successes and

Challenges report and this report becomes the data support for the narrative in section F. Create one record for each event reported.

Note that Members can submit these reports to Program Staff through Maine OnCorps. By selecting the radio button “Promote” the program can make it visible to the Commission. Using this approach means Programs would only need to create a report when the effort was program-wide. Please ensure that members do not generate multiple reports pertaining to the same event.

Example of program-wide effort: Your program has members organize collection of school supplies in the communities they serve. You could ask members to report the results of volunteer assistance in planning and conducting the event; however, if two members are in the same community, only one of them would file the report.



Data fields in the record are

- Event Name
- Event Date
- Impact Area of Project
- Duration
- Reporting Period
- Number of Volunteers
- Number of hours volunteers served
- Number of volunteer opportunities/slots created
- Brief(!) description of the event (e.g., food drive, community health fair, creation of mentoring program, recruitment fair, playground construction day), what was accomplished, co-sponsors, and press coverage or community recognition.

**Member Experience** and **Impact Snapshots** are available under Service Reports to collect data for these components of the OnCorps GPR report. These reports appear at the Program Director level and each OnCorps level below (supervisors, members). Programs may choose to use them to gather data from Members and Supervisors.

## Demographics

### General Program Demographics

Demographic Item	Data from Prior Periods	This Reporting Period	YTD Total
Number of individuals who applied to be AmeriCorps members	25.00	14.00	39.00
Number of episodic volunteers generated by AmeriCorps members	387.00	22.00	409.00
Number of ongoing volunteers generated by AmeriCorps members	31.00	2.00	33.00
Number of opportunity youth enrolled as AmeriCorps members	0.00	0.00	0.00

### Disaster Services

Demographic Item	Data from Prior Periods	This Reporting Period	YTD Total
Number of AmeriCorps members who participated in at least one disaster services project	0.00	0.00	0.00
Number of disasters to which AmeriCorps members have responded	0.00	0.00	0.00
Number of individuals affected by disaster receiving assistance from members	0.00	0.00	0.00

### Military/Veterans

Demographic Item	Data from Prior Periods	This Reporting Period	YTD Total
Number of veterans serving as AmeriCorps members	0.00	0.00	0.00
Number of veterans served	8.00	3.00	11.00
Number of veteran family members served	8.00	5.00	13.00
Number of military family members served	1.00	0.00	1.00
Number of active duty military members served.	2.00	0.00	2.00

**School Turnaround**

<b>Demographic Item</b>	<b>Data from Prior Periods</b>	<b>This Reporting Period</b>	<b>YTD Total</b>
Number of SIG schools	0.00	<input type="text" value="0.00"/>	0.00
Number of priority schools	0.00	<input type="text" value="0.00"/>	0.00
Number of urban schools	0.00	<input type="text" value="0.00"/>	0.00
Number of rural schools	0.00	<input type="text" value="0.00"/>	0.00
Number of elementary schools	0.00	<input type="text" value="0.00"/>	0.00
Number of middle schools	0.00	<input type="text" value="0.00"/>	0.00
Number of high schools	0.00	<input type="text" value="0.00"/>	0.00
Number of English learners	0.00	<input type="text" value="0.00"/>	0.00
Number of students with disabilities	0.00	<input type="text" value="0.00"/>	0.00

**Youth Opportunity**

<b>Demographic Item</b>	<b>Data from Prior Periods</b>	<b>This Reporting Period</b>	<b>YTD Total</b>
Number of AmeriCorps members with a clear drug testing record	0.00	<input type="text" value="0.00"/>	0.00
Number of AmeriCorps members with sanctions/diversion program completion	0.00	<input type="text" value="0.00"/>	0.00
Number of AmeriCorps members who completed job readiness training	0.00	<input type="text" value="0.00"/>	0.00

Grantee Narrative

StaffComments

**Performance Indicator**

**You can locate your retention/enrollment rates in eGrants to respond to this section below**

**Please explain if/why your retention/enrollment rate does not meet CNCS Requirements.**

Our enrollment rate is not 100%, due to the issues mentioned last quarter. We have created a plan in order to improve our enrollment beginning with the school year in September.

**Please explain if/why your 30-day enrollment/exit rate does not meet CNCS Requirements.**

We have met the 30-day enrollment/exit requirements.

