



# 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	303.292.3144 x 217 (direct 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"> <li>• Not started</li> <li>• In progress (with risk of being delayed)</li> <li>• In progress (expected on-time)</li> <li>• In-progress (expected ahead of deadline)</li> <li>• Complete (provide any pertinent updates for completed Activities)</li> </ul>
Barriers/Facilitators to work	<p>Include:</p> <ul style="list-style-type: none"> <li>• Factors that have facilitated the work of the activity,</li> <li>• Factors that have created challenges related to the activity,</li> <li>• Areas of concern (e.g. anything at risk of being incomplete).</li> </ul>
Narrative	<p>Include a clear and concise written narrative that describes:</p> <ul style="list-style-type: none"> <li>• Work conducted,</li> <li>• Summary of progress and accomplishments made this quarter, including sub-activities,</li> <li>• Next steps (including any plans to address risk/delay),</li> <li>• Other considerations and comments.</li> </ul>



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**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><b>Barriers:</b> 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><b>Facilitators:</b> 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:	Status: please select	<p><b>Barriers:</b></p> <p><b>Facilitators:</b></p>	



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Quarter 3:	Status: please select	Barriers:	
		Facilitators:	
Quarter 4:	Status: please select	Barriers:	
		Facilitators:	

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

<b>Sub-Activity 1:</b> 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.	Not started	
<b>Sub-Activity 2:</b> 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.	In progress (expected on-time)	
<b>Sub-Activity 3:</b> 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.	In progress (expected on-time)	
<b>Sub-Activity 4:</b> 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.	Not started	
<b>Sub-Activity 5:</b> 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.	Not started	

**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.

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	More than thirty residents and community partners joined a series of three meetings, June - August 2018, expanding engagement beyond the existing EU Council.



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		<p>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.</p> <p>Facilitators: nothing additional to note</p>	<p>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 East5side 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>
Quarter 2:	Status: please select	Barriers:	
		Facilitators:	
Quarter 3:	Status: please select	Barriers:	
		Facilitators:	



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Quarter 4:	Status: please select	Barriers:	
		Facilitators:	

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

<b>Sub-Activity 1:</b> The Contractor shall support a Community Action Team to design and develop plans for two (2) community meetings.	In progress (expected on-time)	
<b>Sub-Activity 2:</b> The Contractor shall ensure that community meetings incorporate the community asset mapping and anchor institution research conducted, building upon these efforts.	In progress (expected on-time)	
<b>Sub-Activity 3:</b> 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.	In progress (expected on-time)	
<b>Sub-Activity 4:</b> The Contractor shall update and disseminate the evolving community network map after each community meeting.	Not started	

**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)	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.	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



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		Facilitators: New people bring new energy, perspectives and relationships.	<p>emerge. A small work group will take the existing drafts and ideas, further refine them and share recommendations at the November EU meeting.</p> <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:	Status: please select	Barriers:	
		Facilitators:	
Quarter 3:	Status: please select	Barriers:	
		Facilitators:	
Quarter 4:	Status: please select	Barriers:	
		Facilitators:	

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



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<b>Sub-Activity 1:</b> 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).		In progress (with risk of being delayed)	
<b>Sub-Activity 2:</b> 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.		In progress (expected on-time)	
<b>Sub-Activity 3:</b> The Contractor shall recruit additional community members to participate on the EU Council.		In progress (expected on-time)	
<b>Sub-Activity 4:</b> The Contractor shall develop a project evaluation and continuous learning plan for the EU Council.		In progress (expected on-time)	
<b>Sub-Activity 5:</b> The Contractor shall facilitate the EU Council to initiate sustainability planning, documenting strategies and plans.		Not started	
<b>Primary Activity #4:</b> 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:	Status: please select	Barriers:	



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		Facilitators:	
Quarter 3:	Status: please select	Barriers:	
		Facilitators:	
Quarter 4:	Status: please select	Barriers:	
		Facilitators:	

*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 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).	In progress (expected on-time)	
Sub-Activity 2: The Contractor shall provide technical assistance to Community Action Team(s) to create and implement action plans that address the priority.	In progress (expected on-time)	
Sub-Activity 3: The Contractor shall oversee Community Action Team(s) progress and embed continuous learning routines to guide team activities.	Not started	

**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,





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		Facilitators: There was an ABCD training scheduled in Aurora, CO making it easier to engage a diverse group to attend the training.	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.
Quarter 2:	Status: please select	Barriers:	
		Facilitators:	
Quarter 3:	Status: please select	Barriers:	
		Facilitators:	
Quarter 4:	Status: please select	Barriers:	
		Facilitators:	

*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 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.	Complete	
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.	In progress (expected on-time)	



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**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.

**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.

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>
Quarter 2:	Status: please select	<p>Barriers:</p> <p>Facilitators:</p>	
Quarter 3:	Status: please select	<p>Barriers:</p> <p>Facilitators:</p>	
Quarter 4:	Status: please select	<p>Barriers:</p>	



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		Facilitators:	
<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><b>Sub-Activity 1:</b> 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).</p>		In progress (expected on-time)	
<p><b>Sub-Activity 2:</b> 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.</p>		In progress (expected on-time)	
<p><b>Sub-Activity 3:</b> 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.</p>		In progress (expected on-time)	
<p><b>Sub-Activity 4:</b> The Contractor shall identify a menu of potential policy levers based on the research conducted and Anchor Institution Action Team discussions.</p>		Not started	
<p><b>Primary Activity #2:</b> The Contractor shall create a technical assistance plan to support anchor institutions in implementing organizational policy change.</p>			
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:	Status: please select	Barriers:	
		Facilitators:	
Quarter 3:	Status: please select	Barriers:	



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		Facilitators:	
Quarter 4:	Status: please select	Barriers:	
		Facilitators:	

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

<b>Sub-Activity 1:</b> 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.	Not started	
<b>Sub-Activity 2:</b> 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.	Not started	
<b>Sub-Activity 3:</b> 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.	Not started	
<b>Sub-Activity 4:</b> The Contractor shall develop a technical assistance plan, with tailored strategies for each East Denver anchor institution, to support policy change.	Not started	

**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:**



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Quarter 3:

Quarter 4:

**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 needs 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:

Quarter 3:

Quarter 4:



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**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:**

**Quarter 3:**

**Quarter 4:**



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**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	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	<u>Del 2_Draft EU Charter</u>	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					
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					
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					
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					



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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					
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					
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					
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					
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					
12	The Contractor shall submit electronically to the HDGP Manager: EU's Sustainability Plan.	No later than June 15, 2019 for Q4					
13	The Contractor shall submit electronically to the HDGP Manager: meeting notes, materials and attendance logs for two (2) community meetings.	No later than fifteen (15) days following the end of Q2 (materials from meeting 1) and June 15, 2019 for Q4 (materials from meeting 2)	<u>Del 13 September EU Community Retreat Agenda and Materials.</u>				





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