

#	Deliverable Activity	Deliverable	Date Due	Payment/Recipient	Deliverables Dropbox Link (USDN)	Comments
	Activity 0: Project kickoff with Cities and UDI team and UDI Communications Briefing with USDN.	Deliverable 0: Agreements signed. Set up meeting with USDN Communications Director Julia Peek to discuss how to frame and message this work	By June 1st, 2020	\$35,000 to UDI with signed agreement Invoice 1		
	Quarterly Report #1	250-word update compiled by UDI and submitted by Lead City contact	Q1: July 31, 2020		Q1 Report	Received 9/23/20: Project timeline updated and good progress has been made. From Barb: Apologies for the delay – we missed this deliverable due date in all our rescheduling and pivoting - BB
	Quarterly Report #2	250-word update compiled by UDI and submitted by Lead City contact	Q2: October 31, 2020	\$15,400 to UDI with Q2 report	Q2 Report	Received 11/9/20: Timeline extended for Deliverables 1, 3, and updated Deliverable 4. 11/04/20: Awaiting extension request: From Barb- “Just as a heads up, we will be asking for an extension but we’re trying to figure out when the report update will be completed. Brett had shoulder surgery and his contractor had an unexpected emergency.”
1	Activity 1: Strategic planning support for Columbia, Lincoln, and Iowa City	Deliverable 1: DRAFT carbon management strategy for each city with associated task plans, timelines, and milestones for implementing their carbon management project	Date: July 31, 2020 October 31, 2020 2nd Approved Extension November 30, 2020	Combined Invoice for \$32,800: <ul style="list-style-type: none"> \$15,400 to UDI for Q2 report \$17,400 to UDI for receipt of Deliverable 1 Invoice 2	Deliverable 1 Folder	1/25/21: Invoice 2 received and sent for processing. 12/2/20: Columbia , Lincoln , and Iowa City draft management plans received 11/12/20: Barb noted that UDI would submit a combined invoice for the Q2 payment and Del. 1 payment on Nov. 30.

						<p>11/9/20: Second extension request received, see below.</p> <p>11/04/20: Awaiting extension request: From Barb- “Just as a heads up, we will be asking for an extension but we’re trying to figure out when the report update will be completed. Brett had shoulder surgery and his contractor had an unexpected emergency.”</p> <p><i>11/9/20: SS approved 2nd timeline extension</i></p> <p><i>9/23/20: SS approved timeline extension</i></p>
2	<p>Activity 2: Carbon Management Tool Development-Beta Version</p>	<p>Deliverable 2: Beta version of Carbon Management Decision Support Tool developed by TPL and UDI. Cities will provide written feedback identifying additions or changes.</p>	<p>Date: August 31, 2020 Approved Extension November 30, 2020</p>		<p>Beta version tested with Cities in Nov. 2020. Activity complete, but no deliverable to link – see 2/19/21 note</p>	<p>2/19/21: Received confirmation that beta testing occurred.</p> <p>From Brett in the Q3 Report: “During the 3rd quarter... TPL worked with Lincoln to pilot the first full synthesis of all of the data layers that would be needed to develop the carbon management tool. A first beta version of that Decision Support Tool was completed for that demonstration. It was not distributed because it was not designed to be synched to a user interface until all of the lessons and feedback from the cities from that demo could be integrated. Those integrations will be completed through January and February and then integrated into the full user interface by late March.”</p> <p>2/18/21: Barb sent update that she has reached out to Brett twice and is awaiting his response before sending deliverables</p>