Grantee Narrative

StaffComments

## Performance Measures

<b>Performance Measure Title:</b>	<b>Awareness Activities Leading to Behavioral Interventions</b>
<b>Primary Focus Area and Objective:</b>	<b>Environmental Stewardship: Awareness &amp; Stewardship</b>
<b>Primary Intervention:</b>	<b>Training (One-time)</b>
<b>Secondary Focus Area and Objective:</b>	<b>Environmental Stewardship: Awareness &amp; Stewardship</b>
<b>Secondary Intervention:</b>	<b>Training (Ongoing)</b>
<b>Community problem or need:</b>	<b>Increasing awareness, through education and training, about energy efficiency and environmental stewardship is a key component of behavioral change.</b>
<b>Describe Intervention:</b>	<b>12 annual family energy education events will result in a minimum of 240 individuals educated about energy efficiency and trained to take behavioral measures to decrease their individual and household energy use.</b>
<b>Activity Start Date:</b>	<b>9/13/2017 12:00:00 AM</b>
<b>Activity End Date:</b>	<b>8/14/2018 12:00:00 AM</b>
<b>Number of Slots:</b>	<b>38.00</b>
<b>Number of MSYs:</b>	<b>6.54</b>
<b>Average days per week the activity will occur:</b>	<b>1.00</b>
<b>Average hours per day the activity will occur:</b>	<b>2.00</b>

<b>Measure Title:</b>	<b>Number of individuals receiving education or training in environmental stewardship</b>
<b>Output/Outcome:</b>	<b>Output</b>
<b>Related National PM Code:</b>	<b>EN3: Number of individuals receiving education or training in energy-efficient and environmentally-conscious practices, including but not limited to sustainable energy and other natural resources, and</b>
<b>Type of Measure:</b>	<b>Priority</b>
<b>Measured By:</b>	<b>Behavior</b>
<b>Target Number:</b>	<b>240.00</b>
<b>number/Percent:</b>	<b>Number</b>
<b>Measure Title:</b>	<b>Number of individuals with increased knowledge of environmental stewardship</b>
<b>Output/Outcome:</b>	<b>Outcome</b>

Related National PM Code:	EN3-3.1: Number of individuals with increased knowledge of environmental stewardship
Type of Measure:	Priority
Measured By:	Knowledge/Skills
Target Number:	160.00
number/Percent:	Number
Measure Title:	Number of individuals reporting a change in behavior or intention to change behavior
Output/Outcome:	Outcome
Related National PM Code:	EN3-3.2: Number of individuals reporting a change in behavior or intention to change behavior
Type of Measure:	Priority
Measured By:	Behavior
Target Number:	120.00
number/Percent:	Number

Measure Type	Measure	Current Period				YTD			Met Target?	Explanation/Corrective Action
		Target	Actual	Diff	Percent of Target	Actual	Diff	Percent of Target		
Output	Number of individuals receiving education or training in environmental stewardship EN3	240.00 (#)	670.00	430.00	279.17	877.00	637.00	365.42%	Yes	
Outcome	Number of individuals reporting a change in behavior or intention to change behavior EN3.2	120.00 (#)	0.00	-120.00	0.00	0.00	-120.00	0.00%	No	We are currently in the process of analyzing this data.
Outcome	Number of individuals with increased knowledge of environmental stewardship EN3.1	160.00 (#)	0.00	-160.00	0.00	0.00	-160.00	0.00%	No	We are currently in the process of analyzing this data.
MSY		6.54 (#)	0.00	-6.54	0.00				No	instructed to leave this slot as "0."
Slots		38.00 (#)	0.00	-38.00	0.00				No	instructed to leave this slot as "0."

Performance Measure Title:	Technical Interventions to Increase Energy Efficiency
Primary Focus Area and Objective:	Environmental Stewardship: Energy Efficiency

Primary Intervention:	Weatherization
Secondary Focus Area and Objective:	Environmental Stewardship: Awareness & Stewardship
Secondary Intervention:	Training (One-time)
Community problem or need:	Energy efficiency in Maine needs to be significantly enhanced for both economic and environmental reasons.
Describe Intervention:	12 (2 per site) window insert energy challenge events, resulting in a minimum of 600 interior storm window panels built and inserted into 120 homes (20 homes per site) with an estimated annual savings of \$30 per window.
Activity Start Date:	10/1/2017 12:00:00 AM
Activity End Date:	4/1/2018 12:00:00 AM
Number of Slots:	38.00
Number of MSYs:	6.55
Average days per week the activity will occur:	2.00
Average hours per day the activity will occur:	4.00

