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	\star	\star	\star									
Develop Tanyard Branch Trace			\star									
Develop Legion Road			\star			*	\star				\star	
Develop Trinity Court												
Explore Affordable Housing Development on Identified Town Properties		\star		\star		\star			\star			
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	\star											
Create Affordable Housing Plan	★											
Implement Inclusionary Housing/Zoning												
FUND AFFORDABLE HOUSING PROJECTS												
Implement Affordable Housing Investment Plan												
Manage the Affordable Housing Development Reserve			\star			*				\star		
Manage the Affordable Housing Fund												
Jointly Manage the HOME Program				\star				★				\star
Manage the Community Development Block Grant Program	\star	*		\star		\star		★		✦		\star
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	х				х				х			
Manage Peoples Academy		x	x			x	x			x	x	
Administer Summer Youth Employment	x			х	х			x	x			х
Carry-Out Community Office Hours												
Co-Coordinate Good Neighbor Initiative	x				х				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				\star				★				\star
FUND COMMUNITY PARTNERS												
Manage the Human Services Program	\star			*				*				$\mathbf{\star}$
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	х				x				х			

Administration

Conduct staff performance evaluations X	Administrat												
FACILITATE TEAM BUILDING OPPORTUNITIES No No <td< th=""><th>PROJECTS</th><th colspan="3">FY 2024</th><th></th><th>FY 2</th><th>2025</th><th></th><th colspan="4">FY 2026</th></td<>	PROJECTS	FY 2024				FY 2	2025		FY 2026				
Conduct staff performance evaluations X		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Monitor staff progress on annual professional goals x	FACILITATE TEAM BUILDING OPPORTUNITIES												
Continue to build on new staff meeting structure Coordinate Quarterly Team Building Activity X </td <td>Conduct staff performance evaluations</td> <td></td> <td></td> <td></td> <td>х</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	Conduct staff performance evaluations				х								
Coordinate Quarterly Team Building Activity x	Monitor staff progress on annual professional goals												
Coordinate annual retreat and year end celebration X	Continue to build on new staff meeting structure	x	X			х							
Make space improvements based on input from the Team X X X X X X TRAIN AND DEVELOP DEPARTMENT STAFF X X X X X Coordinate full team participation in Racial Equity Training X X X X Develop individualized training and development plan for each team member X X X X X Coordinate learning opportunities for staff on key Town processes and procedures X X X X X X CREATE POLICIES AND PROCEDURES Develop DocuSign Internal Work Flow Process X	Coordinate Quarterly Team Building Activity	х											
TRAIN AND DEVELOP DEPARTMENT STAFF Image of the set					х	х			х	х			х
Coordinate full team participation in Racial Equity Training Oversee hiring of Staff and Interns x x x x Develop individualized training and development plan for each team member x	Make space improvements based on input from the Team					х							
Oversee hiring of Staff and Interns x													
Fill Staff Vacancies and Onboard new staff X </td <td>Coordinate full team participation in Racial Equity Training</td> <td></td> <td>х</td> <td></td>	Coordinate full team participation in Racial Equity Training											х	
Develop individualized training and development plan for each team member Coordinate learning opportunities for staff on key Town processes and procedures Coordinate Quarterly+ Team Training/Learning OpportunityXXX<	Oversee hiring of Staff and Interns	x											
Coordinate learning opportunities for staff on key Town processes and procedures Coordinate Quarterly+ Team Training/Learning Opportunity XXIII <td>Fill Staff Vacancies and Onboard new staff</td> <td>x</td> <td>x</td> <td></td>	Fill Staff Vacancies and Onboard new staff	x	x										
