CommonGage

PRODUCT REFERENCE

Module Catalog

Core capabilities and modules — what the platform does, and how each piece works.

VERSION	CONTACT	PRODUCT
August 2026	hello@commongage.com	app.commongage.com

What CommonGage Is

CommonGage is a system of record for family and community engagement work. It tracks what an organization did, where the gaps are, and what it cost — across every site, on one screen.

The platform is built for organizations that run programming across multiple sites: school districts, nonprofits, community-based organizations. It replaces spreadsheets, disconnected calendars, and manual reporting with a single structured record that is always current and always auditable.

CommonGage is grounded in the Dual Capacity-Building Framework (Mapp, 2017) — the four conditions for effective engagement: Capabilities, Connections, Confidence, and Cognition. These appear as optional classification dimensions on engagement events, not as a forced workflow.

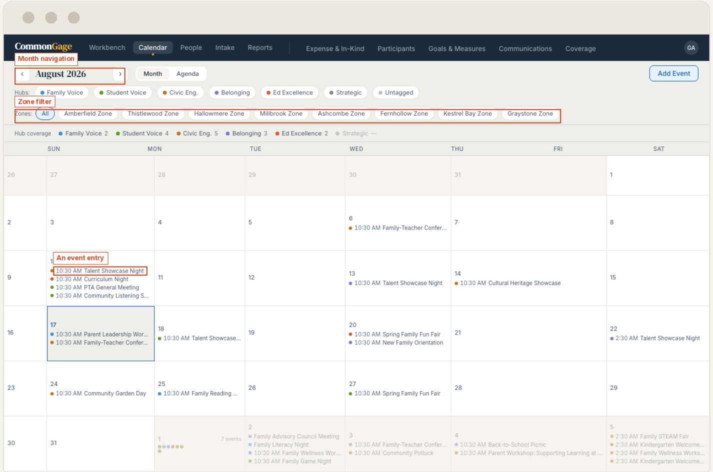
The platform is organized in two layers: a **core** that every organization uses, and **modules** that extend the core for specific operational needs. The core does not depend on any module. Modules depend on the core. This means an organization starts with what it needs and adds capability over time, without migration or disruption.

Core Platform

Every CommonGage organization gets the core platform. It covers the universal infrastructure of engagement work: where events happen, what sites are accountable for, who is doing the work, what the aggregate picture looks like, and how to ask a question of the whole record. Reports, analytics, search, and export are part of the core — never sold separately.

Calendar

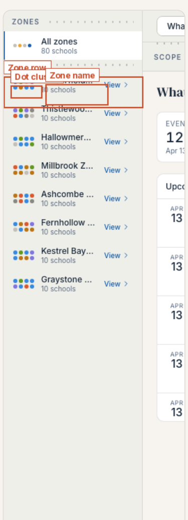
A universal engagement calendar that aggregates events across every site in the organization. Events enter from iCal feeds (Finalsite, Google Calendar, any standards-compliant source), Google Calendar sync, spreadsheet upload, document extraction, or direct entry. Each event is scoped to a site, optionally tagged to an engagement hub and classified against the Dual Capacity-Building Framework's four conditions. The calendar is the primary intake surface — everything downstream (reports, compliance, modules) reads from it.



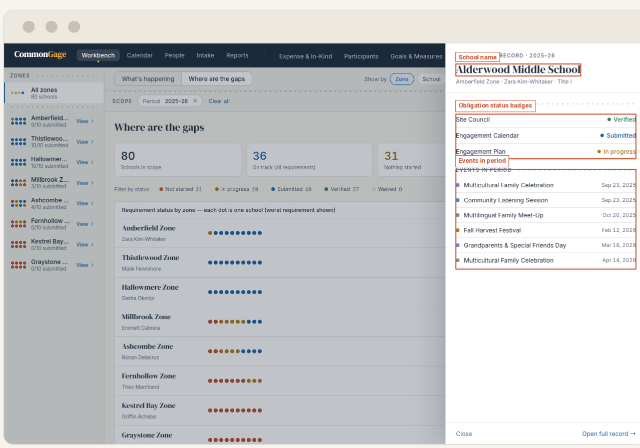
The universal calendar aggregates events from every site and intake source.

Engagement Zones and Sites

The organizational geography. Zones are administrative regions (geographic zones, pathway clusters, or any grouping the organization uses). Sites are the individual locations — schools, program sites, offices — where engagement work happens. Every site belongs to a zone. Zones carry staff assignments (a senior director and an engagement assignee). Sites carry tenant-defined attributes (school level, Title I status, or any classification the organization needs) that drive reporting and compliance logic. The zone/site hierarchy is what makes rollup reporting possible without building aggregation infrastructure.