Measure Title:	Number of housing units weatherized or retrofitted to improve energy efficiency	
Output/Outcome:	Output	
Related National PM Code:	EN1: Number of housing units of low-income households and structures weatherized or retrofitted to significantly improve energy efficiency	
Type of Measure:	Priority	
Measured By:	Condition	
Target Number:	120.00	
number/Percent:	Number	
Measure Title:	Number of households with reduced energy consumption or reduced energy costs	
Output/Outcome:	Outcome	
Related National PM Code:	EN1-1.1: Number of weatherized or retrofitted low-income households with reduced energy consumption or reduced energy costs.	
Type of Measure:	Priority	
Measured By:	Condition	
Target Number:	100.00	
number/Percent:	Number	

Measure Type	Measure	Current Period			YTD		Met Target?	Explanation/CorrectiveAction
		Target	Actual	Diff	Actual	Diff		
				Percent of Target		Percent of Target		

Outcome	Number of households with reduced energy consumption or reduced energy costs EN1.1	100.00 (#)	0.00	-100.00	0.00	33.00	-67.00	33.00%	No	we are currently analyzing this data.
Output	Number of housing units weatherized or retrofitted to improve energy efficiency EN1	120.00 (#)	0.00	-120.00	0.00	134.00	14.00	111.67%	Yes	Our members focus on this measure in the fall before the winter hits and have exceeded their target!
MSY		6.55 (#)	0.00	-6.55	0.00				No	instructed to leave this slot as "0."
Slots		38.00 (#)	0.00	-38.00	0.00				No	instructed to leave this slot as "0."

<b>Performance Measure Title:</b>	<b>Member Development</b>
<b>Primary Focus Area and Objective:</b>	<b>Environmental Stewardship: Other</b>
<b>Primary Intervention:</b>	<b>Other</b>
<b>Secondary Focus Area and Objective:</b>	<b>Environmental Stewardship: Other</b>
<b>Secondary Intervention:</b>	<b>Other</b>
<b>Community problem or need:</b>	
<b>Describe Intervention:</b>	
<b>Activity Start Date:</b>	<b>9/7/2017 12:00:00 AM</b>
<b>Activity End Date:</b>	<b>8/14/2018 12:00:00 AM</b>
<b>Number of Slots:</b>	<b>38.00</b>
<b>Number of MSYs:</b>	<b>2.00</b>
<b>Average days per week the activity will occur:</b>	<b>1.00</b>
<b>Average hours per day the activity will occur:</b>	<b>1.00</b>

<b>Measure Title:</b>	<b>Number of AmeriCorps trainings and other formal development activities that result in increased AmeriCorps skills, knowledge, and abilities (community, tasks, and sector)</b>
<b>Output/Outcome:</b>	<b>Output</b>
<b>Related National PM Code:</b>	<b>EN2: Number of AmeriCorps members trained and/or certified for green jobs including the conducting of energy audits.</b>
<b>Type of Measure:</b>	<b>Priority</b>
<b>Measured By:</b>	<b>Knowledge/Skills</b>
<b>Target Number:</b>	<b>5.00</b>
<b>number/Percent:</b>	<b>Number</b>

<b>Measure Title:</b>	Number of AmeriCorps members demonstrating increased competence or application of knowledge
<b>Output/Outcome:</b>	Outcome
<b>Related National PM Code:</b>	EN2: Number of AmeriCorps members trained and/or certified for green jobs including the conducting of energy audits.
<b>Type of Measure:</b>	Priority
<b>Measured By:</b>	Knowledge/Skills
<b>Target Number:</b>	38.00
<b>number/Percent:</b>	Number

Measure Type	Measure	Current Period				YTD			Met Target?	Explanation/CorrectiveAction
		Target	Actual	Diff	Percent of Target	Actual	Diff	Percent of Target		
Output	Number of AmeriCorps trainings and other formal development activities that result in increased AmeriCorps skills, knowledge, and abilities (community, tasks, and sector) EN2	5.00 (#)	2.00	-3.00	40.00	9.00	4.00	180.00%	Yes	
Outcome	Number of AmeriCorps members demonstrating increased competence or application of knowledge EN2	38.00 (#)	0.00	-38.00	0.00	33.00	-5.00	86.84%	No	we are currently analyzing this data.
MSY		2.00 (#)	0.00	-2.00	0.00				No	instructed to leave this slot as "0."
Slots		38.00 (#)	0.00	-38.00	0.00				No	instructed to leave this slot as "0."

