



# Town of Chapel Hill - Affordable Housing & Community Connections

## Fiscal Year 2024 Mid-Year Deliverables



Administration					Notes on Status				
					Q1	Q2	Q3	Q4	
<b>Facilitate Team Building Opportunities</b>									
Complete annual performance evaluations								x	Staff supported PORCH through day of service and held holiday gatherings
Complete quarterly team building activity					✓	✓	x	x	
Hold annual year end celebration								x	
Fill staff vacancies					✓	✓			
Complete space and furniture upgrades					✓				
<b>Train and Develop Department Staff</b>									
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	
<b>Create Policies and Procedures</b>									
Develop & Implement Internal DocuSign Work Flow Process					✓				Staff implemented fully electronic invoice process
Develop & Implement Electronic Invoice Work Flow Process						✓			
<b>Implement Strategic Planning and Reporting</b>									
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					✓				
<b>Manage Department Financials</b>									
Execute and monitor FY24 contracts					✓	✓	x	x	Staff processed mid-year Human Services reports for payment and worked with outside Counsel to draft agreements for major AH funding
Prepare department budget request for FY24 and present to managers							x		
Complete Year End Close Out process								x	
<b>Create Communications &amp; Marketing</b>									
Complete updates to Town and affordable housing websites					✓	✓			Staff completed test marketing campaign with Triangle Media Partners
Establish social media presence					✓				
Create success videos								x	
Launch communications campaign for affordable housing					✓	✓			
<b>Collaborations</b>									
Review and Update Team and Committee Assignments						✓			
<b>Affordable Housing</b>					Q1	Q2	Q3	Q4	
<b>Initiate Development and Preservation Projects</b>									
Present Homestead Gardens CZ modification application to Council for consideration						✓			Council approved a modification to the conditional zoning to rightsize the project to the project funding available
Complete analysis of development potential for Plant Road					✓				
Design and implement property tax assistance program						✓			Staff distributed \$100,000 in Town funding to the Marian Cheek Jackson Center and Orange County to provide property tax assistance to 128 households
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	Affordable Housing staff participated in an evaluation
Begin construction of Trinity Court redevelopment								x	
Provide operating support to the Northside Neighborhood Initiative					✓	✓	x	x	Staff established contract; work ongoing by Self Help and Jackson Center
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	
<b>Create and Implement Housing Policies</b>									
Provide Affordable Housing Quarterly Reports to Council					✓	✓	x	x	Council approved 236 affordable units in 4 projects
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	
<b>Fund Affordable Housing Projects</b>									
Submit CDBG Annual Action plan to HUD					✓			x	Staff posted application in November with January due date
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						✓			Town selected Self-Help as Fund Administrator
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					✓				
									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
<b>Own and Manage Housing</b>				
Implement Transitional Housing Sustainability Plan	✓	✓	x	x
ZCP Issued for Trinity Court	✓			
<b>Community Connections</b>				
	Q1	Q2	Q3	Q4
<b>Manage Equitable Engagement Initiatives</b>				
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
<b>Fund Community Partners</b>				
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
<b>Strengthen Internal Capacity</b>				
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	
<b>Create Communications</b>				
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](http://www.townofchapelhill.org/government/departments-services/housing-and-community/work-plans) or contact [housingandcommunity@townofchapelhill.org](mailto:housingandcommunity@townofchapelhill.org)