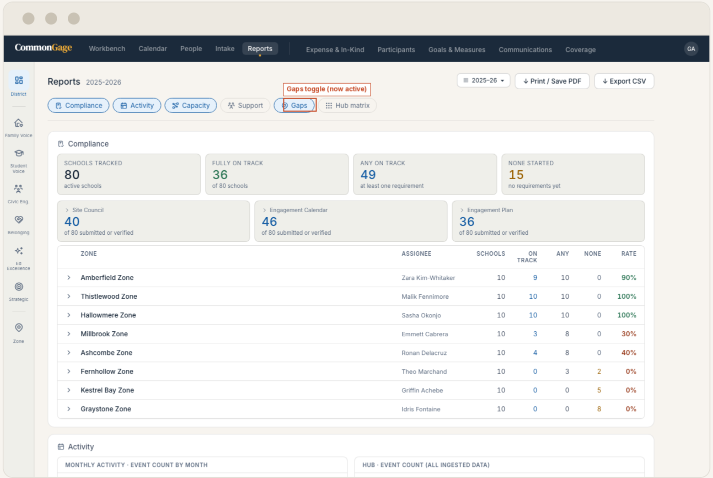
The zone sidebar — one row per zone, one dot per school.



A site's drawer, opened from the sidebar — obligation status and recent events at a glance.

Obligations

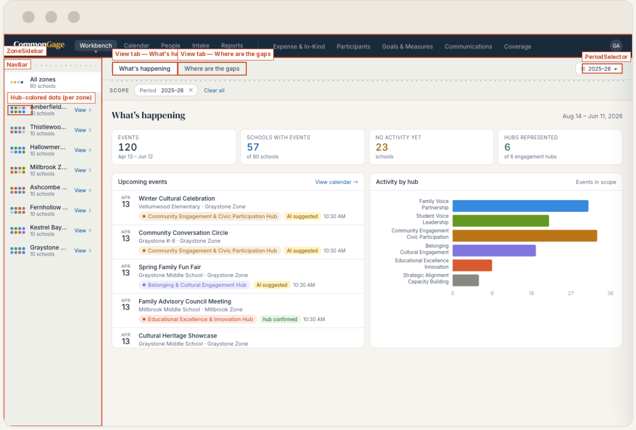
Compliance tracking. An obligation is a named requirement — something every site is accountable for completing within a reporting period. Each obligation has a status per site per period: not started, in progress, submitted, verified, or waived. The obligation grid is the compliance surface: which sites have met their commitments and which have not, across the organization, at a glance. Obligations are tenant-defined — an organization creates and names its own requirements. A tenant with zero obligation definitions has an empty compliance surface by construction, not by suppression.



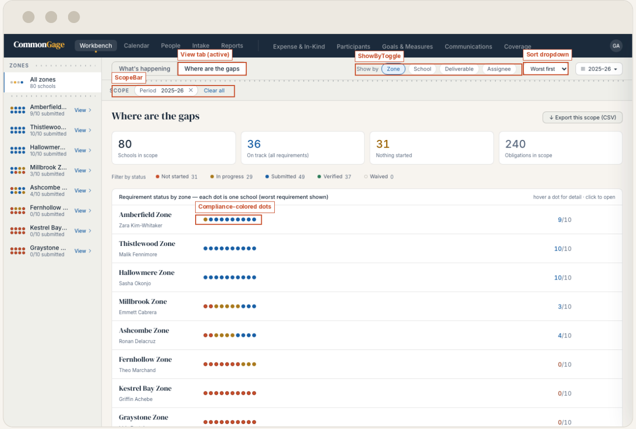
The same obligation status, rolled up into district-wide reporting.

Workbench

The operational dashboard. Shows what is happening across the organization right now: event counts, hub distribution, engagement activity by zone, and the compliance gap view ("Where Are the Gaps") that surfaces which sites are behind. The workbench is scoped to the logged-in user's visibility — a zone coordinator sees their zone, an org admin sees everything.



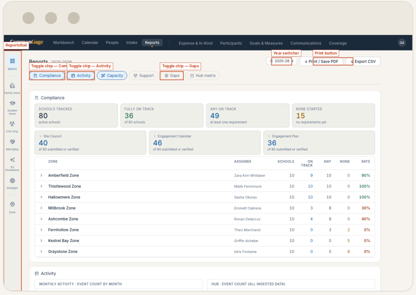
What's happening — event counts and hub distribution for the org, or the zone in scope.



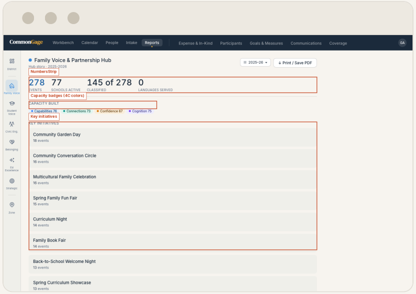
Where Are the Gaps — sorted worst first, dots colored by obligation status.

Reports and Analytics

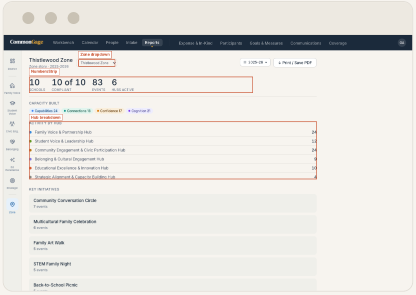
Aggregate reporting at every level: district-wide, per zone, per hub, and drilldown to individual events and sites. Reports show event counts, engagement type distribution, hub activity, 4C classification, compliance status, and trend data across reporting periods. Every report is exportable. Reports are core infrastructure — they are never a module, never behind a separate entitlement, and never an add-on charge.



District View — the toggle chips control what's included.