<b>Performance Measure Title:</b>	Capacity Building
<b>Primary Focus Area and Objective:</b>	Environmental Stewardship: Other
<b>Primary Intervention:</b>	Other
<b>Secondary Focus Area and Objective:</b>	Environmental Stewardship: Other
<b>Secondary Intervention:</b>	
<b>Community problem or need:</b>	
<b>Describe Intervention:</b>	
<b>Activity Start Date:</b>	9/11/2017 12:00:00 AM
<b>Activity End Date:</b>	8/10/2018 12:00:00 AM
<b>Number of Slots:</b>	6.00

Number of MSYs:	1.00
Average days per week the activity will occur:	1.00
Average hours per day the activity will occur:	1.00

Measure Title:	Number of community volunteers recruited by AmeriCorps members or program
Output/Outcome:	Output
Related National PM Code:	G3-3.1: Number of community volunteers recruited by CNCS-supported organizations or National Service Participants
Type of Measure:	Priority
Measured By:	Condition
Target Number:	96.00
number/Percent:	Number
Measure Title:	Number of additional direct service activities and/or units completed for organizations
Output/Outcome:	Outcome
Related National PM Code:	G3-3.7: Hours of service contributed by community volunteers who were recruited by CNCS-supported organizations or national service participants
Type of Measure:	
Measured By:	Condition
Target Number:	200.00
number/Percent:	Number

Measure Type	Measure	Current Period			YTD			Met Target?	Explanation/Corrective Action	
		Target	Actual	Diff	Percent of Target	Actual	Diff			Percent of Target
Output	Number of community volunteers recruited by AmeriCorps members or program G3-3.1	96.00 (#)	5.00	-91.00	5.21	363.00	267.00	378.13%	Yes	members focus on volunteer recruitment in the fall for the window builds and have exceeded this target.
Outcome	Number of additional direct service activities and/or units completed for organizations G3-3.7	200.00 (#)	49.00	-151.00	24.50	1754.00	1554.00	877.00%	Yes	members focus on volunteer recruitment in the fall for the window builds and have exceeded this target.
MSY		1.00 (#)	0.00	-1.00	0.00				No	instructed to leave this measure as "0."

## Narratives

I have no Narratives data to report this period.

### Analysis of Impact:

Sharon Klein at the University of Maine recently sent us a draft analysis of the impact of our window builds. While we do have some spreadsheets regarding this information, we are waiting for a more interpretive analysis from Sharon.

### Impact Snapshots:

A total of Eleven energy education events have been held so far by our 6 AmeriCorps teams. Questionnaires were distributed to participants before and after the event. Each questionnaire contained 12 closed-ended questions that were asked before and after the event, and the post questionnaire asked three open-ended questions. A total of 146 participants attended these events; a smaller number, yet to be calculated, contributed usable data. Examination of approximately half the data revealed that for Q1-Q6, which were questions about participants' knowledge and motivation to save energy, answers expressed significantly more knowledge and motivation after the event than before. For Q7-12, which were particular questions about energy consumption and efficiencies, percentages of people endorsing different answers did not seem to shift much from pre to post. Answers to the post only open-ended questions about behavioral changes participants would make or new community resources they learned about showed increased commitment to unplugging appliances and showering more than bathing, as well as new knowledge of local resources such as Efficiency Maine and WindowDressers.

### Member Experience:

MCC ensures that our MPES AmeriCorps members consistently find satisfaction, meaning and opportunity in the member experience through ongoing membership development and trainings. In addition to the trainings mentioned in the site management portion of this report, we conduct bi-weekly phone check-ins for our FT members that provide: an opportunity to discuss challenges, successes, and use each other as resources. Some topics we have discussed in these check-ins include: the Science of Climate Change, how to calculate our impact, and workplace professionalism.