						9/23/20: SS approved timeline extension
3	Activity 3: Delivery of Final carbon management plans for Columbia, Lincoln, and Iowa City	Deliverable 3: Updated version of carbon management plan for each city. Each city has developed a written strategy with task plans, timelines, and milestones for implementing their carbon management project	Date: Sept 1, 2020 November 30, 2020 2nd Approved Extension December 21, 2020		Deliverable 3 Folder	<p>Received 2/19/21</p> <p>2/18/21: Barb sent update that she has reached out to Brett twice and is awaiting his response before sending deliverables</p> <p>11/9/20: Second extension request received see below.</p> <p>11/9/20: SS approved 2nd timeline extension</p> <p>9/23/20: SS approved timeline extension</p>
7	UPDATED Activity 4 (originally activity 7): Local pilot projects (Challenge) and research project implementation strategy	UPDATED Deliverable 4 (originally Del. 7): Written plan for Challenge projects for 3 host cities.	Date: Nov 30, 2020 December 30, 2020 January 29, 2021 3rd Approved Extension February 26, 2021		Deliverable 4	<p>Received 2/26/21</p> <p>2/19/21: Timeline extension request received from Brett, "The city project plans are still being finalized and will be delivered by the three cities to UDI by the middle of next week. We will get those to you as soon as we have them all. We'll definitely have them to you by the end of the month."</p> <p>2/18/21: Barb sent update that she has reached out to Brett twice and is awaiting his response before sending deliverables</p> <p>11/9/20: Second extension request received see below.</p> <p>2/19/21: SS approved 3rd timeline extension</p> <p>11/9/20: SS approved 2nd timeline extension</p>

						9/23/20: SS approved timeline extension
	Quarterly Report #3	250-word update compiled by UDI and submitted by Lead City contact	Q3: January 31, 2021	Combined invoice for \$35,900: <ul style="list-style-type: none"> \$5,400 to UDI upon delivery of Deliverable 7 & Q3 report \$30,500 to UDI for pilot cities towards Deliverable 8 accomplishments 	Q3 Report	Received 2/19/21 2/18/21: Barb sent update that she has reached out to Brett twice and is awaiting his response before sending deliverables
5	Activity 5: Delivery of final version of data/decision support tool	Deliverable 5: Final version of carbon management decision support tool for each city.	Date: February 26, 2021 March 31, 2021 Approved Extension to June 30, 2021		Decision Support Tool User Guide Deliverable 5 lives here online: https://web.tplgis.org/udi/	4/23/21 – Received, live 4/15/21: Approved extension. See note below. From Brett 2/19/21: The other deliverable, the beta version of the carbon management tool, was not intended as a material deliverable as it was a demonstration of tool capabilities that was intended to generate feedback from the cities that is now being incorporated into the final user version. We got a look at the next version of this today along with the full user interface. We’re doing a review of this version with the cities next week. All of this feedback will then be rolled into the final version which will be completed by end of March. 9/28/20: Brett noted that the 2019 Innovation Fund Carbon Sequestration grant GHG quantification tools will be integrated into the final version of this grant’s platform.

						<p><i>2/19/21: SS approved timeline extension</i></p> <p>Received 7/16/21</p> <p>6/14/21: USDN Carbon Drawdown Working Group Launched https://urbandrawdown.solutions/usdn-carbon-drawdown-working-group</p> <p>5/3/21: Maggie Chumbley Invoice received</p> <p><i>4/15/21: Approved extension. See note below.</i></p> <p>12/15/20: Team noted that Maggie Chumbley will be convening facilitator. Remaining convening funds to be re-allocated by team.</p> <p>From Tracked Changes Version of timeline update 9/23/20: We are not expecting that we will be able to convene before the grant deadline. At this point, we are looking into hosting a virtual convening in Spring 2021 and maybe transferring some of the funds into the community pilot projects.</p> <p><i>9/23/20: SS approved timeline extension and shifting unused convening budget to support community pilot projects</i></p>
	<p>UPDATED Activity 6 (originally Del. 4): Convening in Columbia, MO with Heartland Network, Urban Drawdown Initiative & TPL</p>	<p>UPDATED Deliverable 6 (originally Del. 4): Gathering of Heartland Cities Carbon Management Cohort (Tentatively set for mid-September). Deliverable will be slide decks, agendas, and participant lists</p>	<p>Date: Sept. 30, 2020 Approved Update Virtual convening in March 2021 (Due March 31, 2021 Approved Extension to June 30, 2021 July 16, 2021)</p>	<p>\$14,500 to Maggie Chumbley Consulting for virtual convening</p> <p>Invoice – Maggie Cumbley Consulting</p>	<p>Deliverable 6 folder</p>	
6	<p>UPDATED Activity 7 (originally Del. 6): Community drawdown research/pilot projects</p>	<p>UPDATED Deliverable 7 (originally Del. 6): Initiate local projects intended to apply carbon management principles and tools developed in this project as outlined in deliverable 4.</p>	<p>Date: Late Fall 2020 - March 31, 2021 (Due March 31, 2021</p>	<p>Payments to Cities:</p> <ul style="list-style-type: none"> \$19,111.66 to Columbia \$19,111.67 to Lincoln 	<p>Deliverable 7 & 8</p>	<p>8/9/21: Received</p> <p>7/22/21: Danielle confirmed that she is compiling this final deliverable and will send as soon as it is complete.</p>

