

## Quarterly Report for Choice Neighborhoods Planning Grants

<b>Grantee Name:</b>	<b>Providence Housing Authority</b>
<b>Co-Grantee name:</b>	<b>Olneyville Housing Corporation, L.I.S.C ., City of Providence (Planning Dept.)</b>
<b>Quarter and Date of Report (e.g. FY12 Q1, January 15 2012):</b>	<b>FY13-Q1, January 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. Grant Agreement Execution (29 June 2011)	6/29/11	Contract executed on June 29, 2011	
2. First Quarterly Report Due	7/15/11	Completed and forwarded to HUD CNI Team	
3. Appoint PHA CNI Planning Team	7/22/11	Appointed 7/22/11	Team appointed consisting of Executive Director, Manton Heights Property Manager, Special Projects Manager, Alternative Energy Manager, Special Projects staff.
4. Conduct Principals' Organizational/Strategy Meeting	8/12/11	Underway	Group meets monthly on the 3 <sup>rd</sup> Friday of each month.
5. Conduct outreach to secondary partners	8/19/11	Underway	More than a dozen one-on-one meetings have been conducted with third-party providers who provide supportive services.
6. Create database of partners	8/19/11	Completed, but constantly adding new members	Database of approximately 50 organizations.

<b>7. Conduct General Partnership Strategy Session</b>	9/1/11	Underway	The Principals' Committee has been meeting one-on-one with potential partners, rather than a general meeting. Once other partners have been identified, general partnership meetings will take place on a regular schedule.
<b>8. Request for Ideas/Proposals from Partners</b>	9/15/11	In progress	Ideas are being continually solicited from third-parties during the one-on-one meetings. We will solicit proposals once our needs assessment is completed and we have a strategy on the types and amount of issues we will address.
<b>9. Prepare RFQ for Planning Services</b>	8/10/11	Completed	Contract awarded to Brewster-Thornton Architect & Planning Group. They have conducted a series of meetings with various partners in the planning process.
<b>10. Establish accounting/finance drawdown procedures</b>	8/12/11	Completed.	PHA's Finance & Accounting Department have engaged LOCCS system and are drawing down funds from the LOCCs system.
<b>11. Riverside Mills Environmental Education Center</b>		See below.	
<b>11-a. Selection of Financial Feasibility &amp; Fund Development Consultant</b>	9/1/11	Contract awarded to OHC.	Contract with Olneyville Housing was just executed. They will be engaging a third-party to undertake this work.
<b>11-b. Initial Go/No Go decision on Feasibility</b>	12/1/11	Behind Schedule.	The stability and feasibility study of the building is underway. Third parties are still in the process of assessing the structural components of the historical building and preparing a financial model that will allow reuse of the building as an education center. In April 2012, the Woonasquatucket River Watershed Council (WRWC) did decide to demolish the Riverside Mills building. The WRWC submitted an application and presentation to the Historic District Commission for permission to tear down the existing Riverside Mills structure (meeting set on 4/23/12. 7/12/12-permission to demolish was granted Final report was submitted: With demolition, WRWC and RIDOT discussed best new location taking into

			consideration the protective cap at Riverside Park, possibly Bosworth Street. RFQ for integrated design team for new center was developed, and the Environment Sector Non-Profit Capacity Building Program for long and short term funding for a 2 year peer workshop series.
<b>11-c. Selection of Architect, Environmental Consultant</b>	2/1/12	Completed	Rustpoint Advisory Business Planning, Fund Development and Building Development Consultant for the successful completion of the new Center at the same site.
<b>11-d. Completion of Funding Package including schematics</b>	7/1/12	Completed	
<b>12. Education &amp; Child Development System Assessment</b>		See below	
<b>12-a. Prepare sub grantee agreement with Meeting Street</b>	9/1/11	On schedule	Scope of Work was determined and a contract was executed with Meeting Street School to conduct the assessment. The contract requires the report to be completed by June 30 <sup>th</sup> .
<b>12-b. Completion of Assessment</b>	6/30/12	Complete	Assessment, per executed contract, report was completed on June 30, 2012.
<b>12-c. Development of program/practitioner recommendations</b>	6/30/12	Completed	The summary of the report stated that participants agree that there is a need for (1) increased collaboration and communication among all stakeholders, (2) more information on child development, and (3) accessible services for parents and educators alike to help all young children enter kindergarten ready to learn. These findings demonstrate the necessity of a comprehensive and integrative approach to the health development of young children and support the development of an inter-connected continuum of services to accomplish this goal. Also, each child in kindergarten will have a portfolio inclusive of home, physical, and academic information for their educators.
<b>13. Capacity Assessment &amp; TA</b>		See below.	

