

Affordable Housing and Community Connections Work Plan FY24-26

Affordable Housing

| PROJECTS | FY 2024 | | | | FY 2025 | | | | FY 2026 | | | |
|--|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| INITIATE DEVELOPMENT AND PRESERVATION PROJECTS | | | | | | | | | | | | |
| Develop Homestead Gardens | ★ | ★ | ★ | | | | | | | | | |
| Develop Tanyard Branch Trace | | | ★ | | | | | | | | | |
| Develop Legion Road | | | ★ | | ★ | ★ | | | | | ★ | |
| Develop Trinity Court | | | | | | | | | | | | |
| Explore Affordable Housing Development on Identified Town Properties | | ★ | | ★ | ★ | | | | ★ | | | |
| Implement Preservation Strategy | | ★ | | | | | | | | | | |
| Acquire and Rehab Properties for Affordable Housing Preservation | | | | | | | | | | | | |
| Support Property Tax Assistance | | | | | | | | | | | | |
| CREATE AND IMPLEMENT HOUSING POLICIES | | | | | | | | | | | | |
| Implement the Employee Housing Program | | | | | | | | | | | | |
| Participate in the LUMO Re-Write Project | | | | | | | | | | | | |
| Explore Affordable Housing Incentive Options | ★ | | | | | | | | | | | |
| Create Affordable Housing Plan | ★ | | | | | | | | | | | |
| Implement Inclusionary Housing/Zoning | | | | | | | | | | | | |
| FUND AFFORDABLE HOUSING PROJECTS | | | | | | | | | | | | |
| Implement Affordable Housing Investment Plan | | | | | | | | | | | | |
| Manage the Affordable Housing Development Reserve | | | ★ | | ★ | | | | ★ | | | |
| Manage the Affordable Housing Fund | | | | | | | | | | | | |
| Jointly Manage the HOME Program | | | | ★ | | | ★ | | | | ★ | |
| Manage the Community Development Block Grant Program | ★ | ★ | ★ | ★ | ★ | ★ | ★ | ★ | ★ | ★ | ★ | ★ |
| OWN & MANAGE HOUSING | | | | | | | | | | | | |
| Manage Transitional/Affordable Housing Inventory | | | | | | | | | | | | |
| COLLABORATIONS | | | | | | | | | | | | |
| Convene Teams and Committees | | | | | | | | | | | | |
| Serve as a Partner on Committees and Boards | | | | | | | | | | | | |
| Expand Collaboration with Key Partners | | | | | | | | | | | | |

Community Connections

| PROJECTS | FY 2024 | | | | FY 2025 | | | | FY 2026 | | | |
|--|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| MANAGE EQUITABLE ENGAGEMENT INITIATIVES | | | | | | | | | | | | |
| Coordinate UNC Peoples Academy | x | | | | x | | | | x | | | |
| Manage Peoples Academy | | x | x | | | x | x | | | x | x | |
| Administer Summer Youth Employment | x | | | x | x | | | x | x | | | x |
| Carry-Out Community Office Hours | | | | | | | | | | | | |
| Co-Coordinate Good Neighbor Initiative | x | | | | x | | | | x | | | |
| Participate with Campus & Community Coalition | | | | | | | | | | | | |
| Support Northside Pine/Knolls Neighborhood Initiatives | | | | | | | | | | | | |
| Implement Neighborhood Liaisons Program | | | | | | | | | | | | |
| Support Community & Town Participation in Engagement Events | | | | | | | | | | | | |
| Manage Building Integrated Communities Initiative | | | | ★ | | | ★ | | | | ★ | |
| FUND COMMUNITY PARTNERS | | | | | | | | | | | | |
| Manage the Human Services Program | ★ | | | ★ | | | ★ | | | | ★ | |
| Report Progress on the Blue Cross Blue Shield Grant | | | | | | | | | | | | |
| STRENGTHEN INTERNAL CAPACITY | | | | | | | | | | | | |
| Advance Language Access Across Town Services & Departments | | | | | | | | | | | | |
| Provide Project Specific Assistance on Engagement | | | | | | | | | | | | |
| Facilitate Townwide Coordination & Collaboration | | | | | | | | | | | | |
| CREATE COMMUNICATIONS | | | | | | | | | | | | |
| Create and Distribute Neighborhood Newsletter | | | | | | | | | | | | |
| Write, Publish, & Share Success Stories | | | | | | | | | | | | |
| Explore and Adapt Various Communication Platforms | | | | | | | | | | | | |
| Complete Program Analysis and Data Summary for Annual Report | x | | | | x | | | | x | | | |

