



HDGP Contract Monitoring Report

Fiscal Year 2019

The Civic Canopy, 19 FAAA 111168

Quarter:

- Quarter 1 (July 16, 2018 - September 30, 2018)
- Quarter 2 (October 1, 2018 - December 31, 2018)
- Quarter 3 (January 1, 2019 - March 31, 2019)
- Quarter 4 (April 1, 2019 - June 30, 2019)

Please provide the following information for the person completing the report:

Grantee Contact Name	Emily Holcomb
Organization/Agency Name	The Civic Canopy
HDGP Project Name	East5ide Unified Unido
Email	emily@civiccanopy.org
Phone	720-996-0754

Instructions:

Important! Please review the “HDGP Quarterly Reporting Guidance.pdf” before completing this report each quarter.

Please provide updates on all Primary Activities *specific to each Quarter* including:

Status	<p>Include one of the following from the drop-down lists:</p> <ul style="list-style-type: none"> • Not started • In progress (with risk of being delayed) • In progress (expected on-time) • In-progress (expected ahead of deadline) • Complete (provide any pertinent updates for completed Activities)
Barriers/Facilitators to work	<p>Include:</p> <ul style="list-style-type: none"> • Factors that have facilitated the work of the activity, • Factors that have created challenges related to the activity, • Areas of concern (e.g. anything at risk of being incomplete).
Narrative	<p>Include a clear and concise written narrative that describes:</p> <ul style="list-style-type: none"> • Work conducted, • Summary of progress and accomplishments made this quarter, including sub-activities, • Next steps (including any plans to address risk/delay), • Other considerations and comments.



Contract Monitoring Report

The Civic Canopy, 19 FAAA 111168

Goal #1: Ensure a strong East Denver community where all children and families are valued, healthy and thriving by stabilizing the environment for families through anchor institution policy change to adopt family-friendly policies that support economic security and community cohesion.

Objective #1: No later than the expiration of this contract, the Contractor shall expand community member engagement, mobilization and leadership capacity to drive anchor institution policy change.

Primary Activity #1: The Contractor shall conduct community assessment and asset mapping to gather a baseline understanding of the East Denver network of community members, agency collaborators, and activities that can contribute to anchor institution policy change and implement a community outreach and training plan.

Quarter	Status: please select from drop-down list	Barriers/Facilitators to Work	Narrative
Quarter 1:	In progress (expected on-time)	<p>Barriers: Community members and partners have a variety of preferences and/or access to different communication tools and channels. Limiting the number of tools can exclude the very individuals and partners EU wishes to engage. It takes a concentrated effort to create, maintain, and onboard EU members to a variety of tools.</p> <p>Facilitators: The development of a simple communications approach along with sample messages provided the impetus for EU members to see and use communication resources, making the tools their own and identifying opportunities for a more robust communications plan, network map, and outreach plan.</p>	<p>East5ide Unified Unido (EU) has begun the process of assessing existing communication strategies, tools, and resources while also equipping the ever-growing EU network with the knowledge and skills to access these resources. Current tools include: EU website, EU Civic Network page, EU monthly electronic newsletter, printed materials in resource binders and email/text communications. Community members and partners have access to and/or prefer different communication tools, so a variety are needed along with support to access the tools. EU's Civic Network page is a newer tool that includes documents and meeting notes, action items, and calendar functions. Individualized technical assistance has been provided to increase knowledge and use of this tool. Maximizing the number of EU members who have a profile on Civic Network will facilitate keeping an EU network map updated and useful, as network mapping will be a new Civic Network function by November 2018. The EU network map will build from the initial 80205 Unity Network map created in summer 2017 that includes organizations, agencies, anchor institutions, and individual residents. The plan is to build from that map and update it during Q2.</p>
Quarter 2:	In progress (expected on-time)	<p>Barriers: The use and uptake of new technology will take time and intentionality. We are identifying alternative strategies to address barriers for people who do not regularly access the internet or a computer. It will be key to</p>	<p>In August 2017, East5ide began a process of community mapping through an 80205 Unity Summit. At this event, people saw their mapped connections (information gathered during registration) and wrote additional connections on printouts of those maps. This began the documenting of</p>



Contract Monitoring Report

The Civic Canopy, 19 FAAA 111168

		<p>have multiple ways to map and access info is crucial for our work.</p>	<p>relationships and connecting of people that is intended to further build out through this grant.</p>
		<p>Facilitators: Civic Network is helpful in getting people located in one central space, as well as information there. An additional facilitator are the people who are excited about aligning efforts in the community - they are willing to share assets and document what they can give.</p>	<p>This quarter, we have encouraged all East5iders, including action team members, to create profiles in Civic Network which has an automated mapping function. A link to the initial network map is provided in the attached deliverable. The ABCD training provided additional information on how to go about community asset mapping and that has prompted gathering gifts, talents and assets through existing meetings (e.g. Anchor Institution Action Team and council meetings) and also potentially through a spring larger community gathering (e.g. 80205 Unity Summit). The ABCD Action Team is drafting a work plan that includes asset mapping, learning conversations, and community engagement strategies - which will be the foundation of the East5ide Unified outreach and training plan.</p>
<p>Quarter 3:</p>	<p>In progress (expected on-time)</p>	<p>Barriers: The action teams, especially the Movement Makers (ABCD focused) are very new and have not been able to form the routines needed to stay connected and committed. Project staff have been coordinating action to date.</p>	<p>During this quarter, East5iders hosted a training for partners and residents to have Learning Conversations in 80205. This is a tool learned from the Asset Based Community Development training in the fall. About 25 attendees were training, and 4 people have turned in about 30 forms documenting the conversations with community residents. Over the next few months in the final quarter, the conversations will be used to inform new partnerships, events, and action planning.</p>
		<p>Facilitators: Motivation to gather information about our 80205 is high. Teams are looking forward to telling their story - personal experiences and memories in 80205, especially to Anchor Institutions.</p>	<p>The evaluation and learning team has been working on ways to easily document assets and frequently submit/update new assets. This is being tested in note cards, surveys, and interviews. It is something we hope to build into routines.</p> <p>With the Movement Makers just beginning to work through their routines together, they have intentions to host more learning conversation events (trainings, and time to have conversations as a group), gift parties, and other time points to essentially map assets but not through such a formal events as an Asset Mapping event. They also hope to</p>



