

**Quarterly Report for Choice Neighborhoods Planning Grants**

<b>Grantee Name:</b>	<b>Pasco County, Florida</b>
<b>Co-Grantee name:</b>	<b>Pasco County Housing Authority</b>
<b>Quarter and Date of Report (e.g. FY12 Q1, January 15 2012):</b>	<b>FY13 Q2, July 15, 2013</b>

1. Confirm the planning is on schedule and progress is being made timely on all key activities. If not, explain why and the plan to get back on schedule. If a time extension is being requested, note that in the comments section. All time extensions must be approved per the terms of the Grant Agreement. Specifically, please include every key activity that should have been underway and/or completed in this quarter, per the approved Program Schedule. Also, please indicate key activities you will be undertaking in the upcoming quarter.

Activity (per Schedule)	Due Date per Program Schedule	Status/Progress	Comments and/or Explanation of how you will get Plan back on track, if applicable
1. Transformation Plan Outline with Content	No later than 12 months after grant award date	Pasco County and the Pasco County Housing Authority are building off the successful strategic planning that has been in progress since 2009. Through the successful public/private partnerships that have been in place, many of the needs that have to be addressed in the transformation plan are clear to the players involved, not just to the grantee and co-grantee. Pasco County is currently working on the transformation plan outline with	

		goals of submitting it to HUD by August.	
2. Hire Planning Outreach Coordinator		Deleted from planning schedule and budget	After further review of the budget and existing staff resources at both Pasco County Community Development (PCCD) and the Pasco County Housing Authority (PCHA), it was determined that funding initially set aside for the Project Operations Manager/ Planning Outreach Coordinator would be more appropriately utilized if partially reallocated to fund an outreach coordinator through the PCHA. The PCHA requested \$50,000.00 to fund this position. In order to continue to administer the grant, PCCD maintained the existing \$10,000.00 in funding for General Administration, and also maintained \$10,000.00 under Choice Neighborhood Planning Grant for the Project Operations Manager/ Planning Outreach Coordinator position.
3. Establish baseline data for residents, service providers, and partner agencies		Pasco County and the Pasco County Housing Authority developed a strong community foundation through the development of the community and neighborhood survey. This is being initiated in the month of July, to be completed by the end of the month. Copies of the survey, the survey canvasser cover sheet, the save the date, and the	

		survey canvasser training have been included for HUD to review as demonstration of the completion of this task.	
4. Case Management – Needs and Management Tool		On Target	After further discussion with HUD on what our priorities are for developing a case management system, we are in line with goals and expectations for a proposed Choice Neighborhood Implementation Grant application. We are closely working with the United Way and the Homeless Coalition of Pasco County to lay out specific needs, parameters, and intake mechanisms to incorporate into the planning process, and develop a request for proposals to have in place for eventual implementation.
5. Needs Assessment – People Strategy Needs Assessment – Neighborhood Strategy		Scope of work is completed; currently in pending status in purchasing department. Anticipated bid solicitation dates 07/26/13 – 08/25/13 with an award date of 08/30/2013	Chose to combine the two scopes of work into one needs assessment to simplify the bidding process and create less administrative work for oversight of various agencies. In addition, allowed focus to be on transformation plan as opposed to vendor management. Two separate scopes submitted under one invitation to bid.
6. Develop Early Childhood Education Strategies		Scope of work has been identified to convert the current Boys and Girls Club located on the Pasco County Housing Authority site into an Early	On track – scope of work has been laid out and plans are put into place. Budget has been identified and follow up meeting will be set in the next few weeks.

		Childhood learning Center.	
7. Coordinate Youth Programming Options		Delayed	Unfortunately this working group has stalled; Pasco County and the Pasco County Housing Authority are looking into other options for working group leadership.
8. Coordinate Adult/Continuing/Remedial Educational Opportunities		In Progress	Pasco County and the Pasco County Housing Authority are actively working on compiling a continuum of adult/continuing/remedial education opportunities, including identifying partnerships with Job Corps, the District School Board of Pasco County, and other partners.
9. Facilitate Involvement with School District on Educational Options			<p>While there was a slight delay in getting things moving on the education front due to changing leadership at Lacochee Elementary School and a changing structure at the District level, a strong partnership has still been in existence at all levels with the District School Board. A preliminary meeting was held with School District personnel in May, and a follow up meeting is being held on July 16 to further discuss partnerships and resources. Substantial resources are already in existence at the school district; the next and most important step is the delivery of these services and ensuring that the residents are being adequately served.</p> <p>The only outstanding question is that of the FERPA</p>