delivery to Grassroots Olneyville organization				
13-a.	Prepare sub grantee agreement with New Roots	9/1/11	MAJOR CHANGE	It has been determined this service is not necessary. New Roots has a grant from other sources to provide training to nonprofit organizations. These funds will be reprogrammed at an upcoming meeting.
13-b.	Outreach to potential organizations	12/1/11	See 13A above	
13-c.	Development of organizational needs assessment & TA plan	3/1/12	See 13a above	
13-d.	Delivery of TA services	9/1/12	See 13a above	
14.	Award Planning Services Contract	8/29/11	Contract executed.	Brewster-Thornton Architect Group is compiling data/information, conducting site assessments, compiling data, meeting with principals and partners. Conceptual planning documents prepared for Manton Heights and contiguous properties.
15. Neighborhood Economic & Workforce Development Plan			See below.	
15-a.	Selection of consultant	2/2012	Behind schedule	Principals' Committee prepared scope of services for this task. RFQ was distributed to three vendors for bid on 1/6/12. New estimated completion date for issuance of contract: February 2012. 3/29/12: contract between the PHA and Social Venture Partners of Rhode Island (SPVRI) was executed through RFQ process.
15-b.	Evaluation of current needs & resources	2/2012	Underway	SPVRI reports that the study is well underway. Components of study: 1) 4 focus groups with area business 2) interviews with new area businesses 3) identifying emerging micro enterprises 4) creating online incubator with 10 participants to assist in establishing new business in the area.
15-c.	Development of options for neighborhood economic development	2/1/12	Underway	SPVRI coordinated with Bryant University to conduct focus groups. The focus groups are made up of individuals interested in starting a business, including those who have completed the Sherwin Williams

			<p>Home-Work Painter Program. Additionally, interviews will be conducted with existing businesses in Olneyville Square. The interviews will include questions regarding the new store front ideas proposed by Brewster Thornton.</p> <p>August 2012- SVPRI has worked on conducting outreach for the Online Business Incubator and developed a plan to further develop Olneyville Housing's two social enterprises - the Business Improvement District (BID) and One Olneyville a landscape and snow business. The Capacity Group was hired to develop the business plan for the Business Improvement District. The Group has been working closely with OHC and have made significant progress.</p> <p>September 2012- SVPRI hired a business engagement specialist, Julie DiBari from the Capacity Group who completed and submitted the business plan for the Business Improvement District and One Olneyville.</p> <p>1/15/13-preliminary report includes key finding and recommendations but the final report is still pending. ED of SPVRI will be submitting the report January 21, 2013. SVPRI continues to work with OHC on building the Business Improvement District specifically on developing strategic marketing plan for businesses in Olneyville and on expanding the online incubator.</p>
<b>15-d. Completion of neighborhood economic &amp; workforce development plan</b>	7/1/12	Behind Schedule	<p>SPVRI interviews with business owners, members of various neighborhood agencies, and residents were conducted and the interview results are available. A preliminary Summary of Findings report is available. The final report is pending.</p>
<b>16. Prepare Sub-grantee Agreements for Olneyville Housing Corporation</b>	9/16/11	Agreement executed.	
<b>17. Develop "Olneyville Choice" Website</b>		Completed and ongoing.	<p>Initial "start-up" website is on-line. The site contains some basic planning documents, schedules, a photo gallery, maps, and neighborhood history planned.</p>