Contract Monitoring Report

The Civic Canopy, 19 FAAA 111168

			document what others have done to map assets already and build on this groundwork.
Quarter 4:	Complete	<p>Barriers: EU balances the tension between high hopes and high levels of creativity with the reality of schedules and feasibility. While the project team pushed for certain asset mapping activities to occur this spring, community members had other pressing events (Juneteenth for example) to prepare for. While process may seem slow it is also intentional, which will hopefully creates a better outcome.</p> <p>Facilitators: We have people who are representing East5ide wherever they go which is fantastic. They maintain energy and interest in this work - each action team is now charged with ensuring that this representation is accurate and consistent.</p>	<p>We have approximately 100 Learning Conversations completed to date. The Learning Conversations are intended to be an interactive tool for East5ide members to use out in the community to learn what people most care about and want ot take action on. These learning conversations are informing our asset map - what we learn from these conversations are both the challenges people face and the assets they see and provide. East5ide Movement Makers action team members are working on identifying how to process and move forward with the information from these conversations. We have initial ideas about appropriate relevant trainings, with 3 additional team members being trained in ABCD, further building the thinking on how to harness all we are learning.</p> <p>We have an updated community data dashboard. Created last summer, this dashboard reflected data indicators East5ide members identified as important in tracking our impact. The Evaluation and Learning action team has updated the dashboard with any newly available data, and they have also developed a plan for collecting data going forward. Through this work, we will continue to understand the East5ide Community and make our work more targeted and relevant over time.</p> <p>The Anchor Institution action team and key members from the community council have collaborated on planning an event in July 2019 to build on our asset-based work. This event is intended to build connections between institutions and neighbors, expanding trust and understanding by getting creative about our collective hopes and dreams for the community. Through the Anchor Work, we have a good sense of large to small institutions in the region and are beginning to see trends around family friendly policy, or inclusive hiring processes that is informing YR 2 activities.</p>



Contract Monitoring Report

The Civic Canopy, 19 FAAA 111168

			Future activities include documenting what these hiring policies look like, and expanding representation from the anchors at the table.
<p><i>Please provide Status updates for all Sub-Activities and update each Quarter. Include narrative about progress on Sub-Activities above in Quarterly Narrative section.</i></p>			
Sub-Activity 1: The Contractor shall conduct a community assessment and create a report of economic assets, social capital, community relationships with anchor institutions, and community leadership development opportunities.		Complete	
Sub-Activity 2: The Contractor shall assess existing communication strategies (e.g. website, social media, videos, print materials, on-line platforms designed to connect collaborative work) to identify needs and opportunities to reach more community members, agency collaborators, and anchor institutions.		Complete	
Sub-Activity 3: The Contractor shall develop an EU network map that visualizes the relationships and connections between residents, agency collaborators, and anchor institutions along with the gaps or opportunities for improvement.		Complete	
Sub-Activity 4: The Contractor shall develop a community outreach and training plan based on learnings from the assessments and network map development to recruit community members, agency collaborators, and anchor institutions to engage in community meetings, Community Action Teams, and project activities.		Complete	
Sub-Activity 5: The Contractor shall use the community outreach and training plan to expand the engagement of community residents, agency collaborators and anchor institutions through communication strategies and online platforms.		Complete	
<p>Primary Activity #2: The Contractor shall host two (2) community meetings to expand and enhance relationships and connections across East Denver, including between residents and anchor institutions.</p>			
Quarter	Status: please select from drop-down list	Barriers/Facilitators to Work	Narrative
Quarter 1:	In progress (expected on-time)	Barriers: While there is a core group of EU community residents and partners who regularly and deeply engage in EU activities, there are many individuals who join in at different times. There is need to balance catching newer folks up without losing momentum or changing course on decisions previously made.	More than thirty residents and community partners joined a series of three meetings, June - August 2018, expanding engagement beyond the existing EU Council. Participants confirmed the ultimate vision and results EU is committed to and the headline indicators, or north stars, that keep the initiative focused and grounded. Based on those meetings, interest arose to have an extended time together to build a deeper understanding of why and how East5ide



Contract Monitoring Report

The Civic Canopy, 19 FAAA 111168

		<p>Facilitators: nothing additional to note</p>	<p>Unified Unido was created and what the HDGP grant means within EU's updated result and headline indicators. A small work group met with a community facilitator to design the purpose and desired outcomes of the retreat. Twenty community members and partners came together for 4 hours on September 22, 2018 to build relationships, expand their connection to EU's mission and vision, identify next steps on grant activities, and begin thinking about the structures and routines for success.</p> <p>The working plan is to have a larger, open community meeting in December 2018 or January 2019 to acknowledge and celebrate the accomplishments over the summer and fall, and launch the work for 2019, including opportunities for community members to join action teams and project activities. Early work of action teams will be shared, and broader input solicited from community members to inform anchor institution and community mobilization activities.</p>
<p>Quarter 2:</p>	<p>In progress (expected on-time)</p>	<p>Barriers: This quarter was focused on preparation type work, which will lead to further action in the next quarters</p> <p>Facilitators: ABCD training and the community debrief has led to increased excitement and new faces which will create more opportunity to connect and host events.</p>	<p>During this quarter, action teams and individuals did significant informal outreach to their networks, resulting in increased interest in the East5ide work. The quarter started off with the HDGP grantee meeting where 3 East5iders met and networked with other grantees which provided connections and ideas for additional creativity in our work. An ABCD Training Debrief was held at a local library which had 30+ attendees which indicates this topic area is both important to infuse into the work and people are interested in being trained in ABCD approaches. That is giving inspiration to current East5iders around types of actions and events to host in the future, building new connections in the community.</p> <p>Additionally, a governance work group looked at the neighborhood demographics and laid out goals to expand and include more long time residents in the community. An ad hoc communications group met to consider how language impacts the work and who shows up to the work, developing new communications materials that are more</p>



Contract Monitoring Report

The Civic Canopy, 19 FAAA 111168

			understandable and less jargon filled. Together, these two groups helped create the updated EU charter, see attachments.
Quarter 3:	In progress (expected on-time)	<p>Barriers: A barrier to the work is about people in East5ide not working together as one to make these events happen. The Canopy team/staff is charged with building the team camaraderie, and Q4 should address this.</p> <p>Facilitators: Lots of creativity and bold ideas from East5iders.</p>	<p>This quarter started off with multiple community events. The first was an ABCD inspired Gift Party. The Movement Makers Action Team hosted this event to create a space for friendship and fellowship among neighbors and East5iders, as well as an opportunity for people to present on the gifts and talents that they are able to share with others. It was a success with many gifts shared and connections made. It created interest in future gift parties. The next event was a training on Learning Conversations - the why and how to have them. It took place in a community center and engaged many new EU participants. There was a follow up meeting about a month later to discuss what was learned in these conversations, of which about 30 have happened.</p> <p>Additionally, during this quarter an idea for a community walk in 80205 was generated out of the Anchor Institution work group. It is still being worked out, and an event of some type will happen in late May/early June.</p>
Quarter 4:	Complete	<p>Barriers: East5ide Unified is committed to quality process - yet all the thinking can sometimes get in the way of taking action. The council seeks to authentically connect community and anchors, creating space for anchors to be receptive to the interests, needs and reflections from neighbors. This intentionality means people are thinking about what equity looks like, what power is, and how we navigate this. But it does sometimes stifle or slow creativity out of caution or critique.</p> <p>Facilitators: More cross action team groups help bridge the work, creating connects between efforts. The infrastructure and support provided by The Civic Canopy also helps move action</p>	<p>During this quarter, we hosted a community council retreat in Golden Colorado. This was a full day of deep reflection, learning, and planning generation. The retreat planning team created a true retreat feel by getting out of the city to fully dive into the work, clear of distractions. Key outcome of the retreat included updated operating norms, strategies to broaden engagement, clarity of routines to support success, and the development of a community-owned budgeting process. These elements are captured in and part of East5ide's sustainability approach.</p> <p>A larger 80205 event is in the planning phase and scheduled to occur on July 28th at Metro Caring. It will include round tables and action planning between community and anchor institutions.</p>



