



HOUSING AUTHORITIES

CITY OF EUREKA & COUNTY OF HUMBOLDT



735 WEST EVERDING STREET, EUREKA CA 95503
PHONE: (707) 443-4583 FAX: (707) 443-4762 TTY: (800) 651-5111

AGENDA

REGULAR MEETING OF THE HOUSING AUTHORITY OF THE CITY OF EUREKA BOARD OF COMMISSIONERS

DATE AND TIME
Monday, June 24, 2024
7:30pm

LOCATION

Housing Authority of the City of Eureka
735 W. Everding St., Eureka CA

All or portions of this meeting may be conducted by teleconferencing in accordance with Government Code Section 54953(b). Teleconference locations are as follows: 735 W. Everding St., Eureka CA. This location is accessible to the public, and members of the public may address the Housing Authority of the City of Eureka Board of Commissioners from any teleconference location.

PUBLIC PARTICIPATION

Public access to this meeting is available at the location above.

Persons wishing to address the Board of Commissioners are asked to submit comments for the public speaking portion of the agenda as follows:

- Send an email with your comment(s) to heatherh@eurekahumboldtha.org prior to the Board of Commissioners meeting.
- Call and leave a message at (707) 443-4583 ext. 219.

When addressing the Board on agenda items or business introduced by Commissioners, members of the public may speak for a maximum of five minutes per agenda item when the subject is before the Board.

1. Roll Call

2. Public Comment (Non-Agenda):

This time is reserved for members of the public to address the Committee relative to matters of the County of Humboldt Housing Authority not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to five minutes per person and twenty minutes in total.

3. Approve minutes of the Board of Commissioners meetings:

3a. Regular meeting, May 20, 2024 (pages 3-5)

4. Bills and Communications: None



The Housing Authorities are Equal Housing Opportunity Organizations



5. Report of the Secretary:

The Report of the Secretary is intended to brief the Commission on items, issues, key dates, etc., that do not require specific action, and are not separate items on the Board of Commissioners Agenda.

5a. Occupancy and Leasing Report (page 6)

5b. HCV Utilization Reports (pages 7-8)

5c. Repositioning Updates (page 9)

6. Reports of the Commissioners:

This time is reserved for Commissioners to share any relevant news or Housing related endeavors undertaken by Commissioners.

7. Unfinished Business: None

8. New Business:

8a. Housing Tools Executive Summary Presentation of HACE Community Engagement Outcomes Report; *Informational* (pages 10-62)

8b. Resolution 1998, Authorizing Submission of HUD Special Applications Center, Green Phase Recommended Board Action: *Accept and Adopt for Approval* (pages 63-78)

8c. Resolution 1999, Authorizing Submission of HUD Special Applications Center, Master Plan Recommended Board Action: *Accept and Adopt for Approval* (pages 79-80)

8d. Resolution 2000, Authorizing Submission of HUD Special Applications Center, Blue Phase Recommended Board Action: *Accept and Adopt for Approval* (pages 81-82)

8e. Resolution 2001, Update to Personnel Policy Adding Workplace Violence Protection Plan Recommended Board Action: *Accept and Adopt for Approval* (pages 83-110)

9. Closed Session – If needed.

10. Adjournment

* * * Note * * *

Documents related to this agenda are available on-line at:

<https://eurekahumboldt.org/governance/>

Know Your Rights Under The Ralph M. Brown Act: Government's duty is to serve the public, reaching its decisions in full view of the public. The Board of Commissioners exists to conduct the business of its constituents. Deliberations are conducted before the people and are open for the people's review.

MINUTES

REGULAR MEETING OF THE HOUSING AUTHORITY OF THE CITY OF EUREKA BOARD OF COMMISSIONERS

Monday, May 20, 2024

Chairperson Serotta declared a quorum present and called the meeting to order at 7:31pm.

1. Roll Call:

Present: Chairperson Serotta, Vice Chairperson Konkler, Commissioner Byers,
Commissioner Escarda, Commissioner Pittman
Absent: None
Staff: Churchill, Humphreys
Public: None

Motion made by Vice Chairperson Konkler to approve remote attendance for Chairperson Serotta.
Motion seconded by Commissioner Byers.

2. Public Comment (Non-Agenda): None heard

3. Approve minutes of the board of commissioners meeting, held April 15, 2024.

Motion to approve the minutes of the meeting of April 15, 2024, made by Commissioner Escarda.

Second – Vice Chairperson Konkler

Ayes: Serotta, Konkler, Escarda, Pittman
Nays: None
Abstain: Byers, Raymond
Absent: None

Chairperson Serotta declared the motion carried to approve the minutes of April 15, 2024.

4. Bills and Communication: None.

5. Report of the Secretary:

5a. Occupancy and Leasing Report

Secretary Churchill updates the board on this report, explaining key points of the report, noting that we are at 96% occupancy.

5b. HCV Utilization Reports

Secretary Churchill updates the board and goes over key points of the report, noting we are actively pulling from the waitlist every month.

5c. Repositioning Updates

Secretary Churchill notes that we went to design review with the City, and the design was approved. We plan on submitting an application to HUD's Special Application Center at end of June and at the end of July we will be submitting an application for tax credits. Secretary Churchill comments that we have upcoming meetings scheduled with our tenants to ensure everyone has a chance to attend and be informed.

6. Reports of the Commissioners: None heard.

7. Unfinished Business: None.

8. New Business:

8a. Resolution 1997, Write-off Uncollectible Debt

Recommended Board Action: *Accept and Adopt for Approval*

RESOLUTION 1997

TO WRITE OFF CERTAIN UNCOLLECTIBLE ACCOUNTS RECEIVABLE

WHEREAS, All efforts to collect certain accounts from former tenants of the Conventional Public Housing program have been unsuccessful; and

WHEREAS, The U.S. Department of Housing and Urban Development has recommended that after all reasonable efforts have been made to collect vacated accounts, the Board of Commissioners, based on the recommendations of the Executive Director, should authorize the charging off of such accounts.

NOW, THEREFORE, BE IT RESOLVED, That the following accounts be transferred to Collection Loss;

<u>Housing Program</u>	<u>Amount</u>
Eviction, Public Housing	<u>\$19,599.59</u>

Motion to approve Resolution 1997 made by Commissioner Byers.

Second – Vice Chairperson Konkler

Ayes: Serotta, Konkler, Byers, Escarda, Pittman, Raymond

Nays: None

Abstain: None

Absent: None

Chairperson Serotta declared the motion carried to approve Resolution 1997.

9. Closed Session: None needed.

10. Adjournment

There being no further business to come before the Commissioners, the meeting was adjourned at 7:47pm.

Secretary

Chairperson

Occupancy and Leasing Report January 2024 - April 2024

HOUSING AUTHORITY OF THE CITY OF EUREKA HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT

Program HACE	Total Units Available	Jan-24	Feb-24	Mar-24	Apr-24	Wait List End of Month	
Public Housing	195	184	186	190	191	711	1
Eureka Family Housing	51	48	49	49	48	757	
Eureka Senior Housing	22	21	21	21	21	271	
Total City Units	268	253	256	260	260		

HACH

<u>Tenant Based Vouchers</u>							
Housing Choice Vouchers	1234	804	849	853	856	684	
VASH Vouchers	95	76	75	79	79	N/A	
Mainstream vouchers	75	51	52	54	53	N/A	2
Emergency Housing Vouchers (EHV)	182	145	146	145	144	N/A	3
Total All Vouchers	1586	1076	1122	1131	1132		

<u>Project Based Vouchers</u> (note that these are a subset of HCV & VASH voucher counts shown above)							
PBV-VASH - Bayview Heights (Eureka)	22	22	22	22	22	N/A	4
PBV-HCV - Bayview Heights (Eureka)	3	3	3	3	3	2	4
PBV-HCV - Sorrell Place (Arcata)	5	5	5	5	5	174	5
PBV-HCV - Providence (Eureka)	42		41	41	41	N/A	6
PBV-HCV - Laurel Canyon	35	34	34	35	35	82	7
Total Project Based Vouchers	107	64	105	106	106		

Vouchers issued but not under contract, end of month (aka "Searching")	59
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Note: Occupancy / utilization numbers shown are as of the first day of the month.

- Total PH units is 198; 3 units are exempted for EPD use, Boys & Girls Club, and Maintenance use and are unavailable for tenant rental.
- Mainstream vouchers were awarded December 2020. Funding and voucher issuance began April 2021.
25 Mainstream vouchers will be allocated via waitlist pulls; 50 will be via referral from CoC partners.
Mainstream applicants share waitlist with HCV applicants.
- No PHA waitlist for EHV's; all are issued based on referral from HHHC or HDVS. Referrals began Q4 2021.
- 25 Project Based Vouchers at Bayview Heights Veteran's housing at 4th & C Street, Eureka; contract signed 6/30/2020.
- 5 Project Based HCV vouchers at Sorrell Place, extremely low income units at 7th & I Street, Arcata; effective 6/1/2022.
- Providence Mother Bernard House PBV's - Occupancy based on referral from CoC; contract signed 01/08/2024.
- Laurel Canyon (7th & Myrtle Ave.) 35 senior PBV units; contracts signed 12/07/2023.