17-a. Select website designer	8/15/11	Completed	
17-b. Determine website content	8/22/11	Completed.	(Initial) Still a work in progress. Photo Gallery, Principal links, Reports, & Assessments. Historic info on industrial sites coming soon. 10/15/12- The following additions are underway: listing Meeting Street as Partner and adding marketing materials, Resident Meeting slideshow and pictures. 01/15/13-The Choice Olneyville site will undergo changes that will include links to the Transformation Plan, pictures of Olneyville and updated summaries on each of the Principal Partners. The newly designed logo for CNI Planning Grant will be displayed on PHA's main website that will link viewers to Choice Olneyville.
17-c. Create website	9/16/11	Created and on-line.	
17-d. Website operational	10/31/11	Completed: <a href="http://www.choiceolneyville.com">www.choiceolneyville.com</a>	
18. Award Engineering Services Contract (Geothermal)		See below.	
18-a. Determine Scope of Work	8/15/11	Completed and reviewed by appropriate program and legal staff.	
18-b. RFQ	8/22/11	In progress. Sent to qualified engineering firms.	The RFQ was just sent to qualified engineering firms (approximately a month behind original schedule). RFQs will be received by the end of month. After a week of review, a contract for the engineering study will be awarded. All work is estimated to be completed by November 30, 2011.
18-c. Selection	9/5/11	See Explanation	The Geothermal scope of work has been reevaluated and is no longer being considered due to the decision to submit an Implementation Grant application to demolish the Manton Heights family development.
18-d. Completion	10/1/11	Postponed.	Geothermal activities have been postponed due to the Principals' consideration of demolition of Manton Heights.

		See below.	
19-a.	Survey committee selected	9/2/11	Completed
19-b.	Content of survey determined	9/12/11	Completed
19-c.	Survey conducted	10/10/11-11/18/11	Completed
19-d.	Data compiled & analyzed/Report generated	12/16/11	Completed
This survey is in reference to the PHA's Manton Heights Need Assessment. Final report was completed in January 2012.			
<b>20. Quarterly Reports Due</b>			
20-a.	10/15/11 Q/R	10/15/11	Completed
20-b.	1/15/12 Q/R	1/15/12	Completed
20-c.	4/15/12 Q/R	4/15/12	Completed
20-d.	7/15/12 Q/R	7/15/12	Completed
20-e.	10/15/12 Q/R	10/15/12	Completed
20-f.	1/15/13 Q/R	1/15/13	Completed this report
20-g.	4/15/13 Q/R	4/15/13	Not due
21.	Principals Meeting	Monthly	On schedule
<p>Monthly meetings have been conducted. Committee meets on the 3<sup>rd</sup> Friday of each month. The Principals met a few times with various partners to discuss the feasibility of applying for the new round of Implementation Grants</p> <p>10/15/12-The Principals have decided to move forward with an Implementation Grant application due April 2013.</p> <p><b>This quarter's meetings are listed below (meetings available):</b>  October 19, 2012-Principals Meeting  November 13, 2012-HUD Conference Call  November 16, 2012-Principals Meeting  December 11, 2012-HUD Conference Call  January 8, 2013-HUD Conference Call</p>			