Contract Monitoring Report

The Civic Canopy, 19 FAAA 111168

and intention forward. If we are clear about the roles we each play and can create the environment for action, clarity, and decision, we are doing our job and making change happen!

Please provide Status updates for all Sub-Activities and update each Quarter. Include narrative about progress on Sub-Activities above in Quarterly Narrative section.

Sub-Activity 1: The Contractor shall support a Community Action Team to design and develop plans for two (2) community meetings.	Complete	
Sub-Activity 2: The Contractor shall ensure that community meetings incorporate the community asset mapping and anchor institution research conducted, building upon these efforts.	Complete	
Sub-Activity 3: The Contractor shall ensure the community meetings will be designed to a) expand relationships across community members, agency collaborators, and anchor institutions, b) build connections across community assets, services and supports, and c) identify strategies to build economical assets and social capital.	Complete	
Sub-Activity 4: The Contractor shall update and disseminate the evolving community network map after each community meeting.	Complete	

Primary Activity #3: The Contractor shall provide a refreshed, updated and effective EU Council governance structure.

Quarter	Status: please select from drop-down list	Barriers/Facilitators to Work	Narrative
Quarter 1:	In progress (with risk of being delayed)	<p>Barriers: The EU Council expanded its table during summer 2018, opening a series of meetings to any and all who were interested, targeting community residents involved in complimentary community initiatives in order to facilitate relationships and maximize efforts. This required additional time for relationship and trust building so all engaged had a shared understanding of the work and could participate in discussions and decisions.</p> <p>Facilitators: New people bring new energy, perspectives and relationships.</p>	Through the summer meetings and the September Retreat, EU partners began creating the framework for an updated charter. Draft roles and responsibilities for the EU Council, Action Teams and Project Staff support have been captured. The draft includes a proposal for the composition of the Council, striving to ensure diversity that reflects the history and legacy of the community. While discussions have started about how to seat the Council, additional time is needed to work through options and create consensus. One interesting tension EU members are considering is around how much structure to put in place before an updated Council is seated, with an interest to build on past work and current commitments while also allowing adaptability as new ideas emerge. A small work group will take the existing drafts and ideas, further refine them and share recommendations at the November EU meeting.



Contract Monitoring Report

The Civic Canopy, 19 FAAA 111168

			<p>New participants have engaged in EU during Q1, strengthening relationships with community organizations, residents, the SHARE network and the new Cole INSPIRE work, each with community leadership and mobilization as core strategies. Several young people as well as people from the Latinx community have joined different meetings and the retreat, bringing new energy while also confirming EU spirit and values.</p> <p>EU has confirmed its overarching results statements that describe the future they seek to create, along with related headline indicators that will measure population-level wellbeing, creating a north star for the evaluation and learning plan.</p>
Quarter 2:	In progress (expected on-time)	<p>Barriers: Challenges came up in the council meetings around recruiting for a new council. Committed members continue to attend yet did not submit their names to be on “the Council” - this caused the governance team to pause and reevaluate what was most critical.</p> <p>Facilitators: There is lots of excitement about moving the work forward. Members are contributing to developing roles, routines, and committing to activities through action team and community connections.</p>	<p>Through the October - December council meetings, the governance structure has been refreshed. The document includes routines for the council, action teams, project team, and broader East5ide. It is a guide for how to interact across the network, and expectations. In early quarter 3, we anticipate that supportive tools and implementation of the routines will occur. This will include routines within the action teams to serve back up to the council, inform grant deliverables, and reflect out to the East Denver community. We are also looking forward to tools supporting greater communication about the grant and project team (Canopy and contractors) going on to the council.</p>
Quarter 3:	Complete	<p>Barriers: It takes time to confirm when and how people are able to engage as residents, and how we tap into community contractors to help shepherd action team work. It’s tough to constantly juggle the timing that works for so many different</p>	<p>The next piece of the charter to be dug into, is actualizing the requirements of the action teams. Two of three action teams are meeting regularly, and the third which is formally called the Movement Makers is just beginning. They are all slowing building up to group norms and routines. The Anchor Institution Action Team is asking members to select one council meeting to attend over the next six months which</p>



Contract Monitoring Report

The Civic Canopy, 19 FAAA 111168

		<p>people so routines that can be upheld</p> <p>Facilitators: More interest, building momentum and action.</p>	<p>will support their deeper involvement. Additionally, hiring a Community Resident Coordinator should help as they will be additional project team support for the Movement Maker Action Team.</p>
Quarter 4:	Complete	<p>Barriers: When people are not stepping up actively, it is easy for members to be complacent and tougher to embrace and mobilize around shared leadership. Figuring out how we intentionally transfer capacity and ownership from The Civic Canopy to the community council and action team is a crucial step and opportunity identified this spring. East5ide is well positioned to begin to test answers to that question, and the growing pain is challenging.</p> <p>Facilitators: People who are disrupting in some ways, asking questions that push against typical structures around the how and why of the work, help push the council and Canopy to listen and understand.</p>	<p>This activity may be complete, yet we have been settling into the charter and noticing adjustments that will be needed for year 2. For example, setting group norms and assigning more leadership across the council. We will intentionally discover the process to transfer leadership, ownership and coordination from The Civic Canopy to the broader East5ide network of residents and partners. With a growing project team, from contracts and stipends, we'll push into staying true to decision making processes created. A concrete example is the upgraded budget development process - which pushes us to unearth any other assumptions that warrant further exploration.</p>
<p><i>Please provide Status updates for all Sub-Activities and update each Quarter. Include narrative about progress on Sub-Activities above in Quarterly Narrative section.</i></p>			
Sub-Activity 1: The Contractor shall facilitate the existing EU Council to update its governance structure and clarify roles and responsibilities (e.g. monitor project work plan and budget, address any barriers that arise, and engage in sustainability planning).		Complete	
Sub-Activity 2: The Contractor shall facilitate monthly EU Council meetings designed to support the Council to monitor project progress and grant budget, address any barriers to implementation, and expand collaborations.		Complete	
Sub-Activity 3: The Contractor shall recruit additional community members to participate on the EU Council.		Complete	