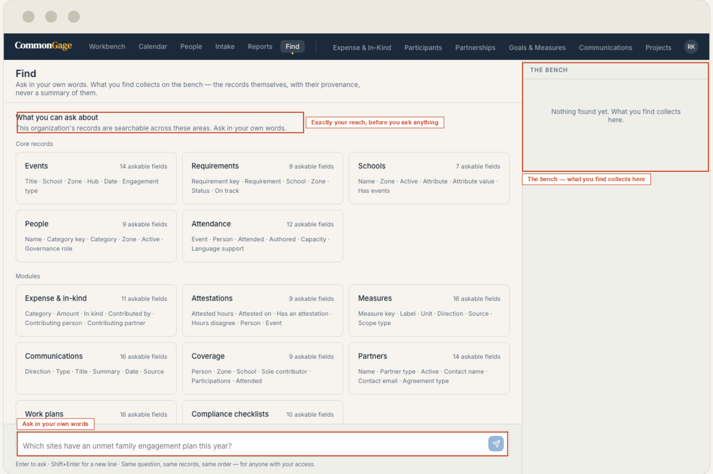
A hub's story — its numbers, capacity, and initiatives.



Zone View — one zone's numbers, hub breakdown, and gaps.

Find

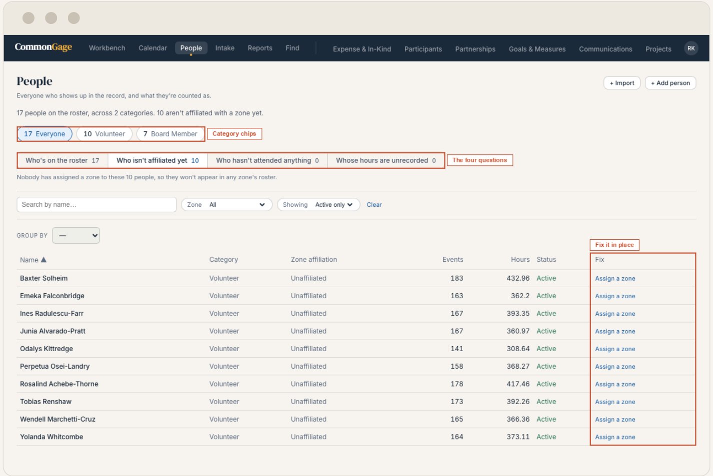
Ask a question about the organization's own records in plain language and get back the records themselves — not a summary, and not a number without a trail. Before anything is searched, Find restates how it read the question; if the question can be read more than one way, it says so and searches nothing rather than picking an interpretation for you. Follow-up questions narrow the result and can only narrow it. What comes back collects on a working bench that can be pinned, kept across questions, and printed as a single document. Find reaches exactly what the asker is entitled to: modules the organization has not licensed are not in the language at all, and fields above the asker's role cannot be asked about or inferred to exist — licensing and role are the access model here, with nothing separate to configure. Two people with the same access asking the same question get the same records in the same order.



Find — every area of the record open to you, and the bench where what you find collects.

People

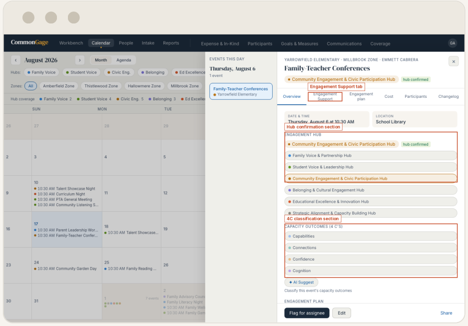
A registry of the non-staff individuals who do engagement work: volunteers, board members, partner representatives, and anyone else the organization wants to track. Each person belongs to a tenant-defined category (the organization names its own categories) and can carry tenant-defined attributes. People are linked to events through participations — the record that someone was at an event, in what capacity, and for how many hours. The screen is organized around the questions a registry is actually consulted for: who is on the roster, who has not been affiliated with a zone yet, who has not attended anything, and whose hours are unrecorded — the last three being the states that quietly distort every downstream total. Unaffiliated people can be assigned a zone in place, without leaving the list. The people registry holds names, organizational email addresses, and self-reported hours. It stores no student records and no data about minors.



People — the four questions a registry gets consulted for, and an unaffiliated list you can fix in place.

RSVP and Attestation

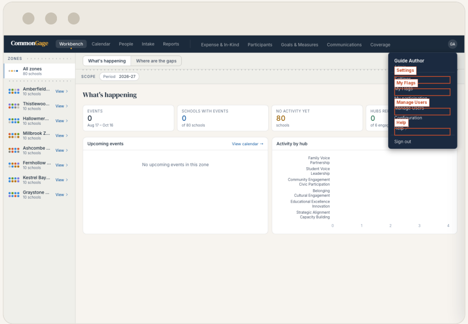
Three paths for confirming presence and logging hours, designed for three populations. Staff with accounts receive email notifications when they are recorded at an event and can attest directly in the application. People with organizational email but no account (such as Google Workspace users) receive a tokenized link to RSVP before the event and a second link to attest hours after it. People with no account and no organizational email receive the same tokenized links via whatever email the organization has on file. RSVP records intent ("I will be there"); attestation records hours ("I was there for this long"). Both are self-reported — your account of your own work is the record.



An event's dossier — the same record an RSVP or attestation link resolves to.