COUNTY OF HUMBOLDT HOUSING AUTHORITY
All Voucher Programs
For the month of April 2024

	January	February	March	April	Total
Traditional HCV & VASH (Includes PBVs)					
HAP income (budget authority)	\$ 568,483	\$ 568,483	\$ 564,144	\$ 600,362	\$ 2,301,472
HAP expenses	(613,174)	(633,854)	(633,889)	(645,641)	(2,526,558)
Surplus (Deficit)	<u>(44,691)</u>	<u>(65,371)</u>	<u>(69,745)</u>	<u>(45,279)</u>	<u>(225,086)</u>
 * % Total income utilized	 107.86%	 111.50%	 112.36%	 107.54%	 109.78%
Administrative/Other Income	78,651	87,003	78,760	79,318	323,731
Operating expenses	(75,804)	(71,139)	(66,541)	(71,692)	(285,176)
Surplus (Deficit)	<u>2,846</u>	<u>15,865</u>	<u>12,219</u>	<u>7,626</u>	<u>38,556</u>
 B/D Remaining HAP Cash	 49,460	 (6,365)	 665,581	 10,319	
Remaining Non-HAP Cash	729,405	718,621	731,978	735,490	
Total HCV Cash	<u>778,865</u>	<u>712,256</u>	<u>1,397,559</u>	<u>745,808</u>	
 Cash Increase/(Decrease)	 5,035	 (66,609)	 685,303	 (651,751)	
 # of Households Assisted	 878	 924	 933	 935	 3,670
Average HAP Payment	\$ 698	\$ 686	\$ 679	\$ 691	\$ 688
Mainstream (disabled & non-elderly)					
HAP income (budget authority)	\$ 34,358	\$ 34,358	\$ 34,358	\$ 34,358	\$ 137,432
HAP expenses	(34,902)	(35,671)	(37,621)	(37,815)	(146,009)
Surplus (Deficit)	<u>(544)</u>	<u>(1,313)</u>	<u>(3,263)</u>	<u>(3,457)</u>	<u>(8,577)</u>
 A % Total income utilized	 101.58%	 103.82%	 109.50%	 110.06%	 106.24%
Administrative/Other Income	5,845	12,139	5,845	5,845	29,674
Operating expenses	(4,779)	(4,390)	(3,966)	(4,510)	(17,645)
Surplus (Deficit)	<u>1,066</u>	<u>7,749</u>	<u>1,879</u>	<u>1,335</u>	<u>12,028</u>
 B/D Remaining HAP Cash	 1,690	 719	 37,917	 (1,643)	
Remaining Non-HAP Cash	60,685	68,340	70,080	71,234	
Total MSV Cash	<u>62,375</u>	<u>69,059</u>	<u>107,997</u>	<u>69,591</u>	
 Cash Increase/(Decrease)	 (504)	 6,684	 38,939	 (38,406)	
 # of Households Assisted	 51	 52	 53	 53	 209
Average HAP Payment	\$ 684	\$ 686	\$ 710	\$ 713	\$ 699
Emergency Housing Vouchers (EHVs)					
HAP income (budget authority)	\$ 100,228	\$ 100,228	\$ 100,228	\$ 100,228	\$ 400,913.60
HAP expenses	(120,280)	(122,235)	(121,013)	(120,651)	(484,179)
Surplus (Deficit)	<u>(20,052)</u>	<u>(22,007)</u>	<u>(20,785)</u>	<u>(20,423)</u>	<u>(83,265)</u>
 A % Total income utilized	 120.01%	 121.96%	 120.74%	 120.38%	 120.77%
Administrative/Other Income	31,114	27,059	34,763	27,236	120,172
Operating expenses	(24,159)	(24,402)	(18,641)	(14,032)	(81,234)
Surplus (Deficit)	<u>6,955</u>	<u>2,657</u>	<u>16,121</u>	<u>13,205</u>	<u>38,939</u>
 B/D Remaining HAP Cash	 27,402	 19,245	 164,139	 19,725	
Remaining Non-HAP Cash	153,925	143,153	150,356	161,364	
Total EHV Cash	<u>181,327</u>	<u>162,398</u>	<u>314,495</u>	<u>181,089</u>	
 C Cash Increase/(Decrease)	 (7,592)	 (18,929)	 152,097	 (133,406)	
 # of Households Assisted	 145	 146	 145	 144	 580
Average HAP Payment	\$ 830	\$ 837	\$ 835	\$ 838	\$ 835

COUNTY OF HUMBOLDT HOUSING AUTHORITY
All Voucher Programs
For the month of April 2024

	January	February	March	April	Total
Total All Voucher Programs					
HAP income (budget authority)	\$ 703,069	\$ 703,069	\$ 698,730	\$ 734,948	\$ 2,839,818
HAP expenses	(768,356)	(791,760)	(792,523)	(804,107)	(3,156,746)
Surplus (Deficit)	<u>(65,287)</u>	<u>(88,691)</u>	<u>(93,793)</u>	<u>(69,159)</u>	<u>(316,928)</u>
A % Total income utilized	109.29%	112.61%	113.42%	109.41%	111.16%
Administrative/Other Income	115,610	126,201	119,368	112,399	473,577
Operating expenses	(104,742)	(99,930)	(89,148)	(90,234)	(384,055)
Surplus (Deficit)	<u>10,867</u>	<u>26,271</u>	<u>30,219</u>	<u>22,165</u>	<u>89,523</u>
B/D Remaining HAP Cash	78,552	13,599	867,637	28,401	
Remaining Non-HAP Cash	944,014	930,114	952,414	968,088	
Total Program Cash	<u>1,022,566</u>	<u>943,712</u>	<u>1,820,051</u>	<u>996,488</u>	
Cash Increase/(Decrease)	(3,062)	(78,854)	876,339	(823,563)	
# of Households Assisted	1,074	1,122	1,131	1,132	4,459
Average HAP Payment	\$ 715	\$ 706	\$ 701	\$ 710	\$ 708

Notes

* Larger increase than expected to HCV budget authority for 2023. Expecting award to get reduced after federal budget finalization, or for excess funds to be placed in reserves.

A Spending above 100% indicates full utilization of monthly funding plus spending down of HUD-held reserves (which is encouraged/required by HUD).

B HAP cash on hand is minimal, but sufficient HAP reserves are held with HUD. HUD held reserve requests submitted as necessary. Restrictd cash position may go "negative" while waiting for HUD held reserve deposits and is temporarily funded with excess unrestricted funds.

HUD Held Reserves estimated as of 04/16/2024

HCV - \$2,513,504

MSV - \$151,297

EHV - \$360,532

**Additional \$2,142,682 awarded to reserves to support voucher growth.*

C Cash decrease due to timing of HUD stopping EHV HAP and Admin Fee disbursements; expecting cash to continue to decrease as initial program funding is utilized per HUD program mandate. Once initial program funding gets below a certain level, HUD will initiate monthly funding again. Second installment of EHV Services Fees received in July of 2023 for \$159,250. Third and final installment of EHV Services Fees received in September of 2023 for \$159,250.

D Cash for April HAP received early in March.

Housing Authority of the City of Eureka (HACE)

Repositioning Updates

Date	Description
Accomplishments	
5/2024 & 6/2024	<ul style="list-style-type: none"> Blue Phase (C & Clark) went to preliminary design review 6/12/24 <ul style="list-style-type: none"> Committee suggests more south or west facing green space, which does not work well for the desired building setbacks, the slope of the site, head-in alley parking, and provision of ramp access to front entry on Clark Street. Working with D3G consultant on HUD Special Applications Center (SAC) application; targeting 6/28/2024 application due date. Note that HUD update 6/17/24 indicates HUD is not closing PIC system as of 7/1/24, so if needed, application can be done in July 2024. Gathering required documents/information for TCAC submission
Issues	
N/A	None noted.
Risks	
N/A	No imminent risks.
Next Steps	
6/2024	<ul style="list-style-type: none"> Green Phase TCAC application data compilation and review Green, Blue & Master phases HUD SAC application data compilation and review Blue Phase (C & Clark) Design Review date TBD
Budget Status	
N/A	Cost of contract work is covered by developers; no HACE budget updates.

Housing Authority of the City of Eureka

Board of Commissioners Meeting

June 24, 2024

Agenda Item 8a

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: HACE Community Engagement Outcomes

BACKGROUND AND HISTORY:

In Q4-2022, HACE was allocated a \$30,000 grant from HCAOG to use California REAP (Regional Early Action Planning) funding toward efforts to support acceleration of housing production. With this grant award, the Housing Authority contracted with Housing Tools to create a community outreach program designed to reach both key stakeholders in city and county wide positions in government and housing-related roles (e.g. healthcare, education), as well as current tenants and community members. The goal of the outreach was to elicit input from various participants to create a report that would better inform and accelerate production of new housing.

The completed report is attached to this agenda. Representatives from Housing Tools will be presenting the Executive Summary via Zoom at the June 24, 2024 meeting.

Impact to Personnel:

N/A

Fiscal Impact:

N/A

Alternatives:

N/A

STAFF RECOMMENDATION:

Receive report; informational only.



Repositioning Plan: Community Engagement Outcomes Report

Prepared by:
 **HousingTools**

For the Housing Authority of the City of Eureka
May 2024

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Executive Summary

HACE launched an extensive community engagement plan to improve and expand the public housing it owns and manages, build partnerships with the community, and develop sustainable principles and practices to integrate affordable housing within a neighborhood. The findings from this study serve as a roadmap for the development of community-driven and sustainable affordable housing.

Members of the community were invited to fill-out questionnaires, attend interactive meetings, participate in interviews, or submit written feedback.