			Act that was brought up at the last monthly call. HUD was to provide us some insight from New Orleans and other grantees as to how they have addressed that issue so we can bring that to the school district for further discussion.
10. Nonprofit Capacity Analysis (People Strategy)		Information will be brought to light as to the current capacity of not for profit agencies in the Lacoochee/Trilby area, as well as their relationship with the Pasco County Housing Authority, through the receipt of the needs analysis report and the results of the resident and community survey.	
11. Contract with Developer for Site Design		Questions have been directed to HUD on this issue – waiting on confirmation.	
12. Identify Transportation Needs and Alternatives for Residents		Preliminary meeting scheduled with Pasco County Public Administration on July 16, 2013.	While we are slightly delayed in getting the actual structure of the transportation plan laid out, needs have been identified through previous planning efforts. Discussions have been held with Public Services administration and with management staff, and everyone is in agreement that transportation improvements are integral to the development of a comprehensive strategy. We should have this completed relatively quickly and be right on track.

13. Regulatory Agency Coordination		On target – continuing to working with local, state, and federal leadership on meeting targets, identifying leverage opportunities, and facilitating grant funding further.	
14. Coordinate with Pasco County Sheriff's Office and Pasco County Fire Rescue for Expanded Public Safety		This item has been expanded to include the essential services provided by Pasco County Fire Rescue. We have received substantial information about the population served and needs to be addressed to more adequately serve Fire Rescue, and we will continue to work with them to prioritize those needs for financial and programmatic feasibility.	Slightly behind target –we need significant support from the Sheriff's Office. Need to be sure that working group is meeting, leadership is on the same page from all agencies, and plan is developed, both in architectural design and social discussions.
15. Develop Financing Strategy for Plan Implementation		In Progress	Pasco County and the Pasco County Housing Authority are in the process of identifying costs and sources of funds to accommodate those costs. We will begin prioritizing action items by feasibility (both cost and programmatic) and identifying funding sources for a comprehensive financing strategy.
16. Develop Action Plan for		In Progress	Pasco County and the Pasco County Housing Authority are in the process of developing an action

Implementation			plan to coincide with the transformation plan outline. This action plan will prioritize action items based on cost and programmatic feasibility.
17. Resident Involvement		In Progress	On Target – More detail on resident engagement and public relations below.
18. Identify Baseline Data - Housing Stock, Land Use and Zoning, Vacant Land, Tenure, Etc.  Comprehensive Housing Inventory and Assessment		In Progress – Putting these two items together as they are closely interrelated. Much of the information we need about existing housing stock is contained in the invitation for bid for the Comprehensive Housing Inventory and Assessment  Housing Market Assessment Scope of work is completed; currently in pending status in purchasing department. Anticipated bid solicitation dates 07/26/13 – 08/25/13 with an award date of 08/30/2013	
19. Complete Capacity Analysis of Nonprofit Housing Partners		Completed – It has been identified that our housing not for profit agencies serve very distinct purposes, both in housing counseling and family support, and	

		<p>in homeownership. Habitat for Humanity of East and Central Pasco serves an important role in working with family partners in preparing them for homeownership opportunities that would not otherwise be accessible through more traditional mechanisms. Keystone Challenge Fund has experience in housing counseling, family support, and housing placement. Both are homeownership agencies. Pasco County and the Pasco County Housing Authority</p>	
20. Develop Architectural Renderings for Affordable Housing Design		Delayed	Must develop a memorandum of understanding with the Planning and Development Department to complete this task. Not done yet; next set of priorities to be completed.
21. Develop Strategies for Housing Revitalization		The Housing Working Group has developed a draft mobility plan that addresses various stages of the housing process. Housing revitalization strategies, including financial incentives and demolition/new construction, have been discussed as viable options for the delivery of a comprehensive	