Contract Monitoring Report

The Civic Canopy, 19 FAAA 111168

Sub-Activity 4: The Contractor shall develop a project evaluation and continuous learning plan for the EU Council.		Complete	
Sub-Activity 5: The Contractor shall facilitate the EU Council to initiate sustainability planning, documenting strategies and plans.		Complete	
Primary Activity #4: The Contractor shall organize Community Action Team(s) to work on project priorities that surface through community meetings, Council meetings and community outreach.			
Quarter	Status: please select from drop-down list	Barriers/Facilitators to Work	Narrative
Quarter 1:	In progress (expected on-time)	Barriers: There were staffing transitions at the Center for African American Health that changed the evaluation expertise available.	<p>The initial Action Teams are forming, see objective 2 for information related to the Anchor Institution Action Team.</p> <p>A small work group came together to help identify available data sets for EU's headline indicators and create a framework to capture the story and context behind the data. The Evaluation and Learning Action Team has initial participation from community members, Denver Public Schools, Center for African American Health.</p> <p>We anticipate a possible Community Connection and Mobilization Action Team to emerge as the EU members who attended the Asset Based Community Development Training in September 2018 debrief that experience and begin developing plans to embed ABCD concepts and approaches as a way of being across all EU activities.</p>
		Facilitators: Other community partnerships are being built to fill-in the evaluation skill gap.	
Quarter 2:	In progress (expected on-time)	Barriers: While the cadence for action team meetings is being established, groups have needed to be flexible during the holiday season. We are excited to continue building momentum through opportunities to build ownership and excitement.	<p>During this quarter, action teams continued to emerge. The Anchor Institution Action Team formally came together, including hospitals as well as cultural and community service institutions, to develop their own goals and outcomes serving the ultimate goal of a thriving 80205. They have created a work plan to guide them.</p> <p>Additionally, the Learning and Evaluation Action Team formed. Two people who are new to East5ide joined, one out of a staffing transition at a partner organization and one who was referred to the group by a council member and joined after attending the ABCD Debrief. They, in addition to an evaluation contract lead and a legacy council member, now</p>
		Facilitators: Having a dedicated coordinator to text/call/have 1:1 meetings with East5iders helps - being available for Eas5iders helps get people involved, and being open to changing meeting times should	



Contract Monitoring Report

The Civic Canopy, 19 FAAA 111168

		support further engagement going forward.	<p>compose the action team and are working to recruit, build relationships with people who have access to data, create tools, methods, and routines to support East5ide data tracking and evaluation efforts.</p> <p>Other action teams that met during this time are ad hoc or still forming. The Governance team meets as needed to discuss council recruitment and council design. The Community Connecting/ABCD trained group has met, and will continue to do so, laying the foundation for what will hopefully become the community outreach, events, training team that weaves ABCD into the work. They are supporting an ABCD Learning Conversation training to happen in January 2019. An additional ad hoc Communication Team met to discuss how we speak about East5ide and developed a "Creed" which is essentially talking points. They will be tapped into for future needs, hopefully to eventually spearhead their own communications action team.</p>
Quarter 3:	Status: please select	<p>Barriers: There is some misalignment around who is leading this group - the hiring of a community coordinator will place them in a position to lead, yet there are going to be challenges</p> <p>Facilitators: Many people are interested in this work from its focus on community engagement to the focus on learning about and implementing asset based community development principles</p>	<p>The ABCD team has formalized as the Movement Makers Action Team. There is a core group, but they are still building norms and momentum to meet and coordinate the various activities in their work plan. They finalized and disseminated the position description for the Community Resident Coordinator, and will oversee review of applicants. Additionally, the Movement Makers are co-planning a May community event with Anchor Institutions. They are interested in hearing from each other and residents, as well as telling their story. Over the next quarter, the Movement Makers will organize what they have been hearing for the last 6 months to put into a workplan, highlighting outreach and engagement strategies for implementation throughout Year 2.</p>
Quarter 4:	Complete	<p>Barriers: Working with a group that wasn't showing up in a productive fashion, and offering challenges rather than solutions has been a huge barrier.</p>	<p>East5ide has 3 functioning regular action teams, 1 ad hoc committee for finance and governance, a community council. It feels great to have these groups in place and feeling like each is taking action and working hard. The finance and governance team has finally hit its stride by developing an</p>



Contract Monitoring Report

The Civic Canopy, 19 FAAA 111168

		<p>Facilitators: Focusing on one specific topic/issue has been helpful. By identifying a specific need, the group was able to hone in on what was needed and how to support the council to dig through the issue. When it was a nebulous topic, it wasn't working very well and people would get stuck in numbers and the Canopy team would be in the position of clarifying rather than facilitating. Instead we have been able to create real understanding by supporting a clear design process.</p>	<p>updated process to decide and deploy grant resources along with identifying other key areas they need to work on related to finance and governance. After a couple work group meetings with low participation, more intentional recruitment and identification of critical areas to focus work on made all the difference. The Civic Canopy team now feels more supported in this area as community is identifying how and where to deploy grant resources, building the knowledge of all to be involved and creative.</p>
--	--	---	---

Please provide Status updates for all Sub-Activities and update each Quarter. Include narrative about progress on Sub-Activities above in Quarterly Narrative section.

<p>Sub-Activity 1: The Contractor shall identify community members and agency collaborators interested in addressing each priority that surfaces from community meetings, Council meetings and community outreach by creating a Community Action Team(s).</p>	Complete	
<p>Sub-Activity 2: The Contractor shall provide technical assistance to Community Action Team(s) to create and implement action plans that address the priority.</p>	Complete	
<p>Sub-Activity 3: The Contractor shall oversee Community Action Team(s) progress and embed continuous learning routines to guide team activities.</p>	Complete	

Primary Activity #5: The Contractor shall support community leadership development to ensure community members are leading EU work and community assets are maximized, which will promote community ownership, responsiveness and sustainability.

