HousingNOLA 2015 Work Plan

January | February | March | April | May | June | July | August | September | October | November | December

GNOHA

Coordinate all meetings (handouts, location, food, etc.) – Assist working groups & committees to produce clear reports and documents – Create work plan, timeline & flyer – Manage budget – Keep everyone informed & the process moving – Make sure the process maintains its values, stays transparent & meets its deadlines

- Write & release 3 RFPs
- Engage Data Analyst Technical Writer & Facilitator
- Engage social media services & graphic designer
- Engage translation services for Housing Summit
- Preliminary Report Release
- Engage translation services for Latino & Vietnamese Outreach
- Engage graphic designer & determine layout
- Release HousingNOLA Report
- Coordinate outreach training & community points of engagement
- Manage HUD & Cornerstone technical assistance

Executive Committee

Reviews Process

- Initial review of Preliminary Report
- Meet with Editorial Board of the Advocate
- Initial review of final Plan
- Determine next steps for 2016

Leadership Board

- Approve HousingNOLA timeline
- Set data parameters for needs analysis
- Review work plan & baseline data
- Review community input & initial policy priorities
- Approve policy priorities & recommendations
- Approve draft Preliminary Report
- District A HousingNOLA Roundtable Sept 23
- Approve final draft of Housing Plan
- Set 10 year calendar for HousingNOLA
- Facilitators prepare for & guide the discussions of the Leadership Board meetings

Policy Working Group & Technical Writer

- Create talking points for community engagement
- Craft documents for Housing Summit
- Craft the HousingNOLA FAQs and stories for the Trumpet
- Writes stories & FAQs for the Trumpet
- Writes detailed outline of Housing Plan
- Refines policy priorities
- Writes Preliminary Report
- Drafting of HousingNOLA Plan
- Final Revisions
- Review other housing plans
- Research existing housing policy
- Determine vision, goals & policy priorities
- Craft policy recommendations
- Review drafts of Plan

Data Working Group & Data Analyst

- Acquire data from GNOHA members
- Use community feedback to guide visual data for the Housing Summit
- Gather 'Special Needs' data & develop specialized recommendations
- Submit energy grant for future data collection
- Gather base data
- Acquire data from LHC, HANO, City/State OCD & FANO
- Coordinate with Policy Working Group for goals & policy priorities
- Evaluate current and future housing supply
- Works with writer to incorporate charts & maps into Preliminary Report
- Create neighborhood typologies

Community Engagement Working Group

- Letters to Public Officials about HousingNOLA
- Present engagement findings to Policy Working Group
- Strategize points of engagement & marketing calendar
- Community points of engagement & implementing media strategy
- Develop Trumpet: Special Housing Edition (March 24th submission deadline)
- Trumpet Release April 14
- District B Housing Summit June 6
- Strategize & implement community roundtables & media calendar
- District C Community Roundtable Sept 19
- District E Community Roundtable Sept 29
- GNOHA Member Roundtable Oct 12
- District D Dillard University Housing Fair Sept 26
- Lenders Roundtable Oct 7
- Organize release event for HousingNOLA Report
- Craft practitioner outreach flyer
- Craft community outreach flyer
- NPN Outreach Training
- Facilitators plan Housing Summit
- Synthesize survey results
- Announce release of Preliminary Report to Media & Public Officials
- Create video explaining HousingNOLA
- Latino & Vietnamese Outreach

Review Team

- Outreach for community members to join Review Team
- Reviews Trumpet
- Reviews documents for Housing Summit
- Reviews draft outline
- Reviews Preliminary Report
- Reviews recommendations
- Reviews final plan