Community Engagement Methods:

1. Resident Survey
2. Resident, Neighborhood, and Community Meeting
3. Interview
4. Feedback

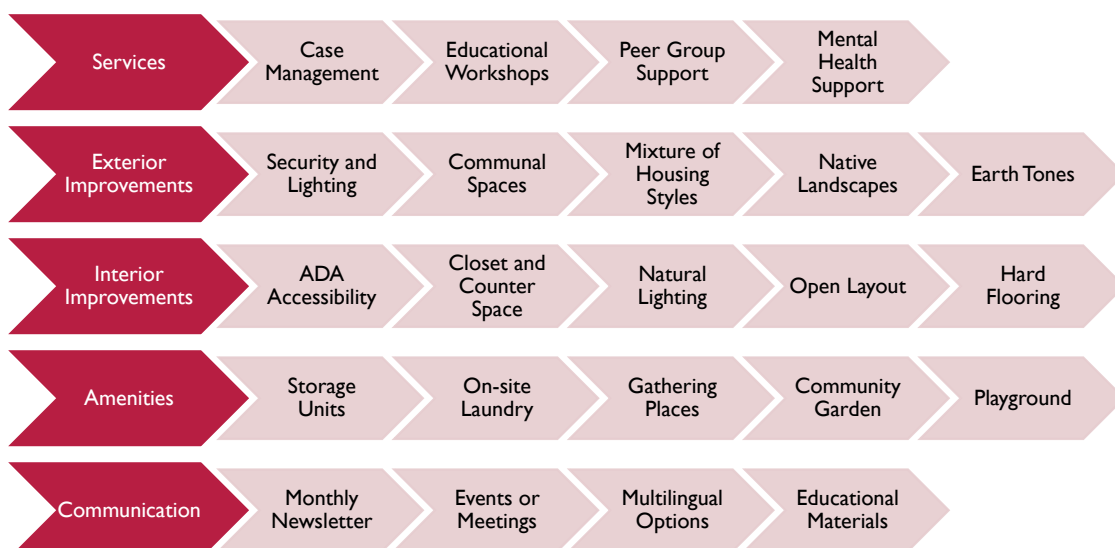
These forms of engagement were offered online, in-person, and in up to 3 different languages, which were English, Spanish, and Hmong.

Outreach Strategies:

1. Online
2. In-Person
3. Multilingual

The community provided their opinions on how public housing can be better suited to meet the needs of current and future residents. The input is organized into five key focus areas: communication, services, amenities, interior improvements, and exterior improvements.

Key Takeaways:



Introduction

The Housing Authority of the City of Eureka (referred to as HACE throughout this report) has undertaken a “Repositioning Plan” to reinvest in the public housing located in the City of Eureka, Humboldt County. HACE owns, operates, and manages about 196 units of public housing in the City of Eureka. Public housing is housing for people that have an income which is at or below a specific income limit or threshold. HACE also works with the Housing Authority of the County of Humboldt to manage the Section 8 Voucher programs, which provide rental assistance in the form of a Housing Choice Voucher for people who secure rental housing that is privately owned and managed.

HACE plays a key role in helping residents of Eureka acquire and maintain affordable housing. However, the demand for affordable housing has substantially increased, while the funding sources to maintain public housing have become uncertain, outdated, and inefficient. In addition, public housing buildings require substantial rehabilitation and reinvestment.

Therefore, HACE initiated the Repositioning Plan, which involves restructuring the financing of its public housing portfolio (the properties that HACE owns and manages) so that it may rehabilitate existing units, and increase the number of units it owns and manages from 196 units to a new total of 350 units. The plan involves improving existing units as well as building new units in order to meet growing housing demand. HACE intends to redevelop 2-4 properties to meet this goal and rehabilitate several of its other properties.

The properties that are included in the Repositioning Plan are listed below:

Property	Action
3107 Prospect Avenue	Redevelop
1115 C Street	Redevelop
Spring and Garland Streets	Redevelop
Buhne, Summer, and Union Streets	Rehabilitate or Redevelop
2523 Albee	Rehabilitate
510 West Harris	Rehabilitate
131 West Del Norte	Rehabilitate
1830 Albee and 514 West Del Norte	Rehabilitate
1645 C Street	Rehabilitate
1335 B Street	Rehabilitate
330 Grant Street	Rehabilitate

As a part of the Repositioning Plan, HACE initiated an extensive Community Engagement Plan to receive input from current and future residents, neighbors, and the community. The goal of the Community Engagement Plan was to address community needs, better integrate affordable housing within the community, and strengthen HACE’s relationship with the community. It also creates an opportunity for HACE to reinvigorate and expand its partnerships with other agencies. The results of this effort are described in this Community Engagement Outcomes Report.

Overview

Community Engagement Process

HACE's Community Engagement Plan solicited feedback from current and future residents, neighbors, and the community with the goal of informing future affordable housing development that is responsive to the needs of residents of Eureka. Community members were able to participate in a variety of modes, including both virtual and in-person participation, such as: surveys or questionnaires, opportunities to provide written feedback, polls or voting in meetings, focus groups, and community meetings. Many of these options were offered in three languages: English, Spanish, and Hmong.

The Community Engagement process involved the following five phases, which are outlined below:

1. Stakeholder Interviews
2. Resident Survey
3. Resident Focus Groups
4. Virtual Neighborhood Meeting
5. Virtual Community Listening Sessions

Phase 1. Stakeholder Interviews

HACE met with stakeholders, which are local organizations, including government, non-profit, healthcare, cultural, and educational agencies. The goal of this phase in the community engagement process was to understand the community's perceptions of housing, housing issues, and affordable housing, as well as HACE's role in responding to these issues. In this phase of the engagement, HACE also worked to inform community members of the Repositioning Plan's goals and how they could potentially impact the community. This initial assessment enabled HACE to develop a cohesive Community Engagement Plan that was culturally appropriate and sensitive.

Phase 2. Resident Survey

HACE administered a survey to current residents to gauge how informed residents felt about the Repositioning Plan. The survey also asked residents about their communication preferences, meeting preferences, on-site service provision preferences, and how they can be best supported by HACE. Lastly, it gave current residents an opportunity to ask questions. HACE utilized the feedback received from surveys to structure the focus groups and community meetings discussed in Phases 3-5.

Phase 3. Resident Focus Groups

HACE held two, in-person focus groups at different times of day to allow current residents to learn more about the Repositioning Plan and provide feedback in a community setting. The meeting included a short presentation, small-group discussion led by HACE staff members, and report-outs, where each individual group shared summaries of their discussions to the larger group. The meetings were open to current residents and allowed them to provide input on improvements to current housing, amenities, and communal spaces.

Phase 4. Virtual Neighborhood Meeting

HACE held a virtual meeting that was open to residents and neighbors located within a 0.5-mile radius of HACE's downtown properties. The goal of this meeting was to understand the community's knowledge of HACE and its roles, inform residents and neighbors of the Repositioning Plan, understand community priorities, answer questions and concerns, and allow neighboring residents to share their input on how housing options can be improved and better integrated into their neighborhood. The meeting included a short presentation, small-group discussion led by HACE staff members, and report-outs, where each individual group talked about their discussions to the larger group.

Phase 5. Virtual Community Listening Sessions

HACE held two virtual community listening sessions for all members of the community. The purpose of these meetings was to share information about HACE's goals and roles, as well as to allow members of the public to meet with housing developers and provide specific feedback on development plans for two of sites that have been chosen for redevelopment. These sites are referred to as the Green Phase and Blue Phase of the Repositioning Plan. The meeting included a presentation of the site, potential improvements, exterior design options, and communal shared space options. Residents submitted feedback via poll questions or the discussion feature.

Outreach Strategy

HACE's outreach strategy had several key factors that helped encourage the public's attendance, feedback, and participation.

HACE used a variety of methods to connect with the community and encourage participation. These methods included: surveys, in-person and online meetings, written communications, trilingual interpretation, and press releases. The surveys were offered online and in-person via door-to-door outreach. HACE facilitated both in-person meetings and online meetings. The in-person meetings were held in the morning and in the evening at convenient locations, which included a local community center and a local school. At virtual meetings, participants could provide feedback verbally, or using the online poll question feature or the Chat feature. The virtual and in-person meetings had both small-group and large-group discussions. Lastly, the community could provide feedback using an online form or written response directly submitted to HACE.

HACE also provided trilingual interpretation and translation services in English, Spanish, and Hmong throughout the initial four phases of the community engagement process. However, at the final fifth phase, HACE was unable to provide services in Hmong due to difficulties associated with acquiring a translator. At in-person meetings, HACE offered light snacks and refreshments for participants.

HACE advertised its events through direct emails, an email and mail-in newsletter, public service announcements in local newspapers, mail-in flyers, and word-of-mouth communication.

Stakeholder Interviews

Overview

HACE conducted online interviews with eight different stakeholders, which are local agencies, to gather their perspectives on housing and housing-related issues impacting residents of Eureka. The interviews were conducted on Zoom, which is an application that is widely used to host online meetings. The meetings were conducted between October 2023 and November 2023.



