

Sustainable Development Plan Template – FY 2026–2027

This Sustainable Development Plan Template is designed for grassroots, faith-based, and community-based organizations beginning their journey into affordable housing development. It provides a quarter-by-quarter roadmap from July 1, 2026, to June 30, 2027, to help organizations build their leadership team, understand the development process, and prepare for pre-development funding. Each section includes key benchmarks, short explanations, and space for notes or documentation. Leadership teams are encouraged to review progress regularly and use this guide to stay organized throughout the year.

Quarter 1 (July – September 2026): Building the Team

The first quarter focuses on assembling your leadership team, defining your shared vision, and organizing your internal structure. These steps establish the foundation for all future housing development activities.

Form a leadership or planning committee that reflects your organization's values and community representation.

Assign roles and responsibilities (project lead, communications, finance, partnerships).

Develop a clear vision statement that explains why affordable housing is important for your community.

Hold initial team meetings to discuss goals and set regular communication schedules.

Begin identifying potential advisors or mentors with experience in housing or community development.

Quarter 2 (October – December 2026): Understanding the Site and Community

In this phase, your team explores possible locations, reviews zoning and land use requirements, and deepens community engagement to ensure that your project aligns with local needs and regulations.

Identify one or more potential properties or sites suitable for development.

Meet with local zoning or planning departments to understand land use requirements.

Host at least one community listening session to gather input and build support.

Document community feedback and begin drafting your community impact goals.

Start gathering preliminary property data, such as ownership status, utilities, or environmental conditions.

Quarter 3 (January – March 2027): Building Partnerships and Planning Financially

The third quarter emphasizes collaboration. Your organization should begin forming partnerships with developers, lenders, and other housing organizations, while outlining your early financial plan and identifying pre-development funding opportunities.

Identify and meet with potential partners (developers, housing agencies, technical assistance providers).

Draft a simple budget that includes estimated pre-development and project costs.

Explore funding options, including local, state, or federal programs that support pre-development work.

Attend at least one training or workshop related to affordable housing development or financing.

Begin outlining a timeline for your project's next steps beyond the planning grant period.

Notes/Progress:

Quarter 4 (April – June 2027): Preparing for Pre-Development Funding

The final quarter focuses on compiling all materials, confirming community and government support, and finalizing the documents you will need to pursue pre-development funding or additional grants.

Summarize all progress from previous quarters, including community engagement and partnership efforts.

Meet with local government officials or city council to share project vision and gather support letters.:

Refine your project concept paper or executive summary with clear goals and community impact statements.

Prepare a pre-development funding readiness package (budget, concept paper, letters of support, site information).

Review all documents internally to ensure consistency and accuracy before submission to any funder or partner.

By the end of June 2027, organizations should have a functioning leadership team, a well-defined project concept, community and government support, and an initial financial and partnership framework to position themselves for pre-development funding.