Flags

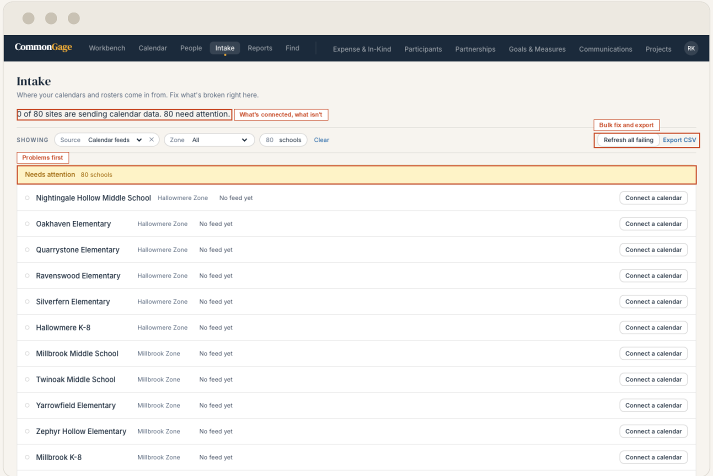
An accountability loop. Any user can flag a site or an event for another user's attention — "this site has no events scheduled" or "this event needs review." Flags carry a note, a sender, and a recipient, and are resolved explicitly. Email notifications fire on flag creation and resolution. Flags are the mechanism that turns passive data into active follow-up.



The avatar menu — My Flags sits alongside Settings and Manage Users.

Intake

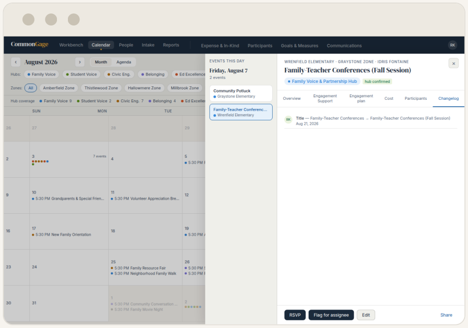
The data onramp. Intake sources are configured per site: an iCal feed URL, a Google Calendar connection, a spreadsheet upload, or a document extraction (powered by AI classification). iCal feeds refresh automatically. The screen is a board that leads with what is broken: feeds that are failing, feeds connected but never synced, sites with no feed at all, and sources that have been turned off — each with the fix available on the row itself, including repointing a feed at a corrected address or refreshing every failing feed in one pass. Everything syncing normally collapses into a single line. Intake is how engagement data enters CommonGage without manual entry for every event, and how a broken pipe gets noticed before a reporting period closes.



Intake — what is broken comes first, with the fix on the row and a bulk refresh for everything failing.

Audit Trail

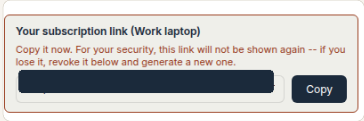
An append-only log of every create, update, deactivation, and deletion in the system. Each entry records who did it, when, and what changed — field-level diffs, not just "something changed." Audit entries are never deleted. Governance actions (such as board member attestations) are classified as public records, and the actor's name survives even if their account is later erased. Everything else is classified as operational, and erasure anonymizes the actor. The audit trail is what makes "on the record" more than a tagline.



A field-level diff on an event's Changelog tab — who changed what, and when.

Calendar Feed

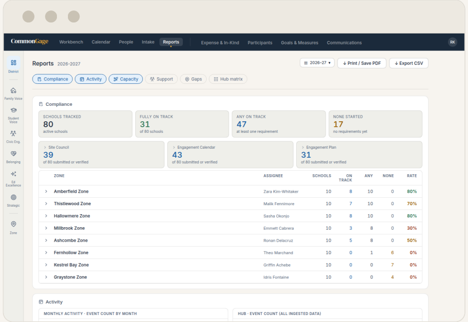
Any user can generate a personal iCal subscription URL that streams their visible events into Outlook, Apple Calendar, Google Calendar, or any iCal-compatible client. The feed is scoped to the user's visibility and secured with a hashed bearer token — the plaintext is shown once at generation and is unrecoverable afterward. Feeds can be revoked at any time.



Shown once at generation — the token itself is redacted here.

Export

CSV export from the compliance view, with filters for academic year and zone. Module-level reports (Expense, Goals & Measures) support PDF export. The full organizational record can be exported in structured, machine-readable format at any time.



Export CSV and Print/Save PDF, available from every report view.

Modules

Modules extend the core for specific operational needs. Each module is enabled per organization and adds its own data, screens, and reports. Modules read core data (events, sites, zones, people) but the core never reads module data — the boundary is enforced in code, tested automatically, and is permanent. An organization enables only the modules it needs.

Expense & In-Kind `expense` SHIPPED

Tracks the cost of engagement work — what was spent, on what, and whether it was a direct expenditure or an in-kind contribution. Every expense entry is linked to an event, categorized, and optionally attributed to a contributing person or organization.

