

Maria C. Andrade-Stern

Senior Contract Administrator

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July 30, 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, April to June 2003

Dear Ms. Tuebner:

Please find enclosed the *Quarterly Task Order Progress and Cost Report, April to June 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, CTO (USAID Honduras)
Dale Gredler (USAID Washington)
Francis Conway (UI)
USAID Development Clearinghouse
IAC Deliverables File (06967-011)

**QUARTERLY TASK
ORDER PROGRESS AND
COST REPORT**

APRIL TO JUNE 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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July 2003
UI Project 06967-011

QUARTERLY TASK ORDER PROGRESS AND COST REPORT

APRIL TO JUNE 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: \$ 268,961

Dollars Expended To-date: \$17,578

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

Work under this contract began in early June. Francisco Otava, John Fisher and Francis Conway traveled to Honduras, where they were joined by the national consultants in meetings with officials of the Municipality of Villanueva. The focus to date has been on a) fine tuning a detailed step by step work plan consistent with the deadlines for the various deliverables of the contract and b) beginning the process of consultation with key stakeholders, c) completing the training needs assessment and c) gathering and analyzing all the background information.

II. PROGRESS OF MAJOR ACTIVITIES

Performance Requirement #1: Growth Management Plan Conceptualized.

Data gathering and analysis began in June and will continue through mid July. This includes data on historical and projected population growth in the Municipality, existing land use and urban services in the three distinct geographic areas covered by this work, an inventory of environmentally sensitive areas and identification of areas suitable for expansion in the future, among others.

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

No work has been done to date on this requirement. Data gathering will begin in early July. The major effort will begin in early August after the Conceptual Plan has been developed.

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

No work been done to date on this requirement. Data gathering will begin in early July. The major effort will begin in early August after the Conceptual Plan has been developed.

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 finances of the Municipality began in June, focused on the balance sheet and income and expense statements of the Municipality. The analysis of investment needs will begin in July. The major effort will begin in early August after the Conceptual Plan has been developed.

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

The training needs assessment was completed in June and the report will be delivered in July, when the design of the courses will begin.

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 the first meetings with stakeholders in June. This included a meeting with all the key staff of the Municipality and with the Municipal Council to learn what their expectations are regarding the future growth and development of Villanueva. It also included a meeting with the Commerce and Industry Chamber of Villanueva with a similar agenda. The team reached agreement with the Municipality on the list of key stakeholders that will be consulted. The initial round of meetings, all of which are focused on expectations regarding future growth of Villanueva, will be completed in July. The results will serve as inputs to the Conceptual Plan.

III. DELIVERABLES AND REPORTS

After the initial work done in June, the team prepared a detailed work plan to the end of the contract. This was discussed in several meetings with the Municipality. The final version was submitted to USAID by email, as this is not a formal deliverable under the contract. (The work plan is also attached to this Quarterly Progress Report.)

IV. PROBLEMS OR DELAYS AFFECTING THE TASK ORDER PERFORMANCE

In developing the detailed work plan, it became apparent that there was a need to change the date set in the contract for completing all the training. The problem is that key pieces of work needed to be completed before the training could take place. Among others, this includes the Conceptual Plan, the Capital Investment Plan and the various regulations. The new date of September 26, 2003 has been adopted formally as an amendment to the Contract. This did not affect the due date for the remaining deliverables.

In addition, the local engineer indicated after work had begun in June that he would not be available. He has been replaced. UI will submit the name of the replacement, Leslie Chaves, for approval to USAID in July.

Neither of these developments will affect the completion of the work by November 30, 2003, as indicated in the Contract.

V. WORK PLANNED FOR NEXT REPORTING PERIOD

July / August 2003: Francisco Otava will return in mid July to complete the Conceptual Plan and to begin work in August on the zoning, subdivision and construction regulations. Francis Conway and Pedro Lasa will be in Honduras in late July / early August to prepare a first draft of the Capital Investment Plan. A second round of consultations with stakeholders in August will focus on these two key documents.

September 2003: Francisco Otava will return in early September to complete the draft of all three regulations. They will be ready by mid September. John Fisher will return to Honduras in September to conduct and complete the training. Francis Conway and Pedro Lasa will return in mid September to complete the Capital Investment Plan.

VI. SPECIFIC ACTION REQUESTED

UI has submitted and USAID has approved an amendment to the Task Order establishing a new end date for the training of September 26, 2003. The amendment also clarifies the requirements regarding the language of the various deliverables.

UI will submit in July to USAID for review and approval the name of Leslie Chaves as the local engineering consultant.

ATTACHMENT

Work Plan

