# Maine CDC Lead Poisoning Prevention Contracts

2024 Narrative Reporting Template

**Instructions:** Use this template to provide a narrative update on progress you have made toward meeting the deliverables specified in your Lead Poisoning Prevention contract. Please add each quarter’s progress to the document so that at the end of the final quarter, there will be one document with all progress recorded. Reports are due 30 days following the end of the reporting period as shown in the table below.

|  |  |  |
| --- | --- | --- |
| Quarter | Reporting Periods | Report Due Date |
| Q1 | 1/1/2024-3/31/2024 | 7/31/2024 |
| Q2 | 4/1/2024-6/30/2024 | 7/31/2024 |
| Q3 | 7/1/2024-9/30/2024 | 10/31/2024 |
| Q4 | 10/1/2024-12/31/2024 | 1/31/2025 |

**Service Area:** [Insert Service Area Name]

**Partner**: [Organization Name]

**Reporting Period:** [Quarter]

**Date Report Submitted:** [Insert Date You Submit the Report]

**Submitted By:** [Insert Name of Person Completing Report]

Progress Report

1. Have there been any changes to key project staff? If yes, please provide contact information for new key project staff, or describe how project activities will be continued, plans for hiring, etc.

### Q1 Changes

Type responses below each quarter with selection ‘normal’. 

### Q2 Changes

If you do not want to see responses in other quarters, click the triangle next to the quarter to collapse.



### Q3 Changes

### Q4 Changes

1. Provide any feedback or ideas on program management, training needs, or any other area for Maine CDC.

### Q1 Feedback

### Q2 Feedback

### Q3 Feedback

### Q4 Feedback

1. Services for Property Owners

## Have direct, interpersonal contacts with property owners to provide education and/or trainings on how to identify, take precautionary actions, and manage lead hazards to prevent lead exposure in rental properties.

[Describe contacts, events, trainings, etc. you have held during the quarter.]

### Q1 Progress:

### Q2 Progress

### Q3 Progress

### Q4 Progress

## Provide property owners with information about changes to Maine’s definition of Lead Poisoning.

## [Describe what you have done over the last quarter.]

### Q1 Progress:

### Q2 Progress

### Q3 Progress

### Q4 Progress

1. Services for Parents

## Have direct, interpersonal contacts with expecting parents and parents of young children.

[Describe contacts, events, trainings, etc. you made progress toward under each quarter’s heading. Use the table for events, trainings, meetings you held during the quarter (exact date is optional).]

### Q1 Progress:

To update the formula, highlight the number and either press F9 or right click the number (not the whole cell) and select “update field”.



|  |  |  |
| --- | --- | --- |
| Date of Event | Description of the Event | # Reached |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Total People Reached Q1 | 0 |

### Q2 Progress

|  |  |  |
| --- | --- | --- |
| Date of Event | Description of the Event | # Reached |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Total People Reached Q2 | 0 |

### Q3 Progress

|  |  |  |
| --- | --- | --- |
| Date of Event | Description of the Event | # Reached |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Total People Reached Q3 | 0 |

### Q4 Progress

|  |  |  |
| --- | --- | --- |
| Date of Event | Description of the Event | # Reached |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Total People Reached Q4 | 0 |

## Provide expecting parents and parents of young children with information about preventing childhood lead poisoning through Mass and Small Media activities, including:

Conducting Earned and Paid Mass Media activities

[Describe earned and paid mass media activities during the quarter, including the target audiences, estimated reach, and any outcomes that resulted from the efforts. Attach copies of media placements as an appendix to this report]

### Q1 Progress

### Q2 Progress

### Q3 Progress

### Q4 Progress

Distributing Small Media materials developed by the Department

[Complete and submit separately the Quarterly Small Media Materials Use form. Provide any narrative information here about your efforts to distribute materials.]

### Q1 Progress:

### Q2 Progress

### Q3 Progress

### Q4 Progress

5. Building Local Capacity

Conduct activities to establish broad local support for Lead Poisoning prevention and increase local capacity to take actions to address the causes of Lead Poisoning.

[Describe what you have done over the last quarter to build local capacity.]

### Q1 Progress:

### Q2 Progress

### Q3 Progress

### Q4 Progress

6. Training Webinars

Participate in up to three one-hour webinar trainings each year.

[Please list the names and dates of the webinars attended in the reporting period, the number of people from your organization that attended.]

### Q1 Progress:

### Q2 Progress

### Q3 Progress

### Q4 Progress

7. Meetings (Sharing Summits and Site Visits)

[Please list the names and dates of any meetings attended in the reporting period, the number of people from your organization that attended.]

### Q1 Progress:

### Q2 Progress

### Q3 Progress

### Q4 Progress

8. Materials Used

[This form is used to track approximately how many lead poisoning prevention small media materials you have distributed in the previous reporting period.]



Double click file above to open spreadsheet LPPF 2024 Materials Used. When finished, save spreadsheet (not save as), close, and it will update in word document.