WHAT IT TRACKS

- Per-event expenses by category (catering, materials, printing, travel, venue, staffing, other)
- In-kind contributions with contributor attribution
- Dollar amounts with two-decimal precision
- Notes per entry for context and receipts

WHAT IT REPORTS

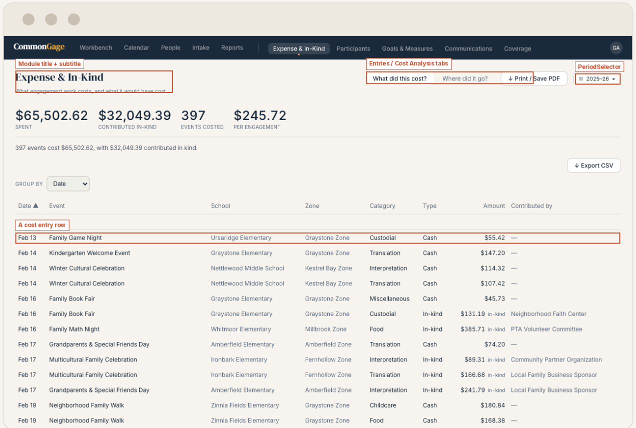
- Total spend and in-kind value by zone, site, hub, and period
- Cost per event and cost per engagement type
- Category breakdown across the organization
- In-kind contribution as a share of total engagement investment

WHO USES IT

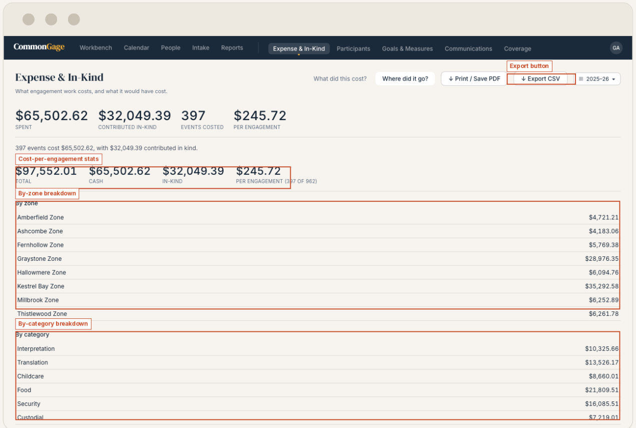
Org admins and zone coordinators entering costs as events occur. Building staff can view expenses on events in their scope. Reports roll up for leadership and budget conversations.

WHY IT MATTERS

Engagement work has real costs that are usually invisible in budget conversations. When those costs are not documented, the work looks free — and free work is the first thing cut. This module makes cost visible and fundable.



Entries — what was spent, on what, and whether it was in-kind.



Cost analysis — where it went, by category across zones and sites.

Participants

`participants` SHIPPED

Tracks the people who do the engagement work — volunteers, board members, partner representatives — and their self-attested hours. The module adds the attestation side of the participation record: the person's own account of what they did and for how long.

WHAT IT TRACKS

- Self-attested hours per person per event
- Staff-recorded hours alongside self-reported hours
- Attendance and authorship (was the person there, and did they organize it)
- Capacity and language support provided

WHAT IT REPORTS

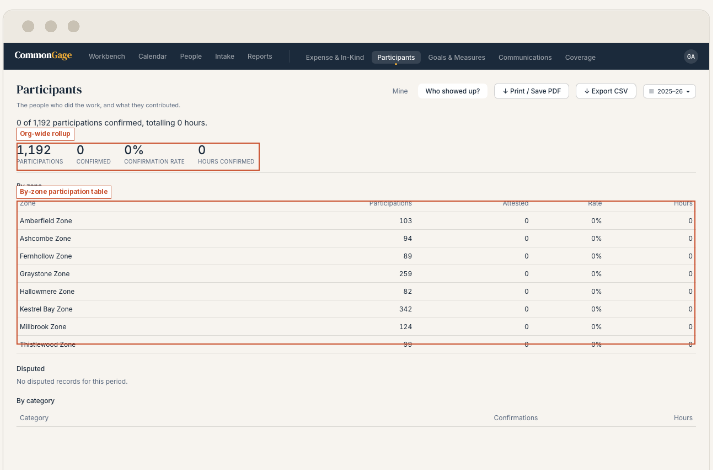
- Total volunteer hours by zone, site, category, and period
- Participation counts and frequency per person
- Attested vs. recorded hours (the reconciliation surface)
- Hours by person category (volunteer, board member, partner)

WHO USES IT

Staff record participations. Participants themselves attest — via the app (if they have an account), via a tokenized email link (if they do not), or via RSVP confirmation before the event. The "Mine" tab shows a participant their own history.

WHY IT MATTERS

Grant reporting, annual reports, and board accountability all require documented volunteer and participant hours. Without a system of record, this data lives in Google Forms and spreadsheets that nobody reconciles. This module makes people tracking structured, self-reported, and auditable.



Participation records with attested and recorded hours.

Goals & Measures

`goals` SHIPPED

Declared targets with measured progress against them. A measure is a named quantity (percentage, count, currency, hours) observed at points in time, scoped to the organization, a zone, or a site. A target is what the measure should reach by a date. An observation is what the measure actually was at a point in time. The gap between target and observation is the story.