Administration

| PROJECTS | FY 2024 | | | | FY 2025 | | | | FY 2026 | | | |
|--|---------|----|----|----|---------|----|----|----|---------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| FACILITATE TEAM BUILDING OPPORTUNITIES | | | | | | | | | | | | |
| Conduct staff performance evaluations | | | | x | | | | | | | | |
| Monitor staff progress on annual professional goals | | | | | | | | | | | | |
| Continue to build on new staff meeting structure | x | x | | | x | | | | | | | |
| Coordinate Quarterly Team Building Activity | x | | | | | | | | | | | |
| Coordinate annual retreat and year end celebration | | | | x | x | | | x | x | | | x |
| Make space improvements based on input from the Team | | | | | x | | | | | | | |
| TRAIN AND DEVELOP DEPARTMENT STAFF | | | | | | | | | | | | |
| Coordinate full team participation in Racial Equity Training | | | | | | | | | | | | x |
| Oversee hiring of Staff and Interns | x | | | | | | | | | | | |
| Fill Staff Vacancies and Onboard new staff | x | x | | | | | | | | | | |
| Develop individualized training and development plan for each team member | x | | | | x | | | | x | | | |
| Coordinate learning opportunities for staff on key Town processes and procedures | | | | | | | | | | | | |
| Coordinate Quarterly+ Team Training/Learning Opportunity | x | | | | | | | | | | | |
| CREATE POLICIES AND PROCEDURES | | | | | | | | | | | | |
| Develop DocuSign Internal Work Flow Process | x | | | | | | | | | | | |
| IMPLEMENT STRATEGIC PLANNING AND REPORTING | | | | | | | | | | | | |
| Establish Department Plans | ★ | | | | ★ | | | | ★ | | | |
| Manage Council Agenda Item Process | | | | | | | | | | | | |
| Manage Data | | | | | | | | | | | | |
| Prepare Updates | | | | ★ | | | | ★ | | | | ★ |
| Provide an Affordable Housing Quarterly Report | ★ | ★ | ★ | ★ | ★ | ★ | ★ | ★ | ★ | ★ | ★ | ★ |
| Provide an Annual Report | ★ | | | | ★ | | | | ★ | | | |
| MANAGE DEPARTMENT FINANCIALS | | | | | | | | | | | | |
| Manage Budget | x | | | ★ | | | | ★ | | | | ★ |
| Manage Contracts | x | | | | | | | | | | | |
| CREATE COMMUNICATIONS & MARKETING | | | | | | | | | | | | |
| Implement Communications Plan | | | | | | | | | | | | |
| Update Website Content | x | | | | | | | | | | | |
| Reinforce Department Mission and Brand | x | | | | | | | | | | | |
| Establish Social Media Presence | x | | | | | | | | | | | |
| Create Successes Videos | | | | x | | | | x | | | | x |
| COLLABORATIONS | | | | | | | | | | | | |
| Convene Teams and Committees | x | | | | | | | | | | | |
| Serve as a Partner on Committees and Boards | x | | | | | | | | | | | |
| Expand Collaboration with Key Partners | | | | | | | | | | | | |



★ Council Item Scheduled
 ★ Council Item Heard and/or Action Taken

