



Town of Chapel Hill - Affordable Housing & Community Connections
Fiscal Year 2024 Mid-Year Deliverables



Administration	Q1	Q2	Q3	Q4
Facilitate Team Building Opportunities				
Complete annual performance evaluations				x
Complete quarterly team building activity	✓	✓	x	x
Hold annual year end celebration				x
Fill staff vacancies	✓	✓		
Complete space and furniture upgrades	✓			
Train and Develop Department Staff				
Develop individualized training and development plans	✓			
Complete quarterly team training opportunity	✓	✓	x	x
Check in on Learning and Development Plan Progress			x	
Continue Team Development Sessions				x
Complete equity training with full team	✓			
Hire and onboard staff and interns	✓		x	x
Create Policies and Procedures				
Develop & Implement Internal DocuSign Work Flow Process	✓			
Develop & Implement Electronic Invoice Work Flow Process		✓		
Implement Strategic Planning and Reporting				
Complete development of Work Plans	✓			
Develop department Business Plan	✓			
Compile department Annual Performance Measure Data	✓			
Develop and share Annual Report	✓			
Develop and share Affordable Housing Quarterly Report	✓			
Develop Council Agenda Schedule for remainder of FY24	✓			
Complete Monthly Project Briefs	✓			
Manage Department Financials				
Execute and monitor FY24 contracts	✓	✓	x	x
Prepare department budget request for FY24 and present to managers			x	
Complete Year End Close Out process				x
Create Communications & Marketing				
Complete updates to Town and affordable housing websites	✓	✓		
Establish social media presence	✓			
Create success videos				x
Launch communications campaign for affordable housing	✓	✓		
Collaborations				
Review and Update Team and Committee Assignments		✓		
Affordable Housing				
Initiate Development and Preservation Projects				
Present Homestead Gardens CZ modification application to Council for consideration		✓		
Complete analysis of development potential for Plant Road	✓			
Design and implement property tax assistance program		✓		
Select development team for Town's Legion Property	✓	✓		
Select design team to create redevelopment concepts for Fire Station #4	✓	✓	x	
Seek Council authorization to execute development contract for Jay Street/ Tanyard Branch Trace affordable housing community	✓	✓	x	x
Begin construction of Trinity Court redevelopment				x
Provide operating support to the Northside Neighborhood Initiative	✓	✓	x	x
Support acquisition of 10 housing units into the Northside Land Bank				x
Support homeowner rehabilitation and repair projects through the County-wide Preservation Coalition				x
Create and Implement Housing Policies				
Provide Affordable Housing Quarterly Reports to Council	✓	✓	x	x
Seek Council approval of Affordable Housing Plan & Investment Strategy	✓			
Discuss Next Steps to Resource Affordable Housing Plan & Investment Strategy w/ Council			x	x
Work with Planning Department and market rate developers to implement inclusionary housing policy and inclusionary	✓	✓	x	x
Fund Affordable Housing Projects				
Submit CDBG Annual Action plan to HUD	✓			x
Submit CDBG CAPER to HUD	✓			
Release RFP for CDBG and receive funding applications		✓	x	
Create CDBG and HOME Funding Plan recommendation			x	
Council approval of CDBG and HOME Annual Action Plans				x
Council approval of HOME ARP				x
Hold Needs Assessment Public Forum #1 for CDBG 2024-2025 Annual Action Plan		✓		
Select fund administrator for Affordable Housing Revolving Loan Fund	✓	✓		
Seek Council approval of recommended uses for Affordable Housing Loan Fund and Town funding commitment to Fund	✓			

Notes on Status
Staff supported PORCH through day of service and held holiday gatherings
Staff implemented fully electronic invoice process
Staff processed mid-year Human Services reports for payment and worked with outside Counsel to draft agreements for major AH funding
Staff completed test marketing campaign with Triangle Media Partners
Affordable Housing staff participated in an evaluation
Staff established contract; work ongoing by Self Help and Jackson Center
Council approved 236 affordable units in 4 projects
Staff posted application in November with January due date
Town selected Self-Help as Fund Administrator Council approved commitment of \$715,000 to Fund

Launch Affordable Housing Loan Fund					x
Transition to Electronic Application Process				x	
Release RFP for Affordable Housing AHDR funding				x	
Council approval of affordable housing funding plan					x
Own and Manage Housing					
Implement Transitional Housing Sustainability Plan	✓	✓	x		x
ZCP Issued for Trinity Court	✓				
Community Connections		Q1	Q2	Q3	Q4
Manage Equitable Engagement Initiatives					
Coordinate UNC Peoples Academy	✓				
Carry out second bilingual Peoples Academy			✓	x	
Manage the Summer Youth Employment Program and create summary report	✓			x	x
Carry-out community office hours	✓	✓	x		x
Co-coordinate Good Neighbor Initiative events	✓				
Host National Night Out events	✓				
Participate in Campus and Community Coalition (NEAT) events			✓		x
Expand Neighborhood Liaison Program	✓	✓	x		x
Host and participate in community engagement events	✓	✓	x		x
Develop a Community Interpreter Bank	✓	✓	x		x
Coordinate housing education and outreach opportunities with immigrant and refugee residents				x	x
Create and implement leadership program with manufactured home residents				x	x
Fund Community Partners					
Execute FY24 Human Services Performance Agreements	✓				
Finalize Human Services funding application and process for FY25	✓	✓			
- Create online application process	✓				
- Conduct training and orientation for nonprofit agencies			✓		
- Conduct agency hearings					x
- Implement recommendations from the Human Services Racial Equity Assessment	✓				
- Develop Recommended Funding Plan for the Human Services Program					x
- Council approval of the FY25 Human Services funding plan					x
Report progress on the Blue Cross Blue Shield BIC grant					x
Strengthen Internal Capacity					
Conduct Town-wide Language Access & Justice trainings	✓	✓			
Complete How-to-Guides for Language Access	✓				
Coordinate language services	✓	✓	x		x
Assist with the development and implementation of a Town-wide language pay incentive	✓	✓			
Provide project specific assistance on Town-wide engagement initiatives	✓	✓	x		x
Continue and expand paid engagement opportunities for under-engaged residents	✓	✓	x		x
Lead monthly Community Connections Collaborative meetings	✓	✓	x		x
Share the Engagement Toolkit	✓	✓	x		x
Update the Community Connections Strategy			✓	x	
Create Communications					
Develop and distribute community newsletter	✓	✓	x		x
Share Community Connections success stories and updates	✓	✓	x		x
Complete and distribute multi-lingual pocket resource guide	✓	✓			
Explore and adapt new communication platforms and tools to reach under-engaged populations	✓	✓	x		x

New maintenance mechanic has addressed maintenance backlog

Staff holding community office hours in 5 communities once per month

Staff hosted a Neighborhood Education and Advocacy

Staff participated in over 6 community events

Staff launched first Human Services online application

Staff led 4 training sessions

Staff working on finalizing draft policy with inter-departmental team

Staff coollaborated with 5 Departments on engagement planning

Staff completed draft Strategy Update

For additional details about the Affordable Housing and Community Connections Work Plan, visit www.townofchapelhill.org/government/departments-services/housing-and-community/work-plans or contact housingandcommunity@townofchapelhill.org