Coordinate Quarterly+ Team Training/Learning OpportunityXII <td>Develop individualized training and development plan for each team member</td> <td>x</td> <td></td> <td></td> <td></td> <td>х</td> <td></td> <td></td> <td></td> <td>х</td> <td></td> <td></td> <td></td>	Develop individualized training and development plan for each team member	x				х				х			
CREATE POLICIES AND PROCEDURES Develop DocuSign Internal Work Flow Process x	Coordinate learning opportunities for staff on key Town processes and procedures												
Develop DocuSign Internal Work Flow ProcessXImplement ProcessImplement ProcessImplement ProcessImplement ProcessImplement ProcessXImplement ProcessXImplement ProcessXImplement ProcessXImplement ProcessImplement Process <t< td=""><td>Coordinate Quarterly+ Team Training/Learning Opportunity</td><td>х</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>	Coordinate Quarterly+ Team Training/Learning Opportunity	х											
IMPLEMENT STRATEGIC PLANNING AND REPORTING Image Establish Department Plans Image Data Image Data<	CREATE POLICIES AND PROCEDURES												
Establish Department Plans Manage Council Agenda Item Process<	Develop DocuSign Internal Work Flow Process	х											
Manage Council Agenda Item ProcessManage DataManage	IMPLEMENT STRATEGIC PLANNING AND REPORTING												
Manage DataManage Dat	Establish Department Plans	*				\star				\star			
Prepare Updates***	Manage Council Agenda Item Process												
Provide an Affordable Housing Quarterly Report Provide an Annual Report*** <td>Manage Data</td> <td></td>	Manage Data												
Provide an Annual Report Image Sudget Image Sudget <td>Prepare Updates</td> <td></td> <td></td> <td></td> <td>$\mathbf{\star}$</td> <td></td> <td></td> <td></td> <td>$\mathbf{\star}$</td> <td></td> <td></td> <td></td> <td>\mathbf{T}</td>	Prepare Updates				$\mathbf{\star}$				$\mathbf{\star}$				\mathbf{T}
MANAGE DEPARTMENT FINANCIALS Manage Budget X <td>Provide an Affordable Housing Quarterly Report</td> <td>\star</td> <td>$\mathbf{\star}$</td> <td>$\mathbf{\star}$</td> <td>*</td> <td>\star</td> <td>$\mathbf{\star}$</td> <td>$\mathbf{\star}$</td> <td>×</td> <td>\star</td> <td>$\mathbf{\star}$</td> <td>$\mathbf{\tau}$</td> <td>Ť</td>	Provide an Affordable Housing Quarterly Report	\star	$\mathbf{\star}$	$\mathbf{\star}$	*	\star	$\mathbf{\star}$	$\mathbf{\star}$	×	\star	$\mathbf{\star}$	$\mathbf{\tau}$	Ť
Manage Budget Manage ContractsXImage Sudget XXImage Sudget XXImage Sudget XXImage Sudget XXImage Sudget XXImage Sudget XImage Sudg	Provide an Annual Report	×				\star				×			
Manage ContractsXImage ContractsImage Contrac	MANAGE DEPARTMENT FINANCIALS												
CREATE COMMUNICATIONS & MARKETING Implement Communications Plan Implement Communications Plan </td <td>Manage Budget</td> <td>х</td> <td></td> <td></td> <td>$\mathbf{\star}$</td> <td></td> <td></td> <td></td> <td>\star</td> <td></td> <td></td> <td></td> <td>$\mathbf{\star}$</td>	Manage Budget	х			$\mathbf{\star}$				\star				$\mathbf{\star}$
Implement Communications PlanImplement Commun	Manage Contracts	х											
Update Website Content X X Image: Content of the system of the sys	CREATE COMMUNICATIONS & MARKETING												
Reinforce Department Mission and Brand X X I	Implement Communications Plan												
Establish Social Media Presence X X Image: Constant C	Update Website Content	x											
Create Successes Videos X <td>· · · · · · · · · · · · · · · · · · ·</td> <td></td>	· · · · · · · · · · · · · · · · · · ·												
COLLABORATIONS X													
Convene Teams and Committees X I <th< td=""><td>Create Successes Videos</td><td></td><td></td><td></td><td>х</td><td></td><td></td><td></td><td>х</td><td></td><td></td><td></td><td>х</td></th<>	Create Successes Videos				х				х				х
Serve as a Partner on Committees and Boards X	COLLABORATIONS												
Serve as a Partner on Committees and Boards X	Convene Teams and Committees	x											
Expand Collaboration with Key Partners	Expand Collaboration with Key Partners												



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