Quarter	Status: please select from drop-down list	Barriers/Facilitators to Work	Narrative
Quarter 1:	In progress (expected on-time)	Barriers: EU did not yet have a contract secured for a community mobilizer/connector to be part of the EU group trained in Asset Based Community Development. Ideally, that person would have been part of the group participating in the ABCD training.	Five EU members attended an interactive, 2.5-day Asset Based Community Development (ABCD) training in late September 2018. We had anticipated sending a group in early 2019, yet the fall training was in Aurora, CO with ABCD founder John McKnight as part of the training team, making it a more appealing and convenient option. EU members who attended included a couple members who have been with the initiative since inception, an anchor institution partner,



Contract Monitoring Report

The Civic Canopy, 19 FAAA 111168

		<p>Facilitators: There was an ABCD training scheduled in Aurora, CO making it easier to engage a diverse group to attend the training.</p>	<p>and two residents newer to EU and who were part of the series of EU community meetings during summer 2018 and are connected to complimentary community networks. The group was exposed to the purpose, intent and spirit behind ABCD and is eager to share the experience and learning with the broader EU network. The group had an initial debrief at the end of the training and has plans to meet in early October 2018 to identify next steps.</p>
Quarter 2:	In progress (expected on-time)	<p>Barriers: Formal strategies have not yet been identified, the council has been focused on governance structure conversations rather than development conversations</p> <p>Facilitators: People who are excited about ABCD, taking leadership on spreading what has been learned and growing excitement. Additionally, people who are heavily engaged in other community efforts see opportunity for alignment which is growing potential for engagement and relevance.</p>	<p>Plans are being laid for informal and formal community leadership development as we approach all activities and interactions as an opportunity to transfer capacity and leadership to community. This quarter, East5ide focused on council structure and routine development along recruitment and retention. Next steps for Quarter 3 have been identified and are beginning to be implemented. These include continuing to document and share out opportunities from key partners and the general community (jobs, resources, events, etc), as well as hosting trainings and learning opportunities. There are also plans to lean on the council and general East5ide community for additional support around: outreach, meeting logistics, catering, etc to build engagement and leadership outside legacy members and staff.</p>
Quarter 3:	In progress (expected on-time)	<p>Barriers: it's a long term commitment and evolution to ensure continuous movement to authentic community ownership</p> <p>Facilitators: the process quality assessment survey administered by the Evaluation and Learning Action Team provides some data to further conversation about trust and community ownership</p>	<p>We have been working on actualizing the charter in the Action Teams to build the member leadership. It has been early for team members to take on responsibility because they aren't seeing that in their role yet. The Evaluation and Learning action team is self-sufficient.</p> <p>Through reflection and discussion, East5ide further explores what collaboration looks like in this work. A recent example - When the Anchor Institution Action Team surfaced the idea for a community walk, East5ide members spoke up about cautions around this idea and how to think through an asset-based lens. This is a demonstration of leaderships and voice. They cautioned about the negative impact a group of privileged individuals touring the community may have and</p>



Contract Monitoring Report

The Civic Canopy, 19 FAA 111168

			<p>advised certain partnerships and pieces of the agenda to pay attention to make it a positive event. Deliverable 8 reflects this conversation, visiting the idea and revisiting the intentions and ways to have it occur. An event will still happen, but the Anchor Team leads and project coordinator will be mapping out how we get from today to that event which includes some additional groundwork being laid to develop understanding among anchors, and not jumping into a deep event, instead having a more surface introduction and trust building event. Then hopefully in the early fall hosting a more in depth, emotional event that gives community opportunity to express desires to the anchors.</p> <p>Finally, the Evaluation and Learning Action Team administered a process quality assessment this quarter. Findings are being compiled to be shared and discussed at an April 2019 East5ide retreat.</p>
<p>Quarter 4:</p>	<p>Complete</p>	<p>Barriers: We have many committed people who show up when the work is hard, other who seem to show up when the work is done. It is challenging, as the initiative coordinator, to know how much to show up at and/or lead with community events when the goal is for member ownership. The Canopy team is striving to learn when and how to step back in order to allow community to step in, even when we fear something may be dropped.</p> <p>Facilitators: People signed up to table at the Juneteenth event and were dedicated to being there. We now have an experience that provides solid groundwork for future events. It was good practice for our resident</p>	<p>East5ide hired an 80205 born and raised resident coordinator to support the Movement Makers action team. She is charged with the task of building connections and relationships with community residents to energize and move the work forward. Her team is excited to build out through the community, and excited that she is from the community.</p> <p>In the last quarter, work has been deep around getting people to take action and have their skill maximized. We have been working hard on actual routines to DO the work (not plans for doing), and adherence to the EAst5ide charter has helped us see results. That includes getting in the Juneteenth parade, and a booth at the Mo' Betta Greens Juneteenth marketplace. This community involvement is always the dream, but hasn't always had dedicated individuals ensuring it happens.</p>



Contract Monitoring Report

The Civic Canopy, 19 FAAA 111168

		coordinator who will manage these events in the future.	
<p><i>Please provide Status updates for all Sub-Activities and update each Quarter. Include narrative about progress on Sub-Activities above in Quarterly Narrative section.</i></p>			
<p>Sub-Activity 1: The Contractor shall assess options for ABCD training and coordinate a group of community members, collaborators from community agencies, and anchor institution staff to participate in order to build skills and knowledge base. It is anticipated the ABCD training participants will come from those involved in the EU Council, Community Action Teams, and/or community meetings.</p>		Complete	
<p>Sub-Activity 2: The Contractor shall support the trained group to present core ABCD concepts to the EU Council and Community Action Teams, incorporating these concepts into all EU activities including the evaluation and continuous learning plan, community outreach and training plan, and sustainability plan.</p>		Complete	
<p>Objective #2: No later than the expiration of this contract, the Contractor shall work with the Anchor Institution Action Team to identify specific organizational policies at each anchor institution (e.g. health care systems that reside in 80205) that will impact economic assets and social capital in East Denver.</p>			
<p>Primary Activity #1: The Contractor shall work with the Anchor Institution Action Team to assess current anchor institution initiatives, nationally and in Denver, to build a shared understanding of anchor institution work and provide a baseline of strategies, activities and approaches.</p>			
Quarter	Status: please select from drop-down list	Barriers/Facilitators to Work	Narrative
Quarter 1:	In progress (expected on-time)	<p>Barriers: Initial research indicates that family-friendly workplace policies haven't been a key component of anchor institution work. EU may be forging new ground as it considers if and how to factor this into the work.</p> <p>Facilitators: Denver Public Health and St. Joe's partners have demonstrated a strong commitment to convene and provide leadership for EU's Anchor Institution Action Team.</p>	<p>The leads of the Anchor Institution Action team met and sketched out a high-level work plan that included purpose, deliverables, vision of success, and actions with timelines. Based on that, the first phase of outreach was conducted to identify potential team members and a meeting calendared for October 2018. Initial team members include Denver Public Health, St. Joseph's, Denver Health and Hospital Authority, Denver Foundation, Denver Museum of Nature and Science, Children's Museum Denver and Denver Art Museum.</p> <p>Initial Anchor Institution online resources have been catalogued for further review, assessment and compiling. These resources come from the Denver Anchor Institution Network, Denver Foundation, Democracy Collaborative and the Annie E. Casey Foundation.</p>