WHAT IT TRACKS

- Measures with unit, direction (higher-is-better or lower-is-better), source, and owner
- Targets per measure per scope (org-wide, per zone, per site) with target dates
- Observations per measure per scope per reporting period
- Leading/lagging indicator classification and output/outcome classification
- Derived measures that compute automatically from core data (event counts, expense totals, participation hours)

WHAT IT REPORTS

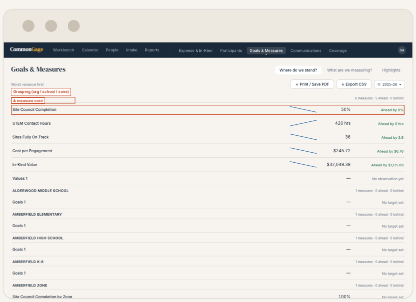
- Progress toward target by measure, zone, and site
- Variance (actual vs. target) across the organization
- Trend over time for any measure
- Scorecard view: all measures, all scopes, at a glance

WHO USES IT

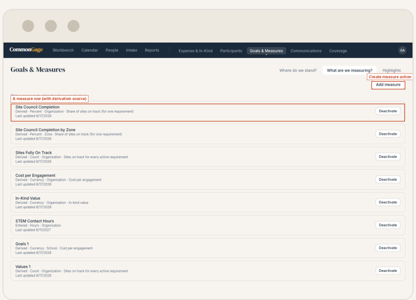
Org admins define measures and set targets. Zone coordinators and building staff record observations. Leadership reads the scorecard. The module answers "what's the metric we're trying to meet?" — the question that every funder, board, and superintendent asks.

WHY IT MATTERS

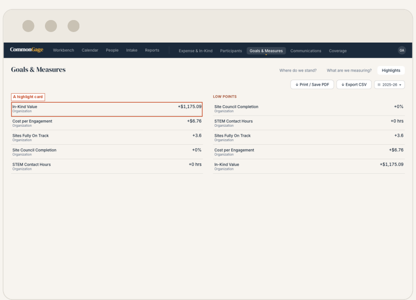
Most organizations set annual goals and report against them by hand — if they report at all. This module makes the goal cycle structured: declare what you intend to achieve, record what actually happened, and see the gap. Derived measures mean the platform can compute engagement-specific metrics (events per site, cost per engagement, volunteer hours per zone) automatically from data already in the system.



Progress — ahead/behind status and trend against target.



Defining a measure — unit, direction, source, and owner.



Highlights — the scorecard's plain-language summary.

Communications `comms` SHIPPED

A press and outreach tracker with automated media scanning. Tracks what the organization is saying to the world (outbound: press releases, newsletters, mailers, email campaigns) and what the world is saying about the organization (inbound: media coverage, keyword-matched web scan results). Both directions link to core entities — an outbound press release about an event connects to that event; inbound coverage of a site connects to that site.

WHAT IT TRACKS

- Outbound communications: type, title, date, recipients, linked event or site
- Inbound media: source, title, summary, relevance score, matched keywords
- Watch profiles: keyword sets with variant terms, monitored sources, scan frequency
- BCC-to-log email capture (emails BCC'd to a log address are ingested as outbound records)

WHAT IT REPORTS

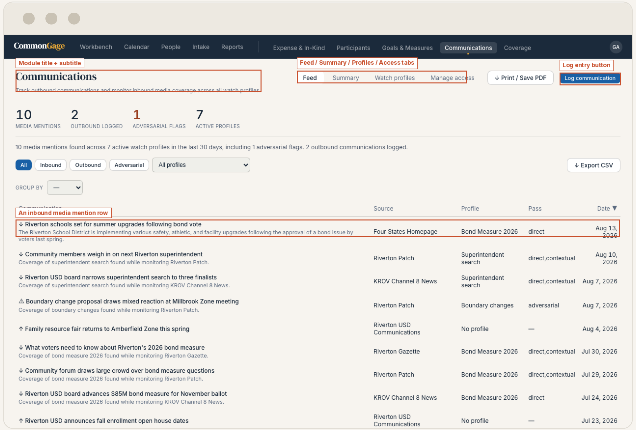
- Outbound volume by type, period, and linked entity
- Inbound media mentions by source, keyword, and relevance
- Communications activity linked to engagement events

WHO USES IT

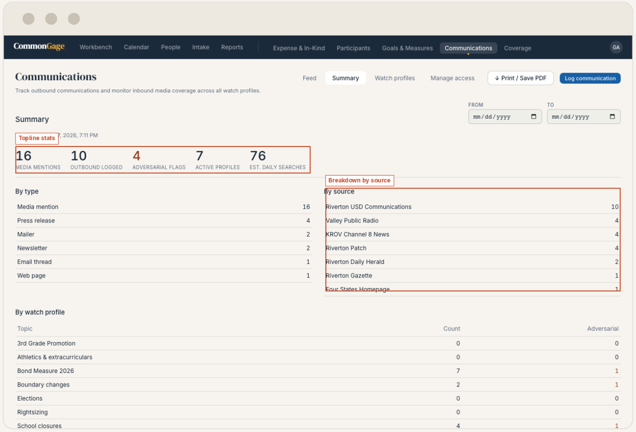
Org admins by default, with explicit access grants to designated communications staff. This is the only module with a per-user access gate — communications records are sensitive by nature and scoped more narrowly than other module data.

WHY IT MATTERS

Engagement work and communications about engagement work are usually tracked in completely separate systems, if communications are tracked at all. This module connects them: the engagement event, the press release about it, and the media coverage of it are all part of one record.



The feed — outbound press and inbound media scan results.