		housing mobility plan. In addition, the housing market assessment will shed light on additional tools and requirements that we will need to integrate into a strategy to ensure we are addressing all concerns related to housing revitalization.	
22. Complete Economic Impact Study		Scope of work is completed; waiting on final review from some key stakeholders. Once this is completed, this will be going out for bid.	Although slightly delayed, this will be out in the next few weeks, and necessary information will be received and incorporated into transformative planning strategies.
23. Develop Comprehensive Utilities Master Plan for Lacochee/Trilby		In Progress	Must develop an MOU with the Pasco County Utilities Department to complete this task. Slightly delayed but will get back on track quickly once MOU is in place.
24. Develop Roadway Master Plan for Lacochee/Trilby		In Progress	Must develop an MOU with the Pasco County Public Works Department to complete this task. Slightly delayed but will get back on track quickly once MOU is in place.
25. Develop Economic Development and Micro-lending Strategies		In Progress	Much of this will be identified in the economic impact study results – see above for details.
26. Create business network for financial support		In Progress	Pasco County and the Pasco County Housing Authority are actively working with local businesses Pasco Economic Development Council, Dade City

			Chamber of Commerce, and others to achieve a business network for support of revitalization initiatives.
27. Develop Interfaith Consortium for Religious Activity and Involvement		Delayed	This has been delayed due to constraints of getting all of the religious leadership on board; however, this is one of the line items in the training and technical assistance invitation to bid (discussed as a later action item on the report) to give guidance and support to Pasco County, the Pasco County Housing Authority, residents and community leadership on how to engage faith based leadership in planning efforts.
28. Facilitate Social Integration of Community		In Progress	See below for details.
29. Create Data-Driven Model for Economic Development Tracking and Success		Waiting on Melanie	Much of this will be identified in the economic impact study results – see above for details.
30. Training and Technical Assistance – Invitation to Bid		Scope of work is completed; currently in pending status in purchasing department. Anticipated bid solicitation dates 07/26/13 – 08/25/13 with an award date of 08/30/2013  This will Facilitate and Deliver Training on:	This was not previously an action item on the planning schedule – it will be added and forwarded with the revised budget.

		1.) Community Leadership 2.) Community Engagement 3.) Funding opportunities	
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2. Confirm the planning is on budget (according to the submitted Budget), including a breakdown of amounts spent to date by line item. If not on budget, explain why and the plan to get back on budget. If a budget modification is being requested, note that here.

Budget Line Items	Amount Budgeted	Amount Expended to Date	Amount Remaining in Budget	Comments
BLI 1408 – Capacity Building				<b>No funds expended at this point – revised budget to be sent back to HUD based on items listed above.</b>
BLI 1410 – Administrative				<b>No funds expended at this point – revised budget to be sent back to HUD based on items listed above.</b>
BLI 1430 – Fees and Costs				<b>No funds expended at this point – revised budget to be sent back to HUD based on items listed above.</b>

3. Provide a narrative to be shared with other Choice Grantees describing your progress to date on the Transformation Plan, including:
  - a. Additional Resources secured to support planning efforts (i.e. new sources of leverage)

Pasco County and the Pasco County Housing Authority received a letter of commitment from Withlacoochee River Electric Cooperative allowing us to use their meeting space for any training and community meetings for the Choice Neighborhoods initiative. Attach the commitment letter from Withlacoochee River Electric Cooperative.

We had previously reached out to Ladoochee Elementary School for a letter of commitment from them as well, but put that on hold due to changing leadership at the school. Now that leadership has been identified, we will request that from them again, as there has been significant usage of the school for many meetings of various sizes.

Lastly, we are also in the process of reaching out to the Tri-Community Fellowship for a commitment letter, as we utilize their space for various meetings. In addition, there is also a van that is used by TCF for transporting residents to various events, and we would like to document that as a source of leverage as well.

- b. Detail on leverage secured and spent to date to support planning efforts (please list, at a minimum, all leverage included in grant application)

Source of Leverage	Intended Use	Dollar Amount Secured	Dollar Amount Spent to Date
<b>Withlacoochee River Electric Cooperative</b>	<b>Economic Development</b>		<b>Note</b> – Will be meeting with Withlacoochee River Electric Cooperative on their tracking for Ladoochee-related in kind contribution, and will send a separate report to HUD with breakdown of all items. Withlacoochee is an extensively involved anchor institution, and

			we want to ensure that we cover all of their related time and expenses.
<b>CDBG Match</b>	<b>Salary (Planning and Outreach Coordinator)</b>	<b>\$50,000.00</b>	\$18,249.70  Pre 04/15/2013 - \$3,601.30  04/15/2013 – 07/13/2013 - \$14,648.40

c. Additional resources secured to support implementation

Section 108 funding was approved by the Pasco County Board of County Commissioners and the US Department of Housing and Urban Development, securing \$3.5 million in funding for the Lacoochee/Trilby area.

d. Breakdown of progress against the three core CN goals: People, Housing, and Neighborhoods

One of the most significant steps toward attaining both the People and Neighborhood Goals of the CN efforts has been the deployment of the resident and community survey. Pasco County served as the lead agency in completing this action item.