Key Takeaways

- Public housing is old, outdated, and not ADA accessible
- Shortage of housing in Eureka, especially affordable housing
- Discriminatory or prohibitive landlord practices (subliminal: denying pets/ESA and Section 8 Vouchers, requiring background checks, rental histories, etc.)
- Lack of adequate transportation options, such as public transit, shared rides, etc.
- Need for transportation improvements: multi-modal transportations, walkways, greenspaces, and linkages to housing
- Need for on-site services or co-location of services
- Parking is not an issue
- Need for dense development
- NIMBYism is pervasive in Eureka
- Need for education, outreach, and community dialogue around affordable housing
- Need for flexibility around Section 8 Voucher communication and execution
- Need for partnerships with outside agencies, such as healthcare agencies, to improve case management services

Interview Summaries

1. City of Eureka: City Council Member

On September 28, 2023, the authors of this report conducted an interview with a City of Eureka Council Member. He noted that many residents are aging and require ADA accessible homes, however, many homes do not include mobility improvements. Many residents are also illegally denied housing because they live with service animals. Residents who are currently housed find it difficult to move due to moving costs and lack of housing options. There is a need for housing that meets the needs of a variety of income levels, including workforce housing.

He noted that affordable housing is a sign of overall community health and our ability to assist those in need. He noted that transportation infrastructure needs to improve, including traffic improvements, speed limits, and drivability to promote less reliance on personal vehicles and more reliance on public transit. He would also like to see more community

programs that bolster artists and gatherings, such as festivals, block parties, or other opportunities for residents to recreate.

He noted that NIMBYism is prominent in the area and there is a need for increased awareness and education around affordable housing. He would also like to see annual or biannual updates at City Council meetings, so that the community can stay abreast of HACE's development plans and create an ongoing community dialogue.

2. City of Eureka: City Manager

On September 27, 2023, the authors of this report conducted an interview with the City of Eureka City Manager. He indicated that there is a need for housing at all income levels, including subsidized housing. The City's limited available land has made it difficult to develop new homes and keep up with housing demand. In an effort to encourage densification and infill, the City has amended the zoning code to allow for housing in more zones.

Humboldt State University recently transitioned into a polytechnic university (Cal Poly Humboldt), and is expected to bring in many more students, which will further increase the demand for housing. Staff noted that the existing public housing stock is low quality, and the properties are underutilized.

He noted that the community needs to be educated about the benefits of affordable housing and its impact on community members, especially the local workforce. Many residents who qualify for subsidized housing in the community have customer service and administrative jobs. However, there are stigmas around affordable housing, and many residents believe it to be associated with increases in crime, decreases in safety, and negative impacts on the local economy.

He would like to see dense housing, preservation of open spaces, recreational facilities, and transit-oriented development. He would also like to see affordable housing throughout the City, rather than in impoverished areas, and increased partnerships with the City of Eureka. He would like to see underutilized parking lots converted into housing.

3. City of Eureka: Department of Economic Development

On September 26, 2023, the authors of this report conducted an interview with a Project Manager at the City of Eureka Department of Economic Development. Staff at the City noted that the housing inventory is low, affordable and accessible housing is scarce, many residents have been on affordable housing waitlists for 3-4 years, and there is a high number of people experiencing homelessness. The costs of housing have risen significantly in recent years, and many residents are unable to afford housing.

Future affordable and ADA-accessible housing opportunities should be created near transportation and services. When there is enough affordable housing, the entire community benefits from it. In addition to housing, the community could benefit from art, murals, greenspaces, and recreational areas. Lack of land and funding are the biggest barriers to the development of affordable housing.

4. City of Eureka: Mayor

On September 27, 2023, the authors of this report conducted an interview with the Mayor of Eureka. The Mayor indicated that it is very challenging to secure housing, regardless of your income. The Mayor noted that residents are relocating to Eureka, purchasing housing, and driving up the costs. In addition, many property owners own multiple properties. These trends, coupled with inflation, make it difficult to purchase a home.

The Mayor noted it is necessary to create new, upgraded affordable housing that includes greenspaces, especially in the downtown area. The aging and unhoused population is increasing in Eureka. The mayor is interested in exploring alternative housing options, including dense housing and redevelopment. Residents could benefit from improved garbage and recycling facilities, urban greenspaces, recreational facilities, and neighborhood preservation.

Many residents are opposed to affordable housing development. There is a need for better marketing and outreach that focuses on the individual beneficiaries of affordable housing as well as the collective impact that affordable housing has on the community. There is also a need to create community dialogue, consensus building, and opportunities for collaboration.

5. Humboldt County: Department of Health and Human Services

On September 22, 2023, the authors of this report conducted an interview with a staff member from the Humboldt County Health and Human Services Department. Staff noted that the City of Eureka has limited housing availability for residents of all income levels. The existing housing stock within the City doesn't meet the needs of residents, and often lacks ADA accessibility improvements, elevators, and sufficient parking. There is not enough affordable housing to meet the needs of the community, the existing affordable housing stock is old and outdated, and there is a limited amount of land available for future development.

There is a need for housing that provides on-site services and housing that is accessible to people with a wide variety of disabilities, which range from mobility to behavioral health disabilities. Staff noted that there is a need to provide housing for residents who are transitioning from public welfare or subsidized housing options to permanent housing. Staff noted that these residents are often 1-2 person households that are reaching the age of retirement.

Staff indicated that affordable housing uplifts the community in a variety of ways, including bolstering public health directives, decreasing individual health burdens, and, in turn, influencing residents to be more involved and productive members of the community. Staff would like to see improved accessibility to parks and greenspace, exercise, multimodal transportation, pet-friendly areas, local food, and retail spaces. Staff also noted a need for centralized trash collection services, designated smoking areas, assigned parking, and energy-efficient buildings.

In addition to limited land, other barriers to development include NIMBYism or pushback from the community against building affordable housing near protected wetlands and coastal areas, which further limits the availability of land for new development. Staff are

concerned that the existing public housing residents may become displaced as the Repositioning Plan takes effect. Staff noted it would be beneficial to consider and plan for the growth of families and household sizes, phased housing development, and a variety of housing options, including temporary housing in motels, as HACE considers its Relocation Plan and residents' continued eligibility to receive rental assistance.

6. Humboldt County: Office of Education

On October 5, 2023, the authors of this report conducted an interview with a board member of the Humboldt County Office of Education. Staff noted that it is very challenging to secure housing due to limited housing stock and affordable housing options. In particular, youth and families struggle to secure housing, partially due to setbacks such as poor credit history, lack of a cosigner, lack of rental history, and environmental factors, like substance use disorders. There's also a significant number of residents who are struggling with a disability while experiencing chronic homelessness.

Housing provides the stability residents need to navigate increasingly complex social and health issues. This, in turn, has a net positive impact on the health of a community. Staff would like to see more greenspaces, murals, and gathering places for residents. Lack of funding and NIMBYism are two of the most significant obstacles in achieving housing development and revitalization.

There is a need for increased outreach and education regarding affordable housing for the entire community. Schools serve as a first point-of-contact and could benefit from support or referral systems to support children and families who are facing a housing crisis.

7. Local Tribal Public Health Department

On October 31, 2023, the authors of this report conducted an interview with staff from the Tribal Public Health Department. Staff indicated that they often work with mothers who are vulnerable to substance use disorders and have difficulty acquiring housing and accessing transportation. The affordable housing that is available requires many steps to access and can be difficult to navigate.

Staff works with residents whose wages make it difficult to afford housing, as housing costs have increased substantially in recent years but wage growth has stagnated. Residents are interested in accessing more housing options at affordable rates. Staff is concerned that they may see increases in multi-generational households living in small units, which will lead to increases in overcrowding.

Residents who live on reservations experience major transportation barriers that result in difficulty accessing jobs, food, healthcare, and education. The location of housing and the associated transportation barriers is a major concern amongst staff. Staff is concerned about safety and NIMBYism from neighbors that are opposed to development. Staff noted that the community needs mixed-use developments for both patients and staff.

8. Open Door: Community Health Centers

On October 5, 2023, the authors of this report conducted an interview with two staff members of Open Door Community Health Centers, which has twelve community health centers in Humboldt and Del Norte counties. Staff noted it is very difficult to acquire long-

term, sustainable housing options, especially for individuals who are unhoused or have physical disabilities. Staff have witnessed discriminatory landlord practices, such as large security deposits, rental history requirements, high income requirements, pet restrictions, and high application fees, which pose significant barriers to high-risk individuals.

Staff stated that the current housing crisis has highlighted the need to provide housing with wraparound services and in partnership with a variety of organizations. Many units are old and do not meet Section 8 Voucher requirements, disincentivizing landlords to make the improvements to house residents who hold a Section 8 Voucher. Partnerships with landlords to reduce pre move-in costs could be beneficial to assist in housing residents with vouchers. In addition, residents could benefit from time extensions on Section 8 Vouchers and flexibility requirements around vouchers, such as online communication. There is also a need to increase partnerships with health organizations to improve case management services, processes, and memorandums of understanding with the goal of keeping residents stably housed.

HACE's affordable housing is old, outdated, and inaccessible for residents with physical disabilities. There is an increasing need for single-occupancy units and units accessible for individuals with disabilities, which tend to have the longest waiting lists. In addition, there's a need for housing near transit and suited to meet the needs of the aging population. Many individuals are struggling to meet their basic human needs, many community providers are struggling to provide assistance, and hospitals are strained. As healthcare providers, staff constantly see the impacts lack of housing has on the ability of people to flourish. Without affordable housing, residents cannot afford basic necessities, and this is impacting other decisions such as purchasing medicine. Individuals depending on Social Security Income (SSI) can only afford to live in subsidized housing.