The summary — outbound and inbound activity side by side.

Coverage `coverage` **SHIPPED**

Answers "who is showing up where, and are the right people in the right places?" Coverage analyzes participation patterns across zones and sites to surface concentration (too many people in one zone, not enough in another) and capacity (who is overextended, who has room). It owns no data of its own — it reads events, participations, people, and zone affiliations from the core.

WHAT IT ANALYZES

- Participation concentration by zone: where are people clustered, where are there gaps
- Capacity by person: hours committed, events attended, across how many zones
- Zone-level coverage: which zones have adequate representation, which do not
- Cross-zone participation: people who appear in zones they are not affiliated with

WHAT IT REPORTS

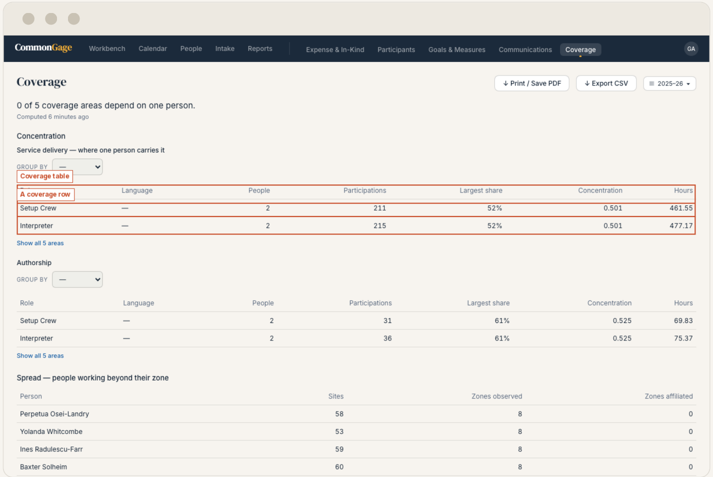
- Coverage heatmap by zone
- Concentration index per zone
- Capacity summary per person
- Gap identification: zones with low participation relative to need

WHO USES IT

Org admins only, by design — a coverage area is a person, and a person can cross zones, so the analysis only makes sense at the organization level. Board members reviewing whether representation matches the organization's geographic or demographic commitments.

WHY IT MATTERS

An organization can have strong total participation numbers while having deep gaps in specific zones. Total numbers hide the distribution. Coverage makes the distribution visible so that leadership can act on it — redeploy people, recruit in underserved zones, or adjust assignments.



Zone-level coverage analysis showing participation concentration and gaps.

Partnerships `partnerships` SHIPPED

Who partners with the organization, what they've agreed to, and what they've contributed. Partners are organized by type — community organization, corporate sponsor, cultural organization, faith community, higher education, government agency, healthcare, foundation — each with its own agreements, linked people, and contribution history.

WHAT IT TRACKS

- Partner organizations by type, with contact name, email, and phone
- Agreements (MOU, contract, letter of agreement, informal) with dates, scope, and status — draft, active, expired, terminated
- People linked to a partner, each with a role such as coordinator or volunteer
- Partner-attributed cash and in-kind contributions, linked to the events they supported
- Partner self-service submissions — via a one-time secure intake link, or a standing published Google Sheet import — held for staff review before becoming part of the record

WHAT IT REPORTS

- Active partners, people engaged, events supported, and recorded hours — organization-wide, by zone, or by partner
- Cash and in-kind contribution totals by partner, reconciled against the Expense & In-Kind module's own records
- Agreement status across the partner roster
- A partner's own dashboard — their people, their agreements, and the events they supported

WHO USES IT

Org admins manage agreements, generate intake links, and see the organization-wide report. Zone coordinators create and maintain partner records within their zone. Building staff can view partner and contribution records in their scope. Partner contacts — a portal role for the partner organization itself — see only their own partner: their people, their agreements, and the events they supported, never another partner's.

WHY IT MATTERS

Every organization doing community engagement work relies on partners, but the record of who they are, what was agreed, and what they contributed usually lives in a folder of signed MOUs and a spreadsheet nobody updates. This module gives each partner a standing record and a way to report their own people and contributions directly — reviewed by staff before it counts, never taken on faith.

Projects `projects` SHIPPED

Work plans in 30, 45, 60, and 90-day horizons — what your team intends to do, who owns each piece, and what came of it. Projects is deliberately not a general-purpose project manager: no task dependencies, no sub-items, no Gantt chart. It matches the work-plan format teams already keep in spreadsheets, and connects it to the engagement record you already have.

WHAT IT TRACKS

- Plans — a title, an owner, a horizon, and a scope (organization-wide, a zone, or a site); the target date is derived from the start date and horizon
- Items — the individual pieces of work a plan is made of, each with an assignee, an optional due date, and a status
- The link to a real event — when a planned item becomes an actual event on the calendar, the item records which event it became
- An optional link to a Goals & Measures target, when that module is enabled

WHAT IT REPORTS

- Plan health — on track, at risk, off track, not started — derived from a plan's own items and schedule, never self-reported
- My work — the plans a person owns and every item assigned to them, soonest first
- The plan report (organization administrators only) — plan health by scope and assignee, and how many planned items became real events
- Four measures published to Goals & Measures: active plans, plan item completion rate, overdue plan items, and planned items realized

WHO USES IT

A supervisor — typically an organization administrator — works from the plan roll-up: which plans are slipping, who is carrying what. Someone doing the work uses My Work to update the status of their own items without needing broader permissions. Zone coordinators create and manage plans within their own zone. Participants and partner contacts do not see this module.