			Approved Extension to June 30, 2021 July 16, 2021)	<ul style="list-style-type: none"> \$19,111.67 to Iowa City City of Columbia Invoice City of Lincoln Invoice Iowa City Invoice		<p>7/8/21: Deliverable 7 and 8 will be merged into a single report for each city. Clarification from Brett: <i>"We rolled the original "research" projects and local "challenge" projects together". There was only one "project" done in each community for which all of those sub-task budget lines were rolled together and disbursed. Consequently you should be getting a single report from each city about those projects."</i></p> <p>4/15/21: Approved extension. See note below.</p>
8	Activity 8: Community carbon drawdown "challenges"	Deliverable 8: Initiate Challenge projects in core cities	<p>Date: January 1, - April 1, 2021</p> <p>(Due March 31, 2021 Approved Extension to June 30, 2021 July 16, 2021)</p>			
	Final Grantee Report, Photos, and Budget Reconciliation	Deliverable: Final grantee report, high resolution photos (.jpg format) and final budget	<p>Date: April 30, 2021 Approved Extension to June 30, 2021 July 16, 2021)</p>	<p>\$6,200 to UDI upon delivery of Final Report</p> <p>UDI Final Invoice</p>	<p>Final Report</p> <p>Final Budget</p>	<p>8/9/21: Final invoice sent for processing with receipt of final deliverable.</p> <p>7/20/21: Final UDI invoice received. Holding until final deliverable is received.</p> <p>Final Grantee Report and Budget received 7/14/21</p> <p>4/15/21: Approved extension. See note below.</p>
	Grant de-brief call and possible webinar scheduling	A call with USDN and possible scheduling of grantee PPT presentation to the network	Debriefed on 04.23.21			<p>Barb's last day is May 28, she will initiate lead transfer to Danielle before then so Brett's student team can have until the end of June to work on finalizing everything. Have until the end of June, but will work like they have until the end of May</p>

4/15/21: SS approved extension of Deliverables 5, 6, 7, 8, and final reporting to June 30, 2021

4/15/21: From Brett with an update on project status/budget:

“Susanna and Barbara

I was on the phone with Lauren Bradley today working through a bunch of financial transactions. The Heartland grant is a bit of a bugger because of all of the different moving parts.

I’d like to propose the following to simplify some of these aspects.

First, on the funding that was set aside for local projects and local research, we’d agreed that this funding could be combined, divided three ways, and distributed to the three cities to implement the projects that were outlined in our most recent report (summary of projects attached). This would mean distributing \$18,667 to each of the three cities. Lincoln has already inquired about funding availability. While technically UDI received all of this funding as part of grant, I would like your authorization to go ahead and distribute these funds.

Similarly, Columbia is ready to contract Maggie Chumbly for the convening that was called out in the grant. The amount we’d budgeted for this item was \$15,835. It looks like Maggie’s contract is for \$14,500. That would leave a balance of \$1,335. I’m happy to see that either used to enhance the convening in some way or it could be split three ways and added to the amounts going to the local projects (bringing that total to \$19,112).

The last topic is determining what final products look like. We are going to do one more revision on each of the three carbon management plans. We are going to call these “Carbon Management Opportunity Assessments” recognizing that “plan” in the public context implies a community/stakeholder engagement process that this project wasn’t designed to conduct. These assessments will include utilization of the new TPL tool which wasn’t ready when we wrote the first drafts. We’re in the midst of drafting Lincoln’s Assessment now as a template. I’ll then have the team of 4 graduate students that are being training in both tool use and strategy development work with both Iowa City and Columbia to both complete these assessments and provide technical assistance in tool use if that is of value to the cities. We likely won’t have completed this second round of document updates till sometime in June. I’m hoping for the purposes of the grant that we can accept what has been submitted as the deliverables even as we continue to support the Heartland cities to further develop their strategies.