There is a need for pet-friendly housing with flexible rental and income history requirements and access to transportation. The housing should also be well-integrated into the neighborhood aesthetic and community culture to reduce stigmatization. In addition, housing needs a co-location of services to help increase the use of those services, and community gathering places to bring neighbors together.

NIMBYism is a significant barrier to development, as well as extensive building regulations and code requirements, lack of infrastructure, acquisition costs, and ongoing increases in the costs of building. Recent dense development has proven to be successful and is needed in the community as well as other housing options.

Resident Survey

Overview

HACE conducted a survey for current residents of HACE to receive their feedback on ongoing communication and on-site supportive services provision. The survey was used as an informative tool to tailor the rest of the community engagement process to meet resident's needs. Residents could fill-out the survey online through a website called SurveyMonkey as well as in-person with the assistance of HACE staff members. HACE staff members conducted door-to-door outreach to assist current residents in completing the survey. The survey was made available from September 2023 to October 2023 and received approximately 100 responses.



Key Takeaways

Communication Preferences

- When asked about their awareness of the Repositioning Plan, 50% of residents felt somewhat informed about the Repositioning Plan, and 40% not at all
- In terms of preferred methods of communication with HACE, 70% prefer mailed newsletter, 50% prefer email communication, and 10-25% said in-person or online meeting
- When asked about the preferred frequency of updates on the Repositioning Plan, 40% requested monthly updates, and 25% requested every other month

Resident Services

- When asked what types of services they would like, residents requested assistance with social services, mental health, TANF, and IHSS
- When asked what site amenities they would like to have, about 60% of residents requested more storage options, a laundry room, and an on-site playground
 - About 45% of residents were interested in a community room
 - About 40% of residents wanted ADA accessible units
 - About 20% of residents requested bicycle parking areas

Resident Focus Groups

Overview

HACE held two, in-person focus groups at different times and locations to obtain feedback from current residents on how their housing and amenities could be improved to be better suited to their needs. HACE held a morning meeting on November 16, 2023 from 10:00-11:30 am at Jefferson Community Center, which is located at 1000 B Street Eureka, CA 95501. HACE also held an evening meeting that same day from 5:00-6:30 pm at Alice Birney Elementary School, which is located at 717 South Avenue Eureka, CA 95503. Both locations were ADA accessible, near current HACE-owned housing, and held at times that were identified as convenient in the resident survey. There were approximately a grand total of 30 individual households and 50 participants at both of the focus groups. The morning focus group was attended predominantly by seniors and individuals with disabilities and the evening focus group was attended predominantly by families with children.



Key Takeaways

Interior Improvements

- Washer/Dryer hook-ups, more closet space, more counterspace, bigger refrigerators, open layout, bigger bathtubs, no carpeting, more ventilation, dishwasher, central heating, natural lighting, improved insulation, trauma-informed design
- ADA accessibility improvements, including wider hallways and doorways, step-in showers and grab bars, railings, etc.

Site, Amenities, and Exterior Improvements

- Outdoor recreational areas, community garden, barbeque equipment, enclosed playground, dog park, covered outdoor space
- More exterior lighting, bigger patio, additional storage
- Communal event space, community activities, gym
- Designated parking and/or additional parking
- Security, including fencing, cameras, policing
- Designated smoking areas
- Centralized trash collection and/or dumpsters

Resident Services

- Social services, case management services, independent living services on a weekly basis, mobile health clinic
- Group programs such as counseling, moms groups, neighborhood watch groups, community room for drop-in services (community-led when possible)
- Written resources in Spanish, such as policies, forms, agreements, etc.
- Written resources for people with disabilities
- Additional forums to submit complaints to HACE

Virtual Neighborhood Meeting

Overview

HACE held a Virtual Neighborhood Meeting, which was an online meeting on Zoom for both residents and neighbors that resided within a 0.5-mile radius of HACE's downtown properties. The goal of the meeting was to get feedback on how housing could be improved and better integrated into the neighborhood. The Virtual Neighborhood Meeting was held on January 24, 2024 from 5:30-7:00 pm and had approximately 20 participants.



Key Takeaways

Site, Amenities, and Exterior Improvements

- Need to create safe, decent, and affordable housing
- Improved street appearance and aesthetics, including earth tones and low-maintenance landscapes
- Enclosed, private and shared outdoor spaces, including a playground and community garden
- Improved safety and security, including a gated community
- Outdoor path lighting with a consideration for light pollution
- Storage Options, including indoor bicycle storage
- Centralized trash collection, including secure dumpster access
- Assigned parking
- Accommodations for seniors, including single-story housing

Resident Services

- Increased clarity about HACE's waitlist and referral processes
- Need for increased outreach for the local, low-income, working population
- Resources for tenants to understand how the Repositioning Plan affects them

Virtual Community Listening Sessions

Overview

HACE held two, online meetings on Zoom to get the public's specific feedback on housing building design, communal space, and amenities options for two properties that will be redeveloped. These are the Hiler and Burrill Street property, which is known as the Green Phase and the C and Clark Street property, which is known as the Blue Phase. The meetings incorporated online polls or questionnaires in which residents shared their preferences. The first meeting was held on March 6, 2024 from 5:30-7:00 pm and the second meeting was held on April 17, 2024 from 5:30-7:00 pm. There was a grand total of approximately 30 participants at both of the online meetings.



Key Takeaways

Poll Results

- About 85% of community members would like more affordable housing units.
- About 40-70% of community members would like to see the redevelopment of underutilized properties.
- About 60-65% of community members would like more rental assistance programs.
- About 60-70% would like to remove barriers to homeownership
- Community members expressed an interest in a variety of housing styles, including modern and traditional Historic styles.
- Community members were interested in community-oriented developments, with central gathering spaces and natural colors, foliage, and grouped buildings.
- Community members were most interested in secure entry, outdoor lighting, and accessibility options.
- Community members were most interested in the following features in communal areas: dog area, playground, community garden, barbeque/picnic area, open greenspace, native landscaping, and benches.

Discussion Responses

- Community members wanted to see more public housing projects like the proposed redeveloped housing.
- Community members wanted to see increases in income ranges for the Section 8 Housing Voucher rental assistance program, of which income limits are determined annually by the U.S. Department of Housing and Urban Development.
- Community members were interested in more kitchen counter space, windows, and on-site washer and dryer units.

- Community members were interested in accessible units, with features such as walk-in showers, elevators, ramps, and other accommodations for seniors or people with disabilities.
- Community members were interested in covered walkways, parking located near units, electric vehicle chargers, additional parking, and secure motorcycle parking.
- Community members wanted communal outdoor spaces, with separate areas for children's activities and activities for adults or seniors as well as better outdoor landscapes, including features such as a community garden, rooftop garden, private gardens, and adequate lighting.
- Community members were interested in exterior designs that honor the local tribes and exterior colors or styles that complement the existing neighborhood.
- Community members wanted access to public transportation.

Findings and Recommendations

The findings and recommendations discussed in this section are based off the input received from the community and stakeholders through interviews, questionnaires, meetings, discussion, and written feedback. The input was collected through Stakeholder Interviews, Resident Surveys, the Virtual Neighborhood Meeting, Resident Focus Groups, and Community Listening Sessions. The recommendations outline specific actions for HACE to undertake to improve its communications, housing, and services to accommodate current and future residents of public housing in the City of Eureka.



Communication and Engagement

The actions in this section provide suggested methods to improve involvement and engagement of HACE's residents, who have diverse backgrounds, experiences, and cultures. The recommendations in this section are primarily informed by feedback collected from the survey and community meetings.

1. Residents identified that they would like to receive communications from HACE via a monthly, email and mail-in newsletter. We recommend that HACE provide these services, as well as additional outreach utilizing social media platforms, such as Facebook, Instagram or Nextdoor to notify residents of upcoming events or important information.
2. Throughout the Community Engagement Process, HACE collected emails from participants. We recommend that HACE update its Email List and provide an opportunity for residents to sign-up for email updates via an email listserv.
3. Residents requested quarterly meetings or other informal opportunities to continuously engage with HACE. Based on feedback collected in the survey, about 10-25% prefer online or in-person meetings over written communication methods.
4. To access the diverse population of residents, we suggest that HACE offer multilingual materials in the three primary languages that were identified in the Community Engagement Process, which include English, Spanish, and Hmong.
5. Throughout the Community Engagement Process, there was a relatively low attendance of people from diverse racial, ethnic, or linguistic backgrounds. This identified potential technological, cultural, linguistic, or other barriers that may be contributing to a lack of engagement. We suggest that HACE offer language-specific, small-group meetings.
6. Residents indicated that they would like to know more about HACE and the various programs, services, or benefits they may be eligible to receive. We suggest that HACE provide educational materials and resources that include information about HACE resources clients may be eligible to receive.
7. Residents indicated that mid-morning or early-evening times work best for in-person meetings. We suggest that HACE offer in-person events during these timeframes.

Services

The actions in this section include methods to assist residents in engaging with the supportive services necessary to obtain and maintain housing. The findings in this section are based on feedback from the survey and community meetings.

1. Residents requested ongoing case management services. We recommend that HACE expands its existing services or partner with local agencies to provide additional case management services, case management staff, and/or drop-in or on-call services.
2. Residents requested assistance in applying for benefit programs. We recommend that HACE partners with local social service or nonprofit agencies to provide workshops to assist clients applying for essential benefit programs, including Temporary Assistance for Needy Families (TANF), In-home Supportive Services (IHHSS), and other programs.
3. Residents expressed a need for social, emotional, and behavioral support. We recommend that HACE partners with local wellness and health care agencies to offer a variety of mental health, behavioral health, and group therapy resources and services.

