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October 17, 2003

Ms. Annette E. Tuebner
USAID Honduras
Unit 2927
APO AA 34022
Tegucigalpa, Honduras

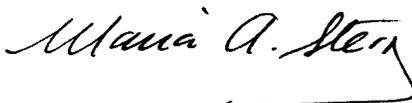
RE: Contract No. LAG-I-00-99-00036-00, Task Order No. 807
UI Project 06967-011, Urban Land-use and Growth Management Plan for Villanueva (Honduras)
Quarterly Task Order Progress and Cost Report, July to September 2003

Dear Ms. Tuebner:

Please find enclosed the *Quarterly Task Order Progress and Cost Report, July to September 2003*, Urban Land-use and Growth Management Plan for Villanueva (Honduras) as required under Section F.12 of the above referenced contract.

Please direct any technical questions to Mr. Francis Conway at conwayf@aol.com. Questions of a contractual nature should be addressed to me at (202) 261-5396.

Sincerely,



Maria C. Andrade-Stern

Enclosures

cc: Glen Pearce-Ozoz (USAID/Honduras)
Dale Gredler (USAID/Washington)
Francis Conway (UI/Washington)
USAID Development Clearinghouse
IAC Deliverables File (06967-011)

**QUARTERLY TASK ORDER
PROGRESS AND COST
REPORT**

JULY TO SEPTEMBER 2003

**URBAN LAND-USE AND
GROWTH MANAGEMENT
PLAN FOR VILLANUEVA
(HONDURAS)**

Prepared for



Urban Land-use and Growth Management Plan for Villanueva
(Honduras)
United States Agency for International Development
Contract No. LAG-I-00-99-00036-00, TO No. 807

Prepared by

Francis Conway
The Urban Institute



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October 2003
UI Project 06967-011

QUARTERLY TASK ORDER PROGRESS AND COST REPORT

JULY TO SEPTEMBER 2003

URBAN LAND-USE AND GROWTH MANAGEMENT PLAN FOR VILLANUEVA (HONDURAS)

Task Order No.: LAG-1-00-99-00036-00, Task Order No. 807

Date of Issuance: April 30, 2003

Amount Obligated Under Task Order: \$ 268,961

Total Potential Task Order Amount: \$ 269,841

Dollars Expended To-date: \$ 85,804

Key Personnel: Prime Contractor Contact: Francis Conway
Email: conwayf@aol.com

Task Order Description:

The purpose of this study is to provide the Municipality of Villanueva with the appropriate tools to manage its urban growth over the next 20 years, ensuring equitable access to housing and basic services, while at the same time enabling continued commercial and industrial growth. UI will prepare an Urban Land Use and Growth Management Plan (2003-2023) for Villanueva (*casco urbano*), Dos Caminos and El Calán. By the close of the project, this plan should be ready for adoption by the *Corporación Municipal*.

I. HIGHLIGHTS

During this period, the first draft of the Conceptual Plan (PR#1) was completed, and work began on the remaining deliverables. UI also conducted an extensive consultation with stakeholders on the Conceptual Plan and completed the staff and council training for the Municipality of Villanueva.

II. PROGRESS OF MAJOR ACTIVITIES

Performance Requirement #1: Growth Management Plan Conceptualized

A first draft of the Conceptual Plan was completed in late July and presented to the Municipality and USAID for comment. Based on this initial (draft) document, the team began a new round of consultations with key stakeholders and began working on the remaining deliverables, including the regulations and the investment plan.

Performance Requirement #2: Zoning Ordinances for the Target Area Recommended

The work on the zoning ordinance began in late August and was based on the draft Conceptual Plan. The first complete draft is anticipated by the end of October.

Performance Requirement #3: Construction, Subdivision, Environmental Regulations and Mitigation Measures (if any) for the Target Area Recommended

The work on the regulations began in late August, also based on the draft Conceptual Plan. The first complete draft is anticipated by the end of October.

Performance Requirement #4: A Five-Year Strategic and Capital Investment Plan Identifying Viable Tools to Implement the Growth Management Plan Developed

The analysis of the Municipality's finances was completed in September and will be delivered in draft form in October. The analysis focuses on the balance sheet and income and expense statements of the Municipality, as well as on the finances of the ASVI, the service entity established by the Municipality. The analysis of investment needs began in September. A draft investment plan for the period 2004 – 2008 will be submitted in late October.

Performance Requirement #5: Training Program for Municipal Officials Addressing Development Planning and the Implementation of Development Plans Carried Out

Training was conducted and completed by September 26, 2003, as required by the contract. John Fisher, the lead consultant on this topic, will submit a detailed report on this activity.

Performance Requirement #6: Municipal Officials and Other Local Stakeholders Understanding of the Usefulness of Growth Management Increased, Their Inputs Incorporated Into the Planning Process, and Their Knowledge of the Results Increased

The team conducted second round meetings with stakeholders in August and September, based on the draft Conceptual Plan. This included a meeting with all the key staff of the Municipality, with the Municipal Council, with business and community leaders, and with students.

III. DELIVERABLES AND REPORTS

The draft Conceptual Plan was presented to USAID for comment in late July. USAID prepared detailed comments, questions and suggestions regarding the document. A revised Conceptual Plan that responds to these inputs and to other inputs obtained in consultation with stakeholders will be submitted.

It is expected that a complete draft of all remaining deliverables will be ready by late October. Francisco Otava will make a final trip to Honduras roughly at that time (perhaps in early November) to present the reports in person and to collect feedback from the Municipality. The final versions of all deliverables will be prepared by November 30, 2003.

IV. PROBLEMS OR DELAYS AFFECTING THE TASK ORDER PERFORMANCE

UI will submit to USAID a request to reallocate and increase the level of effort, within the overall cost of the task order. These adjustments reflect the relative work burden required to complete the various deliverables. There are no other delays or unresolved problems that might affect the completion of the

contract; we fully expect that work will be completed and all deliverables submitted by November 30, 2003, as indicated in the Contract.

V. WORK PLANNED FOR NEXT REPORTING PERIOD

October 2003: Pedro Lasa will be in Honduras in mid-October to collect information on national government and donor funding for investments needed to support the implementation of the Villanueva plan. This information will be included in the Capital Investment Plan.

October/November 2003: Francisco Otava will travel to Honduras in late October to discuss the draft of the overall plan, the regulations and the investment plan with the Municipality. It is anticipated that Leslie Chaves and Roberto Galeano will provide support to Otava at this time.

November 2003: Francisco Otava and Francis Conway, with long-distance support from the balance of the team as needed, will prepare the final version of all deliverables.

VI. SPECIFIC ACTION REQUESTED

In October, UI will submit an amendment to the TO budget that reallocates and increases the level of effort without an increase in the overall cost.