



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@civikkanopy.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	Include one of the following from the drop-down lists: <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	Include: <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	Include a clear and concise written narrative that describes: <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.



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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>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>



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		have multiple ways to map and access info is crucial for our work.	<p>relationships and connecting of people that is intended to further build out through this grant.</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>
		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.	
Quarter 3:	In progress (expected on-time)	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>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>Th 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>
		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.	



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			document what others have done to map assets already and build on this groundwork.
Quarter 4:	Status: please select	Barriers:	
		Facilitators:	
<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>			
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.		In progress (expected on-time)	
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.		In progress (expected on-time)	
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.		In progress (expected on-time)	
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.		In progress (expected on-time)	
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.		In progress (expected on-time)	
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 engage in EU activities, there are many individuals who join in at different times. There is need to	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



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		balance catching newer folks up without losing momentum or changing course on decisions previously made.	<p>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 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>
		Facilitators: nothing additional to note	
Quarter 2:	In progress (expected on-time)	Barriers: This quarter was focused on preparation type work, which will lead to further action in the next quarters	<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</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.	



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			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 understandable and less jargon filled. Together, these two groups helped create the updated EU charter, see attachments.
Quarter 3:	In progress (expected on-time)	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.	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. 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.
		Facilitators: Lots of creativity and bold ideas from East5iders.	
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 support a Community Action Team to design and develop plans for two (2) community meetings.			In progress (expected on-time)
Sub-Activity 2: 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)



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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.		In progress (expected on-time)	
Sub-Activity 4: The Contractor shall update and disseminate the evolving community network map after each community meeting.		In progress (expected on-time)	
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 emerge. A small work group will take the existing drafts and ideas, further refine them and share recommendations at the November EU meeting.
		Facilitators: New people bring new energy, perspectives and relationships.	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.
			EU has confirmed its overarching results statements that describe the future they seek to create, along with related



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			headline indicators that will measure population-level wellbeing, creating a north star for the evaluation and learning plan.
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>	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) goings on to the council.
Quarter 3:	Status: please select	<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 people so routines that can be upheld</p> <p>Facilitators: More interest, building momentum and action.</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 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.
Quarter 4:	Status: please select	<p>Barriers:</p> <p>Facilitators:</p>	
<p><i>Please provide Status updates for all Sub-Activities and update each Quarter.</i></p> <p><i>Include narrative about progress on Sub-Activities above in Quarterly Narrative section.</i></p>			



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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.			In progress (expected on-time)	
Sub-Activity 3: The Contractor shall recruit additional community members to participate on the EU Council.			Complete	
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.			In progress (expected on-time)	
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.	The initial Action Teams are forming, see objective 2 for information related to the Anchor Institution Action Team.	
		Facilitators: Other community partnerships are being built to fill-in the evaluation skill gap.	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. 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.	
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	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	



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		momentum through opportunities to build ownership and excitement.	the ultimate goal of a thriving 80205. They have created a work plan to guide them.
		Facilitators: Having a dedicated coordinator to text/call/have 1:1 meetings with East5iders helps - being available for East5iders helps get people involved, and being open to changing meeting times should support further engagement going forward.	<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 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</p>



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			6 months to put into a workplan, highlighting outreach and engagement strategies for implementation throughout Year 2.
Quarter 4:	Status: please select	Barriers:	
		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>			
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.		In progress (expected on-time)	
<p>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.</p>			
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, 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
		Facilitators: There was an ABCD training scheduled in Aurora, CO making it easier to engage a diverse group to attend the training.	



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			the end of the training and has plans to meet in early October 2018 to identify next steps.
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>	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.
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 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</p>



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			<p>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>
Quarter 4:	Status: please select	Barriers:	
		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>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>			In progress (expected on-time)
<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



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Quarter 1:	In progress (expected on-time)	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>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>
		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.	
Quarter 2:	Status: please select	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>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>
		Facilitators: Denver Public Health and St. Joe's 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).	
Quarter 3:	Status: please select	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	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



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		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.	complete the survey by the beginning of the 4 th 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.
Quarter 4:	Status: please select	Barriers:	
		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>			
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).		In progress (expected on-time)	
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.		In progress (expected on-time)	
Sub-Activity 4: The Contractor shall identify a menu of potential policy levers based on the research conducted and Anchor Institution Action Team discussions.		In progress (expected on-time)	
<p>Primary Activity #2: 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.



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		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 organization's assessment. They recognize others in their organizations may not be fully ready to engage in the assessment.	The Anchor Action Team developed a survey to assess where they are in regards to anchor mission work. Assessment 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.
		Facilitators: Even if an organization doesn't have a fully team engaged in the survey, it will act as a good conversation starter.	
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 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.	In progress (expected on-time)	
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.	Not started	
Sub-Activity 3: The Contractor shall assess level of readiness within each East Denver anchor institution to understand leadership interest and commitment, identify which	In progress (expected on-time)	



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policy levers to pursue, and the tailored support each entity needs to implement policy change.		
Sub-Activity 4: The Contractor shall develop a technical assistance plan, with tailored strategies for each East Denver anchor institution, to support policy change.	In progress (expected on-time)	
How are you working towards reducing health disparities and addressing health equity? Please include any specific examples, stories, anecdotes.		
<p>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.</p>		
<p>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.</p>		
<p>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.</p>		
<p>Quarter 4:</p>		
<p>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.</p>		



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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:

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.



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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, Eas5idrs 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:



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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)
EXAMPLE: 1	EXAMPLE: The Contractor shall submit electronically to the HDGP Manager a copy of the final evaluation plan.	EXAMPLE: No later than 15 days following Q2	EXAMPLE: Del 1_Final_Evaluation_Plan.xlsx		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	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_1.15.2019		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		
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	



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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					
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)	Del 13 September EU Community Retreat Agenda and Materials.	x			