Contract Monitoring Report

The Civic Canopy, 19 FAAA 111168

Quarter 2:	Status: please select	<p>Barriers: The holidays influence meeting dates, pushing the next action team meeting to early 2019. Partners are still getting to know each other including who to tap into for what, what assets are available to be leveraged, etc.</p>	<p>The Anchor Institution action team has officially met and developed a workplan to guide their goals and develop values for the work in the East5ide context. They have mapped out a vision for 2021 and changes they hope to see that are believed to be both achievable and impactful. These deliverables and visions overlap with other Action Teams as well. An exciting theme is the deep desire to connect into the rest of the East5ide work so they do not operate in isolation.</p> <p>This group is also asking concrete support from each other - hosting meetings, taking lead on actions/deliverables which is a great sign for both the excitement and commitment to this endeavor. Draft concept papers have been developed to describe the who, what, how of anchor institutions and compile relevant resources.</p>
		<p>Facilitators: Denver Public Health and St. Joes partners have demonstrated their strong commitment to grow this work. Additional partners are stepping in, offering to contribute their knowledge and resources (e.g. the Denver Foundation has expressed a commitment to support however they can).</p>	
Quarter 3:	In progress (expected on-time)	<p>Barriers: part of the work is together creating clear definitions and shared understanding of what anchor work is and how each institution works within this framework</p>	<p>The Anchor Institution Action Team contracted with an evaluator to develop and implement a State of Anchor Work survey for East Denver Anchor Partners. The Action Team reviewed and finalized the survey instrument and created a plan to administer the survey. Each anchor institution will complete the survey by the beginning of the 4th quarter. This will inform the type of technical assistance the anchors may benefit from in the next year. The anchors appreciated the opportunity to survey their work, and the conversations starter the tool will be in their businesses. The anchor institution meetings that were held this quarter have deepened the anchor institutions understanding of what anchor work is, and they are more engaged and inspired as demonstrated through their increased participation.</p>
		<p>Facilitators: People attending anchor meetings are excited about building greater connectivity and relevance to the neighborhoods where they reside. It genuinely seems interesting to each participant.</p>	
Quarter 4:	Complete	<p>Barriers: The broader East5ide members remain uncertain around how to interact with anchors. There is concern of overburdening, over or under asking, or not getting to community-responsive anchor action.</p>	<p>We now have a baseline of what local institutions are doing and are interested in doing, and technical assistance recommendations to be implemented in year 2 through a work over the last quarter. Most of the institutions have some kind of anchor institution type activities already going on, but they may not describe it as anchor work. It might be</p>



Contract Monitoring Report

The Civic Canopy, 19 FAAA 111168

		Facilitators: Outside support who was contracted to conduct the anchor institution assessment and develop the TA plan.	their hiring or catering practices. East5ide is working on getting anchors to identify these early activities and thinking about how they do, or could, better support local neighborhoods, breaking down silos across types of work and across institution to be better neighbors and partners.
--	--	--	--

Please provide Status updates for all Sub-Activities and update each Quarter. Include narrative about progress on Sub-Activities above in Quarterly Narrative section.

Sub-Activity 1: The Contractor shall conduct intentional outreach and build relationships with anchor institutions in East Denver, starting with health care systems and expanding to other entities (e.g. cultural, educational).	Complete	
Sub-Activity 2: The Contractor shall conduct online research to compile national and local anchor institution resources, strategies, and best practices to inform work with anchor institutions in 80205.	Complete	
Sub-Activity 3: The Contractor shall organize an Anchor Institution Action Team a minimum of three (3) times to oversee and guide 1) assessment of current national and local anchor institution work, 2) creation of an anchor institution outreach strategy, 3) readiness assessment of anchor institutions in 80205 and 4) development of policy levers.	Complete	
Sub-Activity 4: The Contractor shall identify a menu of potential policy levers based on the research conducted and Anchor Institution Action Team discussions.	Complete	

Primary Activity #2: The Contractor shall create a technical assistance plan to support anchor institutions in implementing organizational policy change.

Quarter	Status: please select from drop-down list	Barriers/Facilitators to Work	Narrative
Quarter 1:	Not started	Barriers:	This activity has not yet been initiated.
		Facilitators:	
Quarter 2:	Not started	Barriers:	This activity has not yet been initiated.
		Facilitators:	
Quarter 3:	In progress (expected on-time)	Barriers: Action team members are figuring out who and how to engage in their	The Anchor Action Team developed a survey to assess where they are in regards to anchor mission work. Assessment



Contract Monitoring Report

The Civic Canopy, 19 FAAA 111168

		<p>organization's assessment. They recognize others in their organizations may not be fully ready to engage in the assessment.</p> <p>Facilitators: Even if an organization doesn't have a fully team engaged in the survey, it will act as a good conversation starter.</p>	<p>information will be used to develop an anchor mission technical assistance plan. The group is thinking deeply about their work, learning, and brainstorming - continuing to build a shared understanding of anchor work and how their organization might respond. The team envisions that taking the survey will deepen understanding, open creative thinking, and generate expanded discussions in their workplaces. The team, on initial review of the tool, felt it will offer some really useful information and help clarify the work of the team.</p>
Quarter 4:	Complete	<p>Barriers: The anchor assessment and technical assistance plan development have been pretty smooth. Sharing out the learning in a meaningful way is important to this group so we can move forward.</p> <p>Facilitators: The action team felt like they had the autonomy to contract with someone to do this work. That was a primary facilitator to ensure it went forward. In the future, they hope to contract with someone directly connected to East Denver to help implement the technical assistance plan.</p>	<p>East5ide has a technical assistance plan informed by the assessment survey results and interviews conducted by Jodi Drisko, contractor. The plan is multi-year and includes group activities, individualized support, and activities that promote policy and system level advocacy. We will be identifying how to operationalize the technical assistance plan over the next few months, gaining clarity on the who/what/how to deploy the plan and the resources needed to make that happen. There are lots of local resources, and the community council budgeting process should help each action team fully use the resources.</p>
<p>Please provide Status updates for all Sub-Activities and update each Quarter. Include narrative about progress on Sub-Activities above in Quarterly Narrative section.</p>			
<p>Sub-Activity 1: The Contractor shall support the Anchor Institution Action Team to design and host a community meeting to share what is being learned from anchor institution research and the potential policy levers in order to solicit community input on policy levers and priorities.</p>		<p>In progress (with risk of being delayed)</p>	
<p>Sub-Activity 2: The Contractor shall use the input from the assessment, Anchor Institution Action Team meetings, and community meeting to compile a list of prioritized policy levers for East Denver anchor institutions based on feasibility and anticipated community impact.</p>		<p>In progress (with risk of being delayed)</p>	
<p>Sub-Activity 3: The Contractor shall assess level of readiness within each East Denver anchor institution to understand leadership interest and commitment, identify which policy levers to pursue, and the tailored support each entity needs to implement policy change.</p>		<p>Complete</p>	



Contract Monitoring Report

The Civic Canopy, 19 FAAA 111168

Sub-Activity 4: The Contractor shall develop a technical assistance plan, with tailored strategies for each East Denver anchor institution, to support policy change.	Complete	
--	----------	--

How are you working towards reducing health disparities and addressing health equity? Please include any specific examples, stories, anecdotes.