I will put together some sort of final report to the project as called for by the grant.

I do want to note that we have successfully leveraged the work we’ve done in this project to raise additional funding from Boulder and San Fran to pay TPL to build out the tool for the five other USDN cities that had helped build out the organics-to-sequestration tools. That’s an additional \$35,000 brought to the development of these tools and systems. We are going to be training the four graduate students to provide technical

assistance to a larger circle of USDN cities that will be starting training in both the Assessment planning process and the TPL tool as part of the next cycle of the USDN carbon drawdown working group that starts in June. I think this shows encouraging progress in building on the pioneering leadership of the three Heartland cities.

OK, let me know about all of this accounting stuff. Lauren and I are eager to true up all of these accounts and move forward.

Thanks!

Brett”

11/9/20: SS approved interim deliverable timeline extension for Deliverables 1, 3, and updated deliverable 4.

11/9/20: From Barb with updated deliverables timeline [here](#):

“Hi Susanna,

Here is an updated Deliverables timeline and the Q2 report. Because the majority of the deliverables we expected to be done with this report are actually going to be done by November 30, do you think we should hold the second payment until then? Or are you okay with the payment schedule in the timeline?

Also, we know we will need to change up the challenge projects but are waiting to see what comes out of some discussions Brett is having with a national campaign that will amplify our impact.

Happy Monday!”

9/28/20: From Brett,

“Susanna

I wanted to follow up with you on progress we’re making on the USDN organics to sequestration grant and provide a clarification of deliverables.

As you know, we now have two parallel and intersecting USDN efforts related to carbon drawdown, the original innovation grant for organics to sequestration that San Francisco is managing, and the carbon drawdown planning and implementation tool development that is being managed

by Columbia for the Heartland Cities network. These two efforts are each taking on essential aspects of what will be combined to become a set of procedures, assessment systems, and digital tools that will enable cities to add this vital aspect of climate/carbon action into their climate action portfolios.

One important feature that will integrate these two efforts is a digital user interface that gives cities access to nationally available data sets and in some cases additional locally provided data to be able to identify and target opportunities. This digital interface was contemplated in the original Organics to Sequestration grant but was only intended to cover those aspects of carbon drawdown covered by the tools available through CSU's COMET sequestration tools. Since that grant, and through the work of the Heartland Cities grant, UDI and TPL have identified additional tools that will bring in urban forest carbon calculation and projections. This will significantly expand the potential opportunities for drawdown work by cities.

In order to make this process more efficient, we are not going to try and build separate user interfaces for the two projects but instead have TPL build a single user interface that will be able to integrate the systems and tools being developed in the Organics to Sequestration project with the additional elements being developed in the Heartland Cities grant. This work will extend beyond the timeframes for completing the Organics to Sequestration project. We will deliver as part of the final deliverables for the Organics to Sequestration grant all of the systems and look up tables that the core cities will need to be able to develop and quantify organics to sequestration projects. We anticipate these will then be rolled into the digital user interface being developed in the Heartland Cities grant. We will need to find some additional funding for TPL to aggregate all of the data in the 5 core cities in the Organics to Sequestration grant into this digital tool. That is an effort we are now engaged in and expect to complete before the end of the year. This would enable us to have these digital interfaces for the five core Organics to Sequestration cities by sometime in Q2 of 2021.

I wanted to offer this clarification to make sure that

- we were all of a shared understanding that the final products for the Organics to Sequestration project will not include this digital interface,
- that it is our intention that this will be produced as a co-product to the Heartland Cities project,
- the core objectives for the Organics to Sequestration project—cities having the tools they need to assess and quantify opportunities for organics to sequestration, will be satisfied even without having this digital interface at the end of the grant period.

Please let me know if you have any questions or comments.”