

FIRST PERFORMANCE PROGRESS REPORT 2010



1. Recipient Organization (Name and complete address including zip code) Tampa Housing Authority, 1529 W. Main Street, Tampa, FL 33607	2. Award Identification Number 12-43-B10554
3. Performance Narrative (Q1) <i>Please describe your project activities and progress for the first quarter of your award period. This should include a description of federal expenditures to date, key milestones, the primary activities needed to accomplish those milestones, significant project accomplishments, and any delays or challenges. Please use the milestone categories provided in your baseline report (e.g., equipment purchases, outreach activities, training programs) to help structure your answer. (500 words or less)</i>	

Primary Activities: During the 1st Quarter of the BTOP Implementation, Tampa Housing Authority accomplished the following activities: registering on all of the appropriate reporting systems, to include ASAP, signed the grant contract, attended orientation and reporting webinars, notified all partner agencies of the BTOP award, assembled the Tampa Housing BTOP team and developed an implementation plan, downloaded all appropriate report formats and are moving forward with programmatic aspects of the program.

The Tampa Housing Authority has three departments actively involved in implementation:

- 1) the Program and Property Services Department (training, resident outreach, supportive services, job creation)
- 2) the IT Department (installation of modems, handling the Broadband Service, purchasing and installing Kiosk systems for pilot program, setting up schedule for maintenance); and
- 3) The Finance Department (handling draw-downs/financial component)

The internal team has had several meetings discussing implementation, to include the changes in the scope of the project between the original application and the due diligence timeframe. Annual budgets and timelines have been developed. A comprehensive implementation plan, to include the responsible party, the task, deadline, completion date, status and comments has been developed and distributed to all. Tampa Housing Authority is working on development of the baseline monitoring system. Each member of the BTOP implementation team has had time to review the new scope of work and the implementation plan has been modified as necessary.

The partner agencies were all sent a revised Executive Summary about the BTOP program and a copy of their original letter of commitment to assure partners were up to speed and ready to go.

Outreach: Tampa Housing Authority began disseminating information, via word of mouth, to various housing authority staff, partner agencies, and residents. The formal outreach plan will be implemented in Quarter 2.

Training: The partner organizations involved in the training aspect of this initiative have been notified and are beginning to formulate plans for implementation. The formal plan will be completed and implementation will begin in Quarter 2.

Financial: No draw downs were made during Quarter 1.

All activities progressed as expected.

4. Performance Projections (Q2)


Please describe your anticipated project activities and progress for the next quarter. This should include a description of federal expenditures, key milestones, the primary activities needed to accomplish those milestones, significant project accomplishments, and any potential delays or challenges you foresee. Please use the milestone categories provided in your baseline report (e.g., equipment purchases, outreach activities, training programs) to help structure your answer. (500 words or less)

The following activities are slated for Quarter 2:

- 1) Bid for Broadband Vendor closes/selected/implemented – The Tampa Housing Authority sought new bids after the grant award in an effort to secure a lower, discounted rate than received in March 2010 at the time of grant submission. Bids will be received and a formal contract implemented by the first week in November.
- 2) Turn on Broadband – the Vendor, along with Tampa Housing, will develop the timeline for modem installation, provide it to residents and complete the turn on of service to all 3,430 public housing units.
- 3) MOUs with partners to be developed – Tampa Housing Authority will discuss the parameters of the program with all program participants, draft the MOU and assure that all partners execute the MOU
- 4) Notify all residents of BTOP program – Tampa Housing will design a flyer to be distributed door to door, through Resident Councils and in community centers formally alerting residents to the upcoming program. Residents that live in Shimberg and Padget Housing Communities will be notified of the pilot program.
- 5) Purchase Kiosks – Tampa Housing is securing price quotes and will proceed with purchasing the 197 kiosk units
- 6) Plan for Pilot Program Implementation – a schedule of orientations will be provided to residents, a lease addendum will be developed and all residents in the targeted Pilot Program will be required to sign, the kiosk units will be installed.
- 7) Orientations – Orientations on the program will be held in all public housing communities
- 8) Training – the training schedule for Year 1 and Year 2 will be developed, distributed, registration processes will be developed and implemented and training will begin
- 9) The low cost computer purchase program will be developed
- 10) Monitoring – a system for monitoring program activities, to include resident participation, will be developed.
- 11) Through the outreach component, a preliminary assessment for special language classes or for persons with disabilities will be conducted.

By the end of Quarter 2, it is expected that broadband will be turned on, residents will be attending orientations and training programs, kiosks will be installed and the low cost computer purchase program will be implemented.

5. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.

5a. Typed or Printed Name and Title of Authorized Certifying Official LEROT MOORE, SVP COO	5c. Telephone (area code, number and extension) (813) 253-0551 x128
5b. Signature of Authorized Certifying Official 	5d. Email Address leroy@thaf1.com 5e. Date Report Submitted (Month, Day, Year) 10/29/2010

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