

# OVERVIEW OF URBAN PROMISE ZONES COMMUNICATIONS, REPORTING & DATA SHARING FRAMEWORK

Reporting Mechanism	Information Collected	Who Assembles Report/Information	Purpose
Monthly PZ Operations Update	<p>Each month, Promise Zone HUD Community Liaisons and Desk Officers will discuss PZ accomplishments, challenges, needs and issues that HUD and other federal agencies' headquarters (HQ) staff could help to resolve, and other key developments.</p> <p>Conversations between Community Liaisons and Desk Officers, as well as HQ level involvement by HUD and other federal agencies, will be informed by communications between the PZ Lead Organization and the Community Liaison. At minimum, the Lead Organization should have a monthly check-in meeting with its Community Liaison to discuss priorities, challenges and requests for assistance, and other issues. Such conversations will help to facilitate good communication, project management, the coordination and targeting of information about federal programs and non-federal opportunities, and generally keep the federal and local processes coordinated. Communications may more frequent and fluid than monthly.</p>	<p>HUD's Community Liaison or Desk Officer will write up a Monthly Update, based on their conversation.</p> <p><b>No reporting is required of the PZ Lead Organization.</b> However, the Community Liaison's monthly conversation with the PZ Lead Organization will shape their conversations with HUD Desk Officers.</p>	<p>Informs and supports federal staff's efforts to proactively identify technical assistance and other resources that can help PZs achieve their goals. PZ's Federal Support Staff will work to help PZs resolve challenges and issues identified in these updates.</p>
Monthly Federal Grants Update	<p>Each month, Promise Zone Lead Organizations will submit a spreadsheet listing federal grants Promise Zone partners have received, applied for or for which they are planning to apply.</p>	<p>PZ Lead Organization</p>	<p>Informs PZ's federal interagency stakeholders about pending PZ federal grant applications. Identifies federal grant opportunities PZs are interested in and helps secure technical assistance related to them if needed.</p>
Success Stories (quarterly)	<p>Narratives will highlight either key milestones in the Promise Zone initiative<sup>1</sup> or how a certain program has impacted an individual or family. HUD will provide templates to facilitate the development of success stories, which PZ Lead Organizations may use if they want.</p> <p>Promise Zones are asked to submit at least two success stories per quarter.</p>	<p>PZ Lead Organizations and their partners will identify success stories and help write the narratives, assemble pictures and obtain any needed releases.<sup>2</sup> Final signoff by a contact on the Mayor's communications staff will be required to verify the narrative and approve it for use nationally.</p>	<p>Highlights the impact of local efforts and, where applicable, the contributions of the federal PZ initiative and federal grants and support. The success stories will be used by the White House and other federal agencies to explain and publicize PZs' work in a coordinated way with local leaders.</p>

<sup>1</sup> Examples of milestones could include launching a new education program or breaking ground on a new housing development.

<sup>2</sup> Community Liaisons will also receive a copy of the success stories and may help to identify stories and/or prepare the material.

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Quarterly Report	<p>Using HUD’s templates, provide updates on the following:</p> <ul style="list-style-type: none"> <li>• Milestones and accomplishments over the past quarter</li> <li>• Major challenges encountered or expected</li> <li>• Priorities and plans for next quarter</li> <li>• Federal assistance desired</li> <li>• Applications for non-federal assistance (submitted or planned)<sup>3</sup></li> <li>• New state, local, philanthropic and private sector investments secured by PZ partners for PZ activities</li> <li>• Non-financial resources leveraged<sup>4</sup></li> </ul> <p>*This report will inform the Community Liaison’s Quarterly Update to the Strategic Priorities Dashboard.</p>	<p>PZ Lead Organization</p> <p>Community Liaisons can support the collection of information on non-federal investments in the Promise Zone. However, the PZ Lead Organization is responsible for ensuring, to the best of its ability, the accuracy of the information gathered.</p> <p>PZ partners should share information about non-federal investments they receive to support PZ activities with the PZ Lead Organization and Community Liaison for reporting purposes.</p>	<p>Tracks accomplishments, challenges, plans, priorities, and investments being made in Promise Zones. Supports stakeholder outreach and facilitates future evaluations.</p> <p>These reports will be shared with the PZ Initiative’s interagency steering committee to help track how different federal agencies are supporting the PZ initiative and to assist with publicity and stakeholder engagement efforts.</p>
Quarterly Update to the Strategic Priorities Dashboard	<p>Community Liaisons will update the Promise Zones’ Strategic Priorities Dashboards to capture the activities that have taken place over the last quarter and to identify the ways in which the federal government can support Promise Zone priorities moving forward. PZs will develop their Strategic Priorities Dashboard as part of their annual reports.</p>	<p>Community Liaison</p> <p>The PZ Lead Organization with review and sign off on the Community Liaison’s updates to make sure they accurately reflect PZ priorities.</p>	<p>Tracks progress and informs PZ Staff at HUD HQ and federal partner agencies on how federal staff can support Promise Zones.</p>
Data and Evaluation Activities	<p>HUD’s PZ team seeks to work with local Promise Zones to support their data and evaluation work. Each Promise Zone’s data and evaluation partners are asked to do the following:</p> <ul style="list-style-type: none"> <li>• Participate in quarterly peer exchange calls on best practices, data resources and more. Outside experts will periodically join these calls to share insights and advice.</li> <li>• Assist HUD in accessing, on an annual basis, data gathered at the local level (e.g. schools data, crime, perception of safety), and identifying other locally appropriate measures, according to the framework laid out in the following document: <a href="#">Tracking Strategies and Roles for Promise Zone Designees and Federal Staff</a></li> </ul>	<p>PZ data team, which may include Data &amp; Evaluation VISTA and other partners, and/or evaluation partners</p> <p>HUD team to support local data and evaluation efforts by providing PZ partners with Census tract level data from nationally available data sources (i.e. the Census, HUD administrative data) annually.</p>	<p>Documents changes in key indicators over time, which can be used to evaluate the impact of local and federal efforts on the Promise Zone communities. The local data that Promise Zones share with HUD annually will be used in future evaluations of the initiative’s impact, when and if such evaluations are funded.</p>

<sup>3</sup> This could include, for example, receiving a grant or funding from a local or national foundation or participating in a foundation’s capacity building program.

<sup>4</sup> An example of this could include the number of volunteers recruited for PZ activities.

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Annual Report	<p>In a three part annual report, Promise Zones will provide:</p> <ul style="list-style-type: none"> <li>• A 2-3 page overview of the Promise Zone’s accomplishments over the last year, challenges they continue to face, and their plans and priorities moving forward. This document will be shared publically on HUD’s Promise Zones website.</li> <li>• Strategy Priorities Dashboard: An updated list of strategic priorities, in which Promise Zones identify their top priorities for the next year and how federal staff can support their activities</li> <li>• An update on the Promise Zone’s operational infrastructure, including any significant changes to the Promise Zone partnership and any desired amendments to the Promise Zone Plan<sup>5</sup></li> </ul> <p>HUD will provide templates for each part of the Annual Report.</p>	PZ Lead Organization	<p>Shared with all of the HUD HQ PZ staff and PZ’s interagency steering committee members.</p> <p>HUD HQ’s PZ staff will use each PZs’ annual report to improve federal support for PZs and to compile a national annual report on PZs’ work to share with public, private and philanthropic stakeholders.</p>

<sup>5</sup> A Promise Zone Plan is the strategy laid out in a Promise Zone’s application. Promise Zones must seek HUD’s approval if they wish to change the overarching goals of their Promise Zone Plans or if the Lead Organization’s roles and responsibilities change.