WHY IT MATTERS

A work plan kept in a spreadsheet is disconnected from the record of what happened. Projects closes that gap in one step: a planned item points at the event it became, so "did we do what we planned?" answers itself. It never sends a reminder and never ranks people against each other — due work surfaces where people already are, and assignee workload appears only inside the administrator's report.

Proof `proof` SHIPPED

A framework layer over records the organization already keeps — obligations, events, participations, expense entries — mapped to an external requirement: a funder's reporting checklist, a grant condition, a Title I compliance item. Proof adds no new engagement data; every fact it reports already lives in core or in another module.

WHAT IT TRACKS

- Requirement sets — the checklist an external party expects to see satisfied
- The mapping between each requirement and the records already held elsewhere in CommonGage that satisfy it
- Dated, frozen evidence snapshots — a point-in-time capture of what was matched, for handing to an auditor or program officer

WHAT IT REPORTS

- For a given requirement set and scope: which items are met, which are not yet met, and which are not yet configured — three states, never collapsed to a simple pass or fail
- Three measures published to Goals & Measures: total requirement items, items with a match, and items without one

WHO USES IT

Org admins configure what counts as evidence for a requirement and issue snapshots. Any authorized role can read the live checklist and a snapshot within its own scope.

WHY IT MATTERS

The compliance mapping most organizations keep in institutional memory and planning documents becomes a record — produced on demand, dated, and citable, rather than reassembled by hand each reporting cycle. Proof shows what the organization's own records already prove; it does not certify or generate evidence on its own.

How CommonGage Is Licensed

CommonGage is licensed per organization at a flat annual fee. There is no per-user charge, no seat limit, no token model, and no usage-based pricing. An organization creates as many user accounts as it needs — staff, coordinators, administrators, and participants — at no additional cost.

The core platform is the base. Modules are add-ons, enabled per organization. Pricing is set by organization size. Reports, analytics, and export are part of the core and are never sold separately.

COMPONENT	WHAT IT INCLUDES	
Core platform	Calendar, zones and sites, obligations, workbench, reports, people, RSVP and attestation, flags, intake, audit trail, export, calendar feed, SSO	Base
Expense & In-Kind	Per-event cost tracking, in-kind contributions, category breakdowns, cost reporting	Add-on
Participants	People tracking, self-attested hours, participation history, volunteer and board reporting	Add-on
Goals & Measures	Declared targets, measured observations, derived measures, scorecard, trend analysis	Add-on

COMPONENT	WHAT IT INCLUDES	
Communications	Press/outreach tracker, media scan, watch profiles, BCC-to-log capture	Add-on
Coverage	Participation concentration analysis, zone coverage, capacity assessment	Add-on
Partnerships	Partner organizations, agreements, linked people, and partner-attributed contributions	Add-on
Projects	30/45/60/90-day work plans, ownership, derived plan health, and linkage to real events	Add-on
Proof	External requirement mapping, three-state compliance checklist, dated evidence snapshots	Add-on

Implementation is included. There is no separate setup fee. Configuration, data loading, account creation, calendar integration, and a hands-on walkthrough are part of going live.

Data Ownership and Portability

Your organization owns its data. CommonGage holds it to operate the service and for no other purpose. It is not sold, shared, or used to train any model.

- **Can we export our data?**

Yes. The full organizational record can be exported in structured, machine-readable format at any time during the term and for ninety days after it ends — without charge and without a request process. Reports are exportable as CSV and PDF from within the application.

- **What happens if we stop using CommonGage?**

Either party may decline renewal. On termination, export access continues for ninety days. After that window, the instance and its data are deleted, and written confirmation is provided within ten business days. Backups are purged within thirty days of deletion.

- **What happens to a staff member's data when they leave?**
  Their account is anonymized in place: name and email are replaced with non-identifying placeholders, credentials and scope are cleared. Work they created stays attached to the organization, attributed to an anonymized account rather than a name. A one-way erasure marker is the proof that the process occurred, and makes a repeat request a no-op.

- **Where is the data stored?**
  All stored data is in the United States (AWS us-east-1). The application runs on Cloudflare's global edge for performance, but no customer data is persisted outside the US database. Data is encrypted in transit (TLS 1.2 minimum, 1.3 preferred) and at rest (AES-256).

- **How is our data separated from other organizations?**
  By PostgreSQL Row-Level Security under FORCE ROW LEVEL SECURITY. The application connects as a database role that cannot bypass RLS. A missing filter in application code returns zero rows, not another organization's data — the isolation is enforced by the database, not trusted to the code above it.

Security

A full security summary, architecture documentation, data inventory, retention and deletion policy, incident response plan, subprocessor list, and audit log are published at **help.commongage.com/docs/security-trust**. A security questionnaire and one-page overview are available on request.

CommonGage stores no student records: no student names, grades, attendance, discipline, IEP/504 data, or any data about a minor. Every person in the database is an adult doing the work, not a member of the community being served.

Questions

For questions about any capability described in this document, a walkthrough of the live system, or access to the security documentation packet:

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