

**Site Coordinator Report Project 2007 W&S QX 0236**

**Period of Report: January 20, 2009 – February 21, 2000**

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**Submitted by: Carol Scroggins, Site Coordinator**

**Delia Garcia, Steering Committee Chair**

**Signature: \_\_\_\_\_**

**Initials: \_\_\_\_\_**

**Duties**

**Activities**

1	Liaison for funded partners and committees with community	Met with each of the funded partners – Police Department/Neighborhood Watch, NOON, Men of Promise, Comprehensive Youth Services and Economic Development Corporation regarding objectives
2	Monitor program activities, re: the M.O.A.	Met with all signatories of MOA on Jan 20 to discuss modifying the document – MOA proposed modifications suggested by each partner to be reviewed again by mid-March with plans to submit to Program Officer with the 2 <sup>nd</sup> Quarter Report
3	Facilitate the governance role of the Weed and Seed Steering Committee, through such activities as data gathering, program reporting, meeting support.	Met with each funded partner to obtain progress in project through second quarter – continue to obtain data and feedback; Steering Committee has contracted with a professional Evaluator, SC will work closely with that individual to ensure the quarterly evaluation report ins compiled and submitted
4	Increase participation in seeding activities by neighborhood and external stakeholders with an emphasis on public services and businesses serving the site area.	Met with Connie to schedule meetings with the LNRC parent committees to discuss project – will occur in Q2, SC attended Lowell Neighborhood Association meeting, will become a regular attendant; plans to participate in the Lowell Health Fair
5	Establish a system to maintain identification of community needs in the target area and develop options for meeting those needs	SC is working closely with the webdesigner of the NOON communication tool to support this objective – the website is under construction, with initial segments going online in February, should be fully constructed by end of second quarter
6	Pursue sustainable sources of funding and social capital for the Weed and Seed strategy	Continuation of funding searches; SC identified a few potential funders
7	Guide and assist the Weed and Seed Steering Committee, identifying and coordinating resources, networking with City and County officials	Wrote inquiry to new Mayor for meeting; met with the Administrative Aids of each Councilmember to schedule town hall meetings
6	Develop a program for volunteer recruitment and training	Under development
9	Provide the Steering Committee with monthly written reports regarding activities and progress during the proceeding month, and develop quarterly reports to file with the Department of Justice	Coordinator report at January Steering Committee meeting – possible neighborhood office site identified, interviewed possible evaluators,