On-site Amenities

The actions in this section detail specific requests that the public, including residents, neighbors, and the larger community, expressed would be beneficial features of future housing development at surveys and meetings.

1. The community requested additional storage options and on-site laundry services. We recommend HACE provide washer/dryer hook-ups or a laundry room at future housing developments. We also recommend that HACE provides small, outdoor storage options including storage closets or lockers for larger items, including bikes.
2. The community requested additional areas to gather, recreate, and engage in activities. We recommend HACE consider indoor Community Space as well as outdoor spaces, such as a Community Garden and a Playground.

Design Preferences

The actions in this section detail specific improvements that the public, including residents, neighbors, and the larger community, expressed would be beneficial design features of the interior and exterior of buildings. The actions in this section are primarily based on feedback collected at meetings.

Interior Improvements

The actions detailed in this section reflect the community's priorities on design improvements to the interior of homes. These improvements include spaces with improved mobility and storage, as well as open layouts that provide ample lighting.

1. ADA Accessibility improvements
2. Showers
3. Washer/Dryer hook-ups
4. Open layout

5. More windows or natural lighting
6. More closet space
7. More counterspace
8. Hard floors

Exterior Improvements

The actions detailed in this section reflect the community's priorities on design improvements to the exterior of homes. These improvements include communal spaces that encourage opportunities to interact and gather, improved trash collection, regular maintenance and building management, improved security, connectivity to other essential services such as transit, and exterior features that are integrated into and reflect the existing landscape.

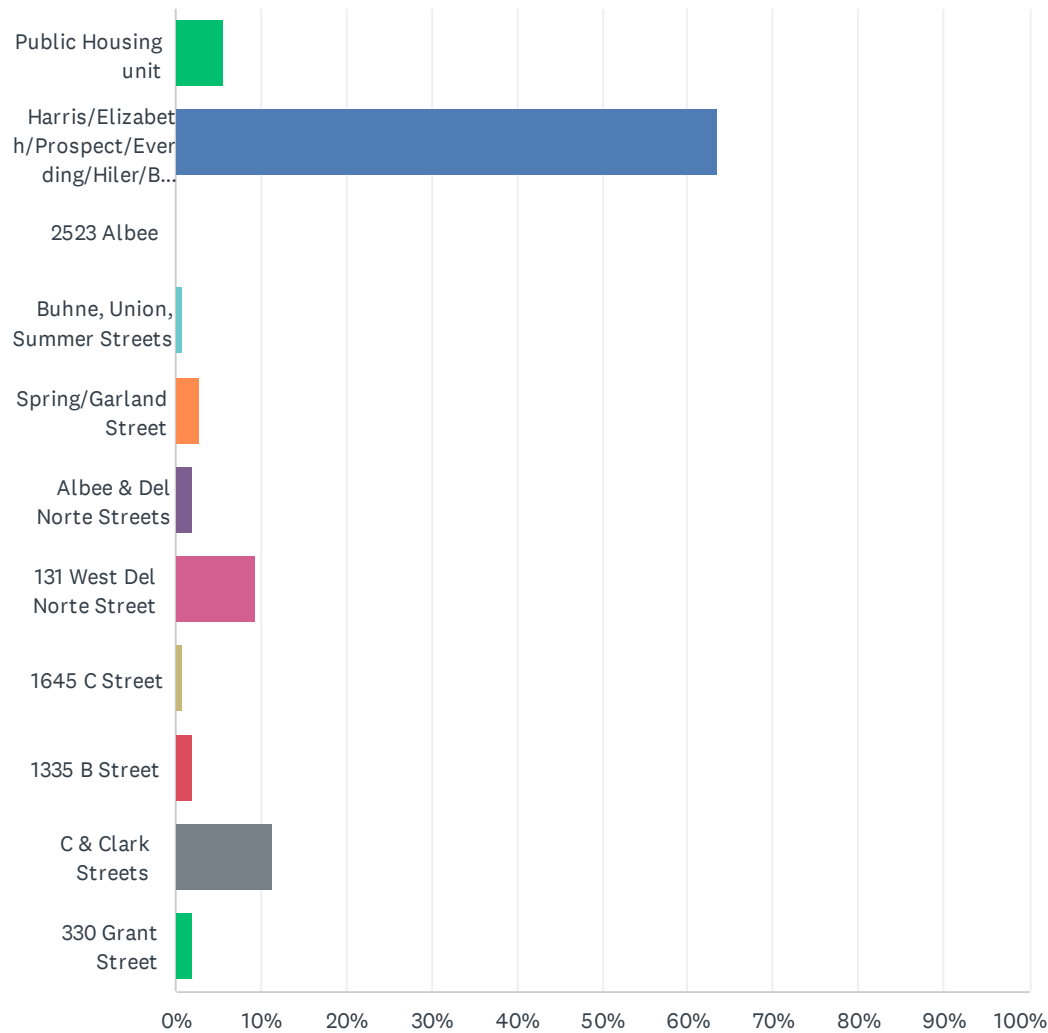
1. Community-oriented Development, which enables opportunities for residents to gather and interact with neighbors
2. Communal spaces with benches, dog areas, playgrounds, and community gardens
3. Additional security and lighting
4. Fencing
5. Designated Parking Spaces
6. Centralized Trash Collection
7. Earth tones
8. Low maintenance, native landscaping
9. Mixture of housing styles, including Modern and Historic
10. Access to public transportation

Appendix

- A. Item 1: Resident Survey Results
- B. Item 2: Virtual Neighborhood Meeting Poll Results
- C. Item 3: Virtual Community Listening Session #1 Poll Results
- D. Item 4: Virtual Community Listening Session #2 Poll Results

Q1 Where are you currently living?

Answered: 107 Skipped: 0

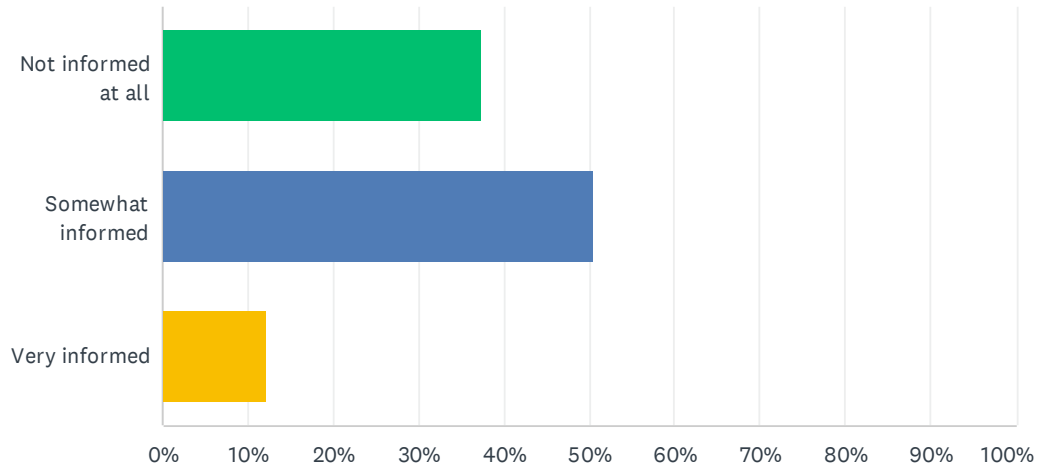


Housing Authority of the City of Eureka Tenant Survey

ANSWER CHOICES	RESPONSES	
Public Housing unit	5.61%	6
Harris/Elizabeth/Prospect/Everding/Hiler/Burrill Streets	63.55%	68
2523 Albee	0.00%	0
Buhne, Union, Summer Streets	0.93%	1
Spring/Garland Street	2.80%	3
Albee & Del Norte Streets	1.87%	2
131 West Del Norte Street	9.35%	10
1645 C Street	0.93%	1
1335 B Street	1.87%	2
C & Clark Streets	11.21%	12
330 Grant Street	1.87%	2
TOTAL		107

Q2 How informed do you feel about the current rehabilitation or redevelopment plans for the unit you are living in?