Quarter 1: Over a series of three EU community meetings, June - August 2018, East5ide Unified|Unido members confirmed the high-level results and related population-level indicators it seeks to influence. Members identified several filters to apply to help hone in on the indicators it most cared about. One filter selected was to ensure the indicator used an asset or strength-based lens. The shared commitment was to not perpetuate negative bias by focusing on more deficit-based indicators of community health, ensuring EU discussions, reports and stories promote the assets of children, families and community.

Quarter 2: As the East5ide initiative grows, more people become involved, and the diversity of the network expands, we experience growing pains around potential exclusion, misunderstanding, or differing expectations. We are working to create routines that support the styles of all people and partners. One key, concrete thing we can do is to be available - it is our responsibility to make resources available, including ourselves, as well to reduce barriers to engagement, encouraging shared leadership. A primary internal goal for the rest of the year is to have a working East5ide resource library in place that is available online and in-person. We hope to encourage a feel of ownership and open access among the community to these resources, to have a working sense of what is going on, what resources are available, and how they can access them when needed. Additionally, promoting an openness to questions, ideas and connection in order to take deep part in East5ide work. If this work is conducted in the hands of the same few people, we are not achieving what we hope to and are not making strides towards and equitable, inclusive, and diverse East5ide.

Quarter 3: This quarter, the Anchor Institutions generated an idea about touring the 80205 community on foot. It is a great idea, but without intentionality highlights the short sightedness and potential ignorance we can all reveal when designing events. We are early in the planning process so no mistakes have been made, but the planning has generated many interesting conversations and cautions around entering a community that can often feel abused. The Anchor Institution team is working to co-design with other Action Teams and people who have experience and opinions about how to make this an authentic experience. It is shaping up to be a wonderful event for not only Anchor Institutions, but for all East5iders. By being intentional, we are reducing the risk for harm to a community and increasing the likelihood that understanding will be built out of this event and that anchors will have increased buy in to the 80205 neighborhoods and residents. The shared design helps East5iders feel emboldened, increase voice, and be more connected to the anchor partners - like they can make change for the health of 80205.

Quarter 4: In the last month, we have met several people who did not know about East5ide, but work at an Anchor Institution who is coming to the East5ide table. These people both work in frontline staff positions and are directly impacted by the work and lended their voice to influence the Anchor Institution meetings. One of person works for a museum and faces pay inequities and lack of paths to advancement. They expressed excitement at this work and were relieved to hear that their superior is engaging in this type of work, but they were also somewhat dismayed. It highlighted that they themselves are not feeling more valued or perhaps recognized as a result because, in their eyes, they are an example of this work in action. They are from the east side, and as a result of a minority youth internship, they were hired to work at the museum. If their superiors are wondering how to better support their neighborhood and staff to be more diverse, this person wondered why they weren't being consulted or recognized as a success? The answer is inside the museum already.

Another story comes from a person who stopped by the East5ide booth at Juneteenth. They work at a hospital and expressed discomfort with management and how the hospital doesn't provide quality care to its own staff. They were excited to hear about their organization's participation in the work, but again were dismayed that they themselves did not seem to benefit from the work directly as an employee. If this hospital wants to



Contract Monitoring Report

The Civic Canopy, 19 FAAA 111168

advocate for paid family leave, or expanded benefits and access to care for the general public, shouldn't they also advocate for their own staff to have the more care and support? The answer is inside the hospital already.

In both instances, each person expressed excitement that their organization is intending to reach out and build support for the communities they are in. Yet they both felt overlooked or left out of the equation. By participating in this work, Anchor Institutions have an opportunity to make real change for the Denver community, and for their own staff. There is an incredible opportunity for these communities to co-dream with the organizations and make their voices heard, and for the organizations and institutions to truly listen and make decisions off of what they hear. If we want to reach equity, it will take hearing the voices we don't always want to hear and speaking out to people maybe we don't always wish to speak to. East5ide has a space for these conversations to occur - to build understanding and connectivity. These connections made over the last month emphasize the importance of resident voice and employee voice - we cannot have executives at the table if we don't hear from those most directly impacted by that conversation also at the table to co-create! We have the answers among us already, if we look.

Impact/Successes (please complete for each quarter): Please share success story(ies) and how your project has made an impact in your community and/or with your target population.

Quarter 1: EU anticipated hiring a manager to oversee grant activities, requirements and reporting during Quarter 1. An interview committee of EU members completed an in-depth review of eight candidates. As the process wrapped up, EU learned about another community-based, multi-year initiative via Greater Outdoors Colorado that, while a different ultimate goal, has some similar elements around community outreach, engagement and capacity building in service of ensuring a healthy community. The hiring process was paused to allow conversations with that initiative to explore synergies and opportunities for alignment. Taking the time to discuss how multiple big initiatives in the same geography can work together to maximize impact and minimize community duplication and confusion has already paid dividends. While project management does need to remain separate yet connected, there is a commitment to work together to maximize outreach and engagement - including asset mapping and community convenings. EU now has a clearer approach to ensure staffing and project management along with coordinated community engagement.

Quarter 2: We are looking forward to seeing the Anchor Institution Action Team grow, and overlap authentically with other action teams. It has been exciting to see their interest and already visible dedication to making changes in their institutions and therefore the community. Having a wide variety of partners around the table seems like a large win already, so it is an exciting opportunity to further expand partnerships around the table, push their ideologies, and guide them to authenticity engage with communities where they reside/seek to impact.

Quarter 3: Anecdotally, the learning conversations have inspired action among East5iders, and been an opportunity for members to engage with their neighbors and dig into challenging issues with authenticity. The learning conversations are giving us insight, and respondents a way to voice their passions and challenges. These conversations and ABCD tools have inspired a level of depth among East5ide Unified Unido, that is transferring to the additional partners we engage with through action teams. The Anchor Institution team has been inspired to think more deeply and in different ways about their work in conjunction with other institutions AND as partners with neighbors and community.

Quarter 4: We participated in the Juneteenth parade and marketplace and had a nice showing of support, for that we are very excited and proud. It was the first time in a couple years that East5ide has been there, and is the most substantial presence to date. To be visible and connecting with neighbors was a great experience, and it shows that we have what it takes to make things happen AND that we are offering an opportunity people are interested. Many people came to the booth and had lots of questions and interest in participating. It feels like many people want to hear and be heard, that they have things to say. Our hope is that more council members will attend events like this and show up in an event bigger way, building on what we have started.