1. What worked? Organized framework -Scheduled & Planned meetings following pre-distributed specific agenda of action items
  - a. LTT Leadership, Survey Workgroup Committee (Michelle, Kim, Jean, and Dianne) agendas, and facilitation to maintain focus on our Critical Success Factors
    - i. Utilized the SMART framework identified below:
      1. Specific
      2. Measurable
      3. Attainable

- 4. Realistic
- 5. Timely
- ii. Results Driven – End product to provide us SWOT – to support a **horizontal transition** from **the planning phase**, through **implementation phase**, to **final/ongoing transformation phase(s)**
- iii. Train-The-Trainer sessions (3), with support from Pasco County, PCHA, LTT Leadership, and LTT citizens/canvassers
- b. Community Buy-In - **Critical Contributors To Success**
  - 1. HUD guidance, easy accessibility (e.g., emails, conference calls, etc.), seasoned expertise, and on-going support from panel specialists
    - a. Agreed upon documented deliverables and teamwork, including LTT Leadership, Pasco County, PCHA, WREC, Community residence/volunteers, External agencies (e.g., Health & Wellness, Youth Services, Not-for-Profit/Christian Edge, Law Enforcement, etc.),
- c. Technology Support
  - i. Pasco County GIS mapping tools for identifying population concentration and creating efficient routes for most optimum results
  - ii. Pasco County media distribution – Newsletter, post card mailings, canvasser name tags for easy identification
- d. Identify potential disconnects
  - i. Survey Training - Single Point of Contact for Canvassers – Jean Hink UF 4H Coordinator
  - ii. Survey Training - Back-Up support - Dianne Morris with PCHA
  - iii. Translation Barriers - Translation support for Spanish version
  - iv. Safety First – Officer Friendly and local law enforcement support – buddy system/canvass in pairs
  - v. Legal Guidelines
  - vi. Predetermined routes for canvassers

**Housing** – Pasco County, the Pasco County Housing Authority, and our current not for profit agency partners are in the process of structuring our preliminary housing mobility plan. This plan has allowed us to identify strengths, weaknesses, opportunities, and threats to ensure that we have a successful plan that addresses any concerns and opportunities for successful housing options for residents in the Lacochee/Trilby neighborhoods.

**Strengths** – Not for profit agency partners with a proven track record of success in housing counseling, family support, and housing placement. In addition, identifying potential partners that could serve as land lords in the community that have indicated potential interest.

**Weaknesses** – Gap exists between existing Pasco County Housing Authority units and policies and potential additional rental units. Have TA call with HUD on this issue on July 17, 2013, to start working through this gap.

**Opportunities** – Significant opportunity to identify financial incentives for both potential renters and homeowners as well as landlords and financial institutions. Will need to identify funding sources that are available, and contemplate what next steps are to structure priorities.

**Threats** – Branding is a concern; setting up committee to ‘brand’ the housing mobility plan, addressing issues and concerns that could set us off track.

**Neighborhood** – The new leadership in LTT is a continuing process of revitalization of people. Annual terms for the Steering Committee Chairs force new blood into involvement, and gives the previous leaders a break. Our advantage is that while new residents become involved, most of the previous leaders stay involved and productive behind the lines.

Community outreach is a combination of the County Community Development efforts along with LTT grass-roots enthusiasm. E-mail and Facebook are constantly used for community awareness of concerns of educational leadership (new principal at Lacoochee Elementary School), progress on Habitat for Humanity homes, resurfacing of roads, and local events (Spunk Sasser Rodeo Camp). The communication skills of Roger Kaminski (secretary) and Richard Riley (past chair and present communications coordinator) continue with their existing lists and contacts. A new Facebook page listing job openings has been created by Marion Kaminski and is updated several times a week.

- e. Any challenges being faced, including any with which HUD or other Grantees may be able to provide assistance

Other than the housing mobility piece, which currently has a TA call scheduled, none known at this time.

- f. Any recent press coverage, web content, research, planning information or other materials that you have found helpful and would like to share with others.

None known at this time.