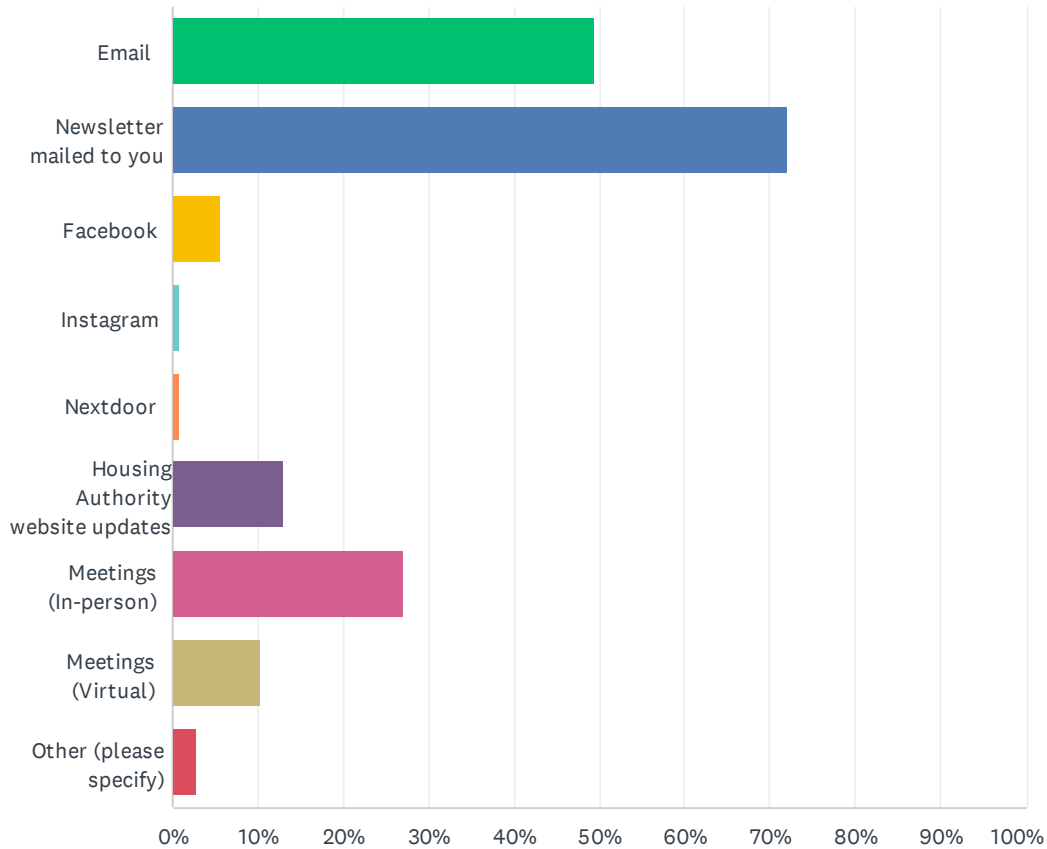
Answered: 107 Skipped: 0



ANSWER CHOICES	RESPONSES	
Not informed at all	37.38%	40
Somewhat informed	50.47%	54
Very informed	12.15%	13
TOTAL		107

Q3 How would you like the Housing Authority to keep you updated? (Choose all that apply)

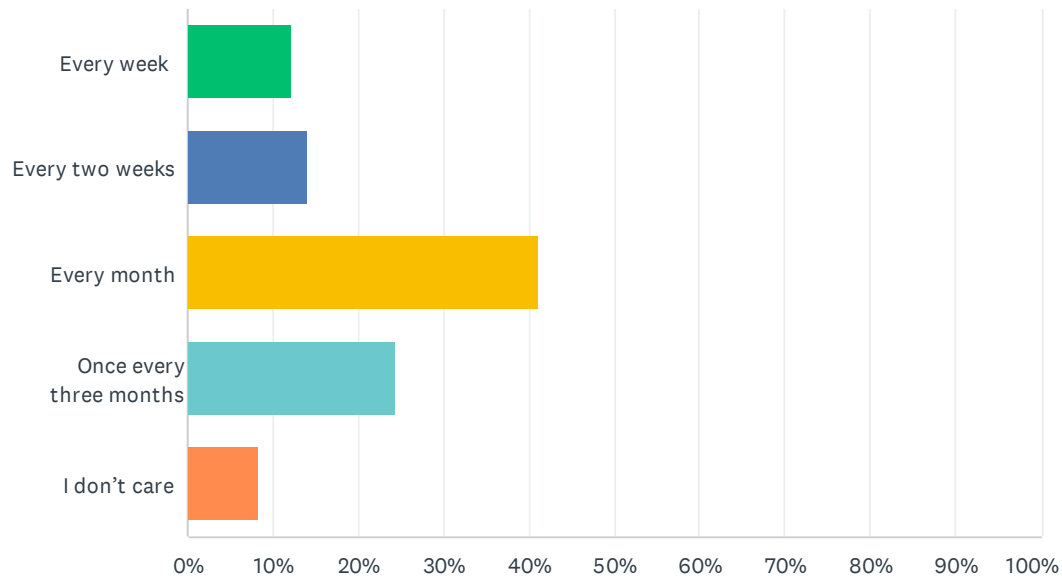
Answered: 107 Skipped: 0



ANSWER CHOICES	RESPONSES	
Email	49.53%	53
Newsletter mailed to you	71.96%	77
Facebook	5.61%	6
Instagram	0.93%	1
Nextdoor	0.93%	1
Housing Authority website updates	13.08%	14
Meetings (In-person)	27.10%	29
Meetings (Virtual)	10.28%	11
Other (please specify)	2.80%	3
Total Respondents: 107		

Q4 How often would you like updates about the progress of the project?

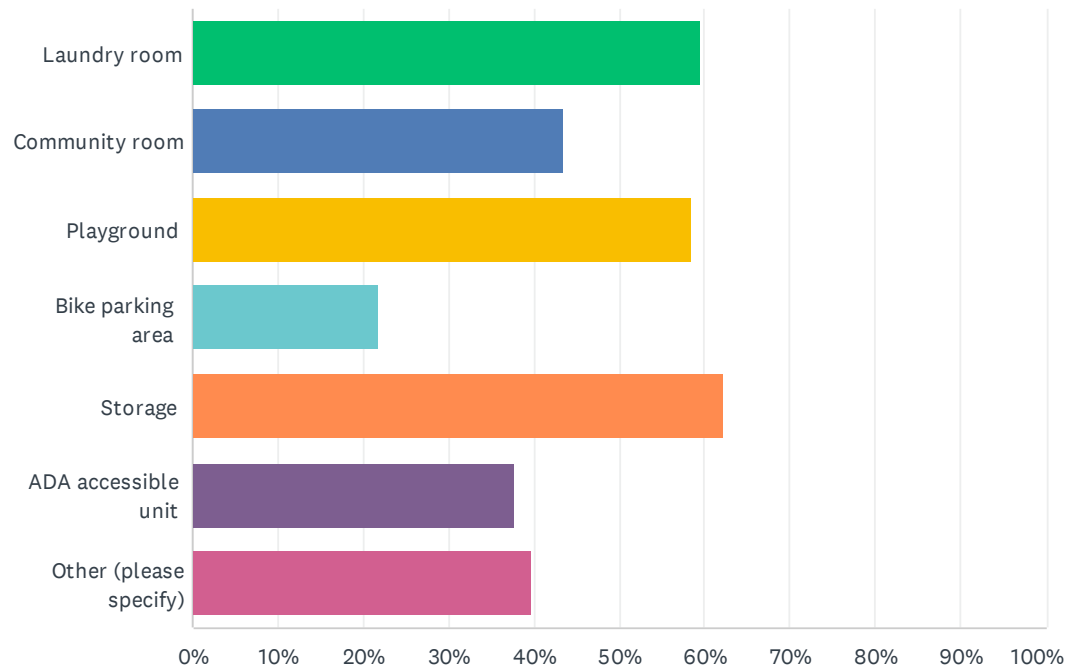
Answered: 107 Skipped: 0



ANSWER CHOICES	RESPONSES	
Every week	12.15%	13
Every two weeks	14.02%	15
Every month	41.12%	44
Once every three months	24.30%	26
I don't care	8.41%	9
TOTAL		107

Q5 What onsite amenities do you and your family need?

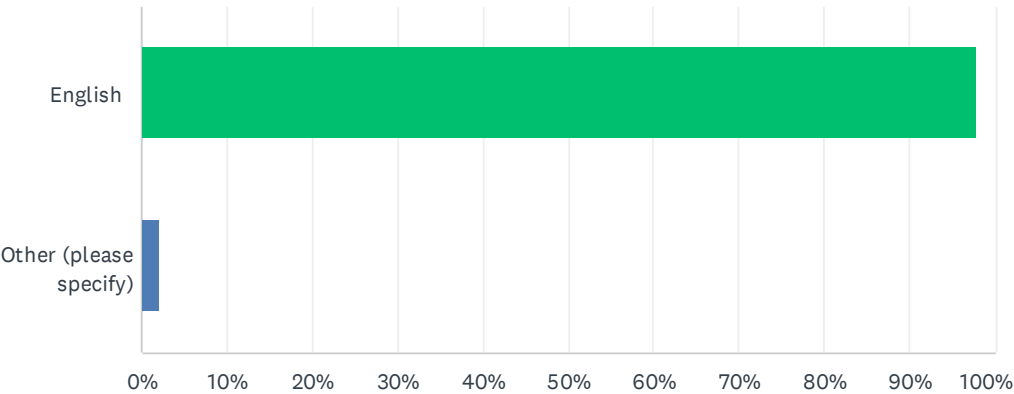
Answered: 106 Skipped: 1



ANSWER CHOICES	RESPONSES	
Laundry room	59.43%	63
Community room	43.40%	46
Playground	58.49%	62
Bike parking area	21.70%	23
Storage	62.26%	66
ADA accessible unit	37.74%	40
Other (please specify)	39.62%	42
Total Respondents: 106		

Q6 What is the primary language spoken in your home?