Contract Monitoring Report

The Civic Canopy, 19 FAAA 111168

Approach to Cultural Competence or Cultural Humility:

Cultural Competence is the ability of your organization to effectively deliver services that meet the social, cultural and linguistic needs of your constituents. Cultural Humility is a respect for the unique cultural experience of the individual, or an openness to what they have determined is their personal expression of their heritage and culture.

Quarter 1: EU meeting materials and resources are translated into Spanish and meetings offer simultaneous interpretation to help meet the linguistic diversity in East Denver. At the September community retreat, a community facilitator designed several activities that supported EU members to deepen their relationships with each other, building a better understanding of the cultural connection each person has to the community and to East5ide Unified|Unido.

Quarter 2: As we have spoken more about who we want to engage based on who resides and is impacted by policies in East Denver, we have been thinking more deeply about our practices that do or do not contribute to diversity/inclusion/equality/equity. We are working to have multimodal tools that anyone can access, and we are concerned with ensuring the structure of the tools actually addresses the needs of anyone who uses them. We are also, as we launch the data and learning work, building measures of trust and inclusion into our routines to hopefully understand if the space we are all creating actually feels welcoming and like all have a hand in the work.

Quarter 3: The Collaborative Process Survey released this quarter has been translated into Spanish and English, which supported Spanish speaking members to respond. At the April 2019 retreat, East5ide will discuss the survey - both the process and the findings - as a few members have expressed that the survey itself was not valuable, which likely impacted their answers and possibly skewed the assessment of how they feel about our collaborative. This is a further reminder to co-create and check assumptions of one action team against another - the facilitator (Canopy) role in this work is to remind and make sure we are both translating language but also ideas and breaking down barriers so all can understand and find value.

Quarter 4: We still have a very long way to go here. We are getting the bulk of our materials translated. This will support outreach work, within the broader outreach plan. East5ide is cognizant that we need to do more to truly engage and involve the Spanish speaking population. Our newly hired community resident coordinator is excited to design an outreach plan that includes strategies for connecting to the Spanish speaking population, and working with Spanish speaking connectors. We have a close relationship with 2 connectors in the same area, and the three of them plan to connect and both do outreach together and be thought partners on best practices especially for inclusive outreach. We know we are missing many people in this work, but are hopeful that through intentionality and additional people power we can make a change for many!



Contract Monitoring Report

The Civic Canopy, 19 FAAA 111168

Deliverables: Submit Deliverables by email to the HDGP Manager.

Please name each Deliverable document starting with the appropriate Deliverable number from the Statement of Work for your project, e.g. "Del 6_xxxx" (name of document). Please also indicate (with an "X") the Quarter each Deliverable was submitted to the HDGP Manager in the grid below.

Deliverable #	Deliverable Description	Deliverable Due Date	Deliverable file name	Quarter 1 (X)	Quarter 2 (X)	Quarter 3 (X)	Quarter 4 (X)
<i>EXAMPLE: 1</i>	<i>EXAMPLE: The Contractor shall submit electronically to the HDGP Manager a copy of the final evaluation plan.</i>	<i>EXAMPLE: No later than 15 days following Q2</i>	<i>EXAMPLE: Del 1_Final_Evaluation_Plan.xlsx</i>		X		
1	The Contractor shall submit electronically to the HDGP Manager: a CDPHE Progress Report to include quarterly reports and an annual report.	No later than fifteen (15) days following the end of Q1, Q2, Q3 and no later than June 15, 2019 for Q4	FY19 HDGP Quarterly Report Q1_Oct2018_CivicCanopy FY19 HDGP Quarterly Report Q2_Dec2018_CivicCanopy FY19 HDGP Quarterly Report Q3_Mar2019_CivicCanopy FY19 HDGP Annual Report Q4_Jun2019_CivicCanopy	X	X	x	x
2	The Contractor shall submit electronically to the HDGP Manager: the EU Council Charter which includes governance structure, roles and responsibilities and Council Roster.	No later than fifteen (15) days following the end of Q1	Del 2_Draft EU Charter Del_2_2019 EU Charter	X	X		
3	The Contractor shall submit electronically to the HDGP Manager: an EU network map.	No later than fifteen (15) days following the end of Q2	Del 3 EU Network Map 1.15.2 019		X		
4	The Contractor shall submit electronically to the HDGP Manager: a final evaluation plan for the 3-year grant cycle that is developed in collaboration with the HDGP evaluation contractor.	No later than fifteen (15) days following the end of Q2	Del 4 EU EvalPlan 1.15.2019		X		



Contract Monitoring Report

The Civic Canopy, 19 FAAA 111168

5	The Contractor shall submit electronically to the HDGP Manager: EU's Community Outreach and Training Plan.	No later than fifteen (15) days following the end of Q3	Del_5_EU_CommunityOutreach Training2018-20			X	
6	The Contractor shall submit electronically to the HDGP Manager: the assessment of current national and local anchor institution work.	No later than fifteen (15) days following the end of Q3	Del_6_EU_AboutAIWork_4.15.2019			X	
7	The Contractor shall submit electronically to the HDGP Manager: an anchor institution outreach plan that includes currently involved anchor institution agencies and prospects.	No later than fifteen (15) days following the end of Q3	Del_7_EU_AIActionTeam_WorkPlan_2018-2020			X	
8	The Contractor shall submit electronically to the HDGP Manager: meeting notes, materials and attendance list for the community meeting focused on anchor institution work.	No later than fifteen (15) days following the end of Q3	Del_8_AnchorEast5ideMeetingNotes_4.15.2019			X	
9	The Contractor shall submit electronically to the HDGP Manager: EU Community Assessment Report.	No later than fifteen (15) days following the end of Q3	Del_9_EU_Community_Assessment_4.15.2019			X	
10	The Contractor shall submit electronically to the HDGP Manager: meeting notes, including attendees, from the Anchor Institution Action Team meetings.	No later than June 15, 2019 for Q4	Del_10_EU_AI_Meetings2018-2019				X
11	The Contractor shall submit electronically to the HDGP Manager: EU's Anchor Institution Technical Assistance Plan.	No later than June 15, 2019 for Q4	Del_11_EU_AI-TA-Plan2019				X
12	The Contractor shall submit electronically to the HDGP Manager: EU's Sustainability Plan.	No later than June 15, 2019 for Q4	Del_12_EU_SustainabilityResiliencePlan2019				X
13	The Contractor shall submit electronically to the HDGP Manager: meeting notes, materials and	No later than fifteen (15) days following the end of Q2 (materials from meeting 1) and	Del_13_September_EU_Community_Retreat_Agenda_and_Materials.	X			



Contract Monitoring Report

The Civic Canopy, 19 FAAA 111168

	attendance logs for two (2) community meetings.	June 15, 2019 for Q4 (materials from meeting 2)	Del_13_EU_AprilRetreat2019					x
--	---	---	--	--	--	--	--	---