<p><b>22. Choice Neighborhood Informational Meetings</b></p>	<p>10/19/11 1/18/12 4/18/12 7/18/12 10/10/12 10/23/12 1/16/13 4/17/13</p>	<p>Completed Completed Completed Postponed Completed Completed Postponed</p>	<p>07/18/12-The Manton Heights resident meeting has been postponed due to the changes in the Transformation Plan's direction regarding the MH demolition. PHA is to meet with Corcoran Jenison Associates to create a multi-purpose survey, needs assessment, and one-on-one interview guide to pre-survey residents/collect information (combine it with most recent outline information) that will be pertinent and effective at next CNI Information Meeting (August or September).</p> <p>10/10/12-A Manton Heights Resident Meeting was held in order to update residents on the goals of the CNI Planning Grant, discuss the elements of the Transformation Plan, inform the residents of the importance of forming a MH Planning Committee, convey the importance of having all Manton Heights residents as Partners in the CNI planning process and discuss the Resident Assistance Demonstration (RAD) program. 118 residents attended the meeting and 33 Manton Heights' residents signed up to join the Planning Committee. Also present, was Public Housing Revitalization Specialist, Maura O'Brien. The following Principal Partners were also in attendance: OHC, Corcoran-Jennison, and the American City Coalition (TACC). Twenty-two residents provided questions, which were documented, and will be answered by TACC. The answers will be returned by mail.</p> <p>01/15/13-This Resident Meeting has been postponed due to the creation of an effective agenda/workshop activities for 30+ Planning Committee members. The meeting will take place in February 2013, once an appropriate date and time is agreed upon by all parties interested in attending,</p>
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			including the PHA's new Board of Commissioners Chairman.
<b>23. Conduct Partners Meetings</b>	9/15/11 12/15/11 3/15/12 6/14/12 9/13/12 12/13/12 3/14/13 6/20/13	Conducted Conducted Not Conducted Conducted on 7/12/12 with BTAG Conducted	09/23/2012-Principals meet with PHA's Interim Executive Director 09/28/2012-PHA visits Boston's Harbor Point 10/09/2012-OHC and Corcoran Jennison met with internal PHA staff 10/10/2012-PHA, OHC, LISC and Planning Dept. meeting with Mayor-postponed. January 2013-meetings with the Providence Police Department and Rhode Island College are still pending.
<b>24. Conduct Neighborhood Comprehensive Needs Assessment</b>			
<b>24-a. Housing Component</b>	11/15/11	Underway	See BTAG outline.
<b>24-b. Infrastructure Component</b>	12/15/11	Underway	See BTAG outline.
<b>24-c. Supportive Services Component</b>	2/1/12	Underway	See BTAG outline.
<b>24-d. Job Training/Job Creation Component</b>	2/1/12	Underway	See BTAG outline.
<b>24-e. Safety Security Component</b>	2/1/12	Underway	See BTAG outline.
<b>24-f. Educational Component</b>	2/1/12	Underway	See BTAG outline.
<b>25. Complete Neighborhood Comprehensive Needs Assessment</b>	4/15/12	Underway	See BTAG outline.
<b>26. Strategy Session Retreat (Develop Outline of T-Plan) Housing Neighborhood People</b>	5/20/12	Completed.	A retreat was not scheduled, but the meeting in June 2012 served as a "charette" to develop the outline submitted on 6/29/12.
<b>27. 1<sup>st</sup> Deliverable: Outline of Transformation Plan</b>	6/29/12	Completed	See BTAG outline.
<b>28. 2<sup>nd</sup> Deliverable: Outline w/Content</b>	9/29/12	Completed	See OHC Transformation Outline #2 submitted on September 28, 2012
<b>29. 3<sup>rd</sup> Deliverable: Draft</b>	12/29/12	Completed	See The American City Coalition created the

<b>Transformation Plan</b>			Transformation Plan Draft submitted on December 29, 2012
<b>30. Neighborhood Public Hearing on draft plan</b>		Postponed	This task will be further evaluation by the Principal members.
<b>31. 4<sup>th</sup> Deliverable: Final Draft Transformation Plan</b>	3/29/13	Not due	

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				
BLI 1410 – Administrative				
1. <u>Planner/Administrator</u> Two years 12.5% FTE PHA	\$22,128.19	\$9,202.39	\$12,925.80	Expenditure exceed planned amount due to time dedicated to project. Any costs after aggregate expenditure will be absorbed by PHA.
2. <u>Staff Travel</u>	\$6,000.00	\$4,735.31	\$1,264.69	
3. <u>Head Set Translating System</u>	\$4,000.00	\$0.00	\$4,000.00	
BLI 1430 – Fees and Costs				
1. <u>OHC Community Organizer</u> Planning Coordinator Salary, fringe and overhead 2-years – (50%FTE)	\$65,398.19	\$50,000.00	\$15,398.19	<b>The \$15,398.19 should be requested to pay OHC for TACC activities related to the Transformation Plan and MHNA.</b>
2. <u>OHC Technical Assistance</u> Capacity assessment of nbhd nonprofits and TA delivery to grassroots organizations in neighborhood.	\$0.00	0	\$0.00	These funds will be reallocated. Funds for service not required
3. <u>Riverside Mills Predevelopment Fees</u> Planning and predevelopment costs for Riverside Mills Education Center. Consultants, A&E fees	\$55,000.00	\$55,000.00	\$0.00	
4. <u>Manton/Olneyville Design/Plan</u> Site planning and design work costs for Manton Heights housing development. A&E & planning fees.	\$47,473.62	\$41,805.87	\$5,667.75	<b>On 1/23/13 we submitted an invoice for \$850.50 leaving \$4,817.25.</b>
5. <u>Education &amp; Childhood Development Study</u>	\$25,000.00	0	\$25,000.00	<b>Funds were paid in January 2013.</b> We will commence drawing down funds shortly. Financial system