### Other Narrative:

"This quarter was full of super rewarding activities and connections made; The Environmental and Social Justice Career Fair was the biggest success! I was so proud to have brought together 13 different social/environmental organizations together for the event. Employers told me how successful they thought the event was and were so thankful to have been invited. Likewise, students feedback was also very positive." - Kristine Corey, Maine Campus Compact in Lewiston, Maine

"I was able to attend an event put on by the Maine Climate Table on Low Income Housing Energy Efficiency. Many of the guests were both in the private sector as builders, contractors, etc. and in the public sector as government aids, non-profit reps, and policy-makers. It was an informative session where the Maine Climate Table engaged us in brainstorming exercises to address current needs in the low income area of housing energy efficiencies and how they can be best addressed. Inevitably, these perspectives had a wide range, but this type of conversation is extremely necessary in working toward solutions." - Casey Hess, Unity College in Unity, Maine

"While some may think that campus is a quiet place in the summer, the University of Maine's MPES AmeriCorps team is working away to improve recycling on campus for next year's students. Many students are confused when choosing where to place their recyclables and sometimes place recyclable items in the trash. Conversely, students also tend to throw their garbage into the recycling bins thus contaminating the recyclables. This is an issue for our campus because recycling is an essential building block of energy efficiency! The AmeriCorps team has been creating a clearer distinction between the recycling and trash dumpsters by painting the recycling bins with a clear "UMaine Recycling" label and light blue lid. The plan is already underway with all campus recycling dumpsters measured and stencils for each particular sign designed. In total, there will be 16 dumpsters getting an attractive new design, mostly located outside of residential buildings. The goal is to complete this project by the end of summer so the dumpsters will be ready for all students, faculty, and staff returning to campus to get recycling!" - Christine Seibert, University of Maine at Orono, Maine

Data Quality: We are fully compliant.

Awareness Activities  
The MPES Members are still hosting their environmental education activities. This quarter, 670 individuals have received some form of environmental education across our 6 sites. All participants sign in to an attendance log. Members administer Pre and Post Surveys to all participants to measure their awareness and motivation for change. The Members track their progress in a spreadsheet format and give copies of the surveys in sealed envelopes for MPES and Georgia Nigro to analyze.

Technical Initiatives to Increase Energy Efficiency  
This quarter our members focused on their events, as all had met their goals for Window Inserts earlier in the year, although many teams are already beginning to recruit interested households for our 2019-2020 team!

Member Development  
At each AmeriCorps Member training event, all Members sign an attendance log that MCC maintains. At host site visits, MCC shares with supervisors and Members how to complete their mid-term and final evaluations. Supervisors return the evaluations to MCC for analysis.

Capacity Building

**Data Quality:**

**Performance Management:**

MCC staff review Members' performance measures monthly. At this time, all sites are on track to meet all of their targets. MCC staff analyze pre and post surveys from Member trainings to assist us in designing future trainings and to address any issues Members may be encountering.

**TTA and Monitoring:**

**Other Explanations:**

**StaffComments**

# Enrollment Rate Calculation

Searched for:  
 Program Code: 15ACHME0010002  
 Grant Year: 2018

GRANT YEAR	PROGRAM NAME	PROGRAM CODE	ENROLLMENT START DATE	ENROLLMENT END DATE	CATEGORY	CODE	MEMBERS ENROLLED	TOTAL SLOTS	% SLOTS FILLED
2018	Maine Partnership for	15ACHME0010002	08/15/2018	08/14/2019	With living allowance	Full Time	6	6	100%
			08/15/2018	08/14/2019	No living allowance	Minimum Time	12	26	46.2%
			08/15/2018	08/14/2019	No living allowance	Quarter Time	3	6	50%

Total number of filled slots: 21  
 Total number of granted slots: 38  
 Average enrollment rate: 55.300 %

# Retention Rate Calculation

Searched for:  
Program Code: 15ACHME0010002  
Grant Year: 2018

GRANT YEAR	PROGRAM NAME	PROGRAM CODE	ENROLLMENT START DATE	ENROLLMENT END DATE	CATEGORY	CODE	# FILLED SLOTS	ACTIVE / EXIT W / AWARD	EXITED W/ NO AWARD	RETENTION RATE
2018	Maine Partnership	15ACHME0010002	08/15/2018	08/14/2019	With living allowance	FT	6	6	0	100%
2018	Maine Partnership	15ACHME0010002	08/15/2018	08/14/2019	No living allowance	MT	12	8	4	66.7%
2018	Maine Partnership	15ACHME0010002	08/15/2018	08/14/2019	No living allowance	QT	3	3	0	100%

Total number of filled slots: 21

Total number exited without award: 4

Average retention rate: 81.0%