Fees for subgrantee to conduct assessment and recommendations to improve education and childcare in the neighborhood.				for grant has been created and is now operational.
<u>6. Assessment: Nbhd Economic &amp; Workforce Development</u> Fees to consultant to undertake a study of the neighborhood and to make recommendations.	\$25,000.00	\$19,897.75	\$5,102.25	<b>Final bill in January 2013 for \$5,000.00...leaving 102.25</b>
<u>7. Website Development</u> Creation of an interactive website for the CNI neighborhood and general public providing information on progress, meetings, documents, etc.	\$0.00	0	\$0.00	These funds require an account change to Administration (BLI 1410), since it is a PHA staff person creating and administering the web site and not a contracted entity. Request has been made, change pending.
<b>TOTAL</b>	<b>\$250,000.00</b>	<b>\$180,641.32</b>	<b>\$69,358.68</b>	
		72%	28%	

On 11/15/12, this budget was revised and approved.

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)

**Principal Partner Updates:**

- The **PHA** hosted a Resident Meeting on October 23, 2012. The resident presence at this meeting was quite notable, showing an excess of 110 resident attendees. The main topic of the meeting was the RAD program and its distinct components. The CNI Team is conducting research on the best/most effective workshop/charette approaches for the upcoming Manton Heights' resident meetings.
- **OHC** hired the American City Coalition (TACC) to perform the Manton Heights Needs Assessment (there are more than 260 surveys completed) with one on one interview approach. In addition, TACC was hired to complete the Transformation Plan Draft with the help of Utile Designs which was submitted to HUD on 12/29/12..
- **The Providence Planning Department** assisted with the completion of the Manton Heights' Avenue transit analysis. The City and RIPTA worked together to conduct the study, in order to improve transit service, enhance bus stops and other pedestrian amenities. Please see attached report for Livable Corridors.
- **LISC** conducted a Local Advisory Committee Meeting where attendees were updated on LISC's advisory committee's involvement in the CNI Planning Grant. Also an Evidence 2 Success subgroup on neighborhood selection was conducted and attendees discussed neighborhood selection and considered Olneyville as a possible site.
- **Meeting Street**, with help from Choice and the United Way, conducted a community assessment of the early childhood development and educational systems in Olneyville. The participants of the study included Olneyville community representatives, parents, early educators, and teachers. Meeting Street determined the steps needed to prepare children and their families to attend kindergarten, have a successful transition into kindergarten, and once there, succeed, and be positioned to be life-long learners. Meeting St. applied for the Promise Neighborhood Grant, award announcement still pending.
- **BTGA** is responsible for the façade design of the businesses in the Olneyville Square. Please see preliminary renderings.

- b. Detail on leverage secured and spent to date to support planning efforts (please list, at a minimum, all leverage included in grant application) LEVERAGING DOCUMENT DETAILS HAVE NOT CHANGED SINCE THE PREVIOUS QUARTERLY REPORT OF OCTOBER 2012.

Source of Leverage	Intended Use	Dollar Amount Secured	Dollar Amount Spent to Date

- c. Additional resources secured to support implementation

The PHA has conducted the necessary steps to gather all requirements of the Rental Assistance Demonstration (RAD) application including the required resident meetings, but continue to evaluate the program's effects on the overall organizational operations of the PHA.

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

Please see attached Transformation Plan Draft.

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

N/A

- 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.

The Manton Heights Needs Assessment (draft) is an important planning tool for this team and although it is not complete, its content should be shared with other Choice teams to highlight the Providence/Manton Heights public housing resident input.