Answered: 94 Skipped: 13

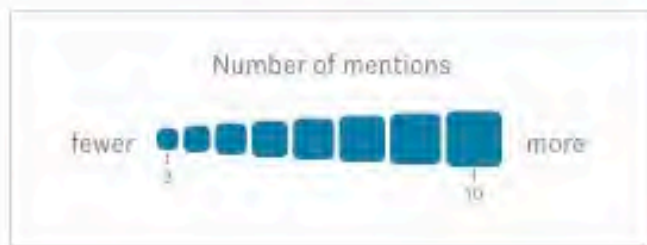


ANSWER CHOICES	RESPONSES	
English	97.87%	92
Other (please specify)	2.13%	2
TOTAL		94

Q7 What services help you maintain your housing? (Open ended)

Answered: 103 Skipped: 4

Social Services Water Housing Authority
service Yard SSI TANF
IHSS
mean **garbage** trash
IHHS
Good **maintenance**
Landscape maintenance



Q8 What questions and concerns do you have about this process? (Open ended)

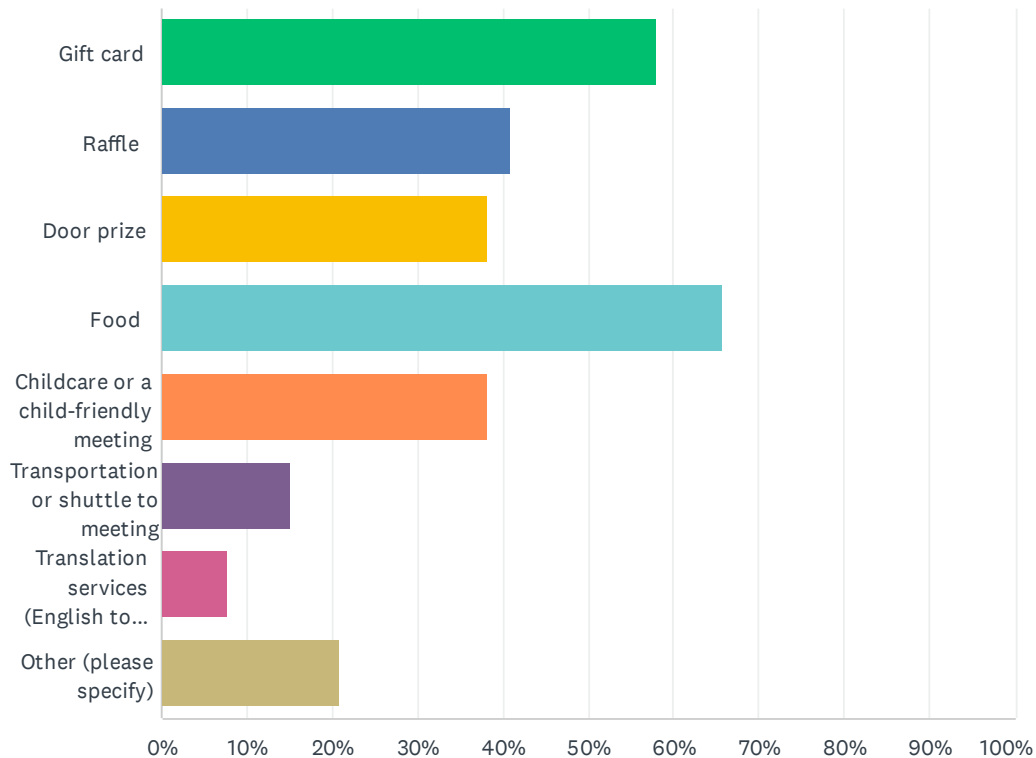
Answered: 103 Skipped: 4

Social Services Water Housing Authority
service Yard SSI TANF
IHSS mean **garbage** trash
IHSS **maintenance**
Good
Landscape maintenance



Q9 The Housing Authority is planning meetings to update residents like you about the redevelopment process for their housing units, answer any questions you have, and gather feedback about the onsite amenities to include in your apartment complex. What would help you and your household attend our upcoming meeting? (Choose all that apply)

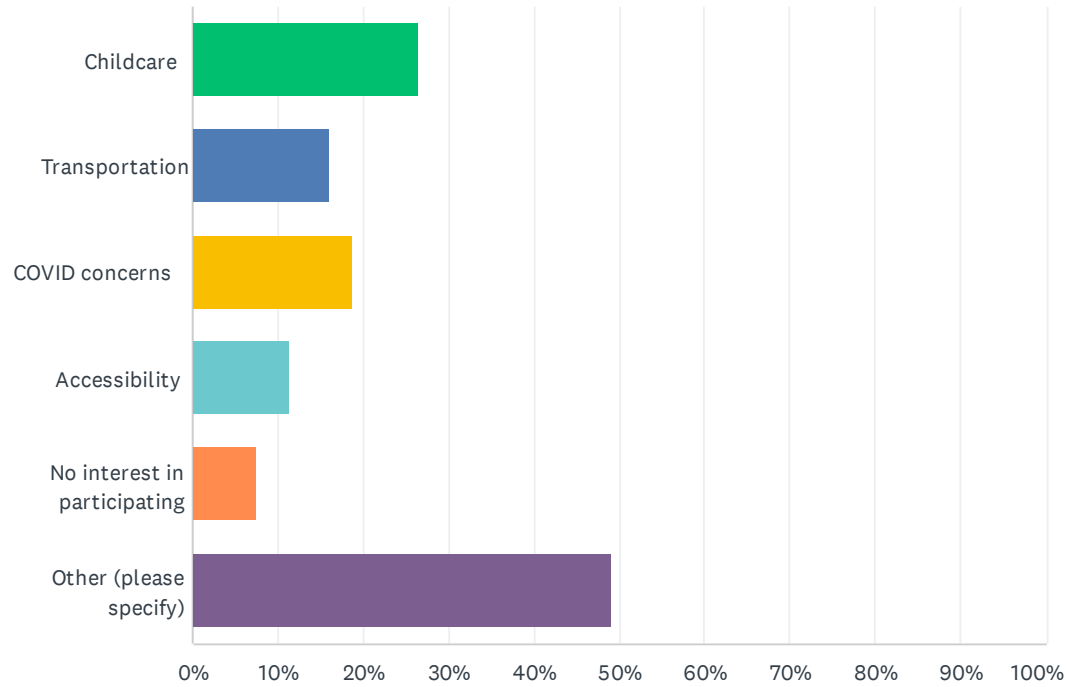
Answered: 105 Skipped: 2



ANSWER CHOICES	RESPONSES	
Gift card	58.10%	61
Raffle	40.95%	43
Door prize	38.10%	40
Food	65.71%	69
Childcare or a child-friendly meeting	38.10%	40
Transportation or shuttle to meeting	15.24%	16
Translation services (English to Spanish)	7.62%	8
Other (please specify)	20.95%	22
Total Respondents: 105		

Q10 What barriers would stop you from participating in our in-person meetings?

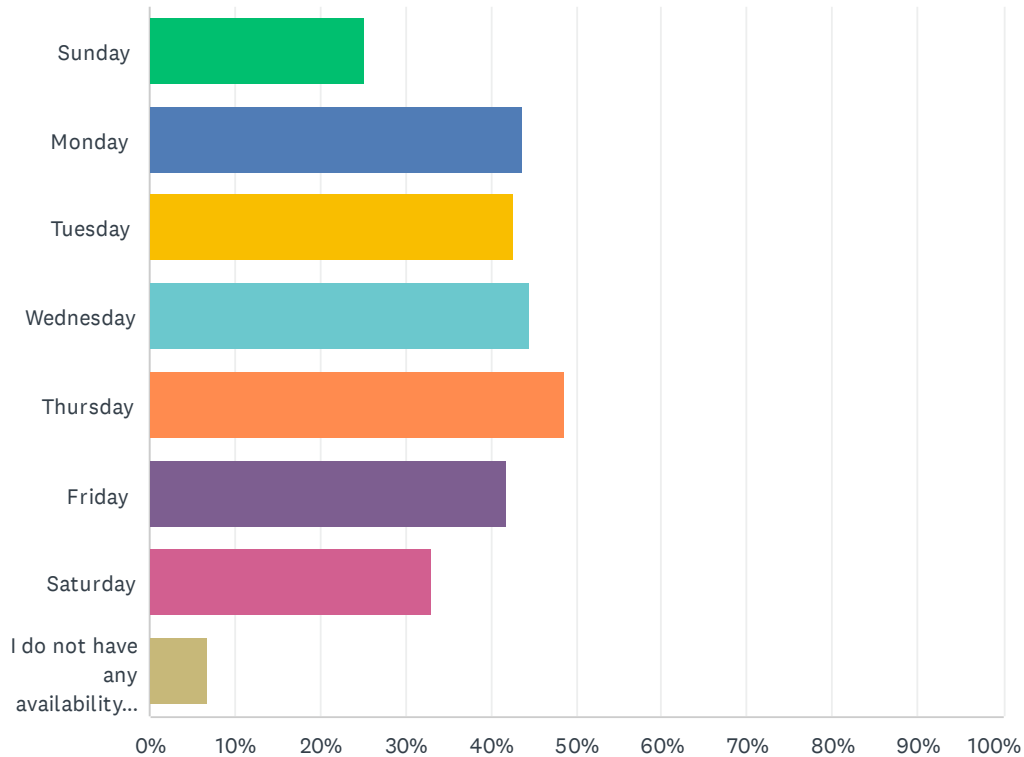
Answered: 106 Skipped: 1



ANSWER CHOICES	RESPONSES	
Childcare	26.42%	28
Transportation	16.04%	17
COVID concerns	18.87%	20
Accessibility	11.32%	12
No interest in participating	7.55%	8
Other (please specify)	49.06%	52
Total Respondents: 106		

Q11 What day of the week would work best for you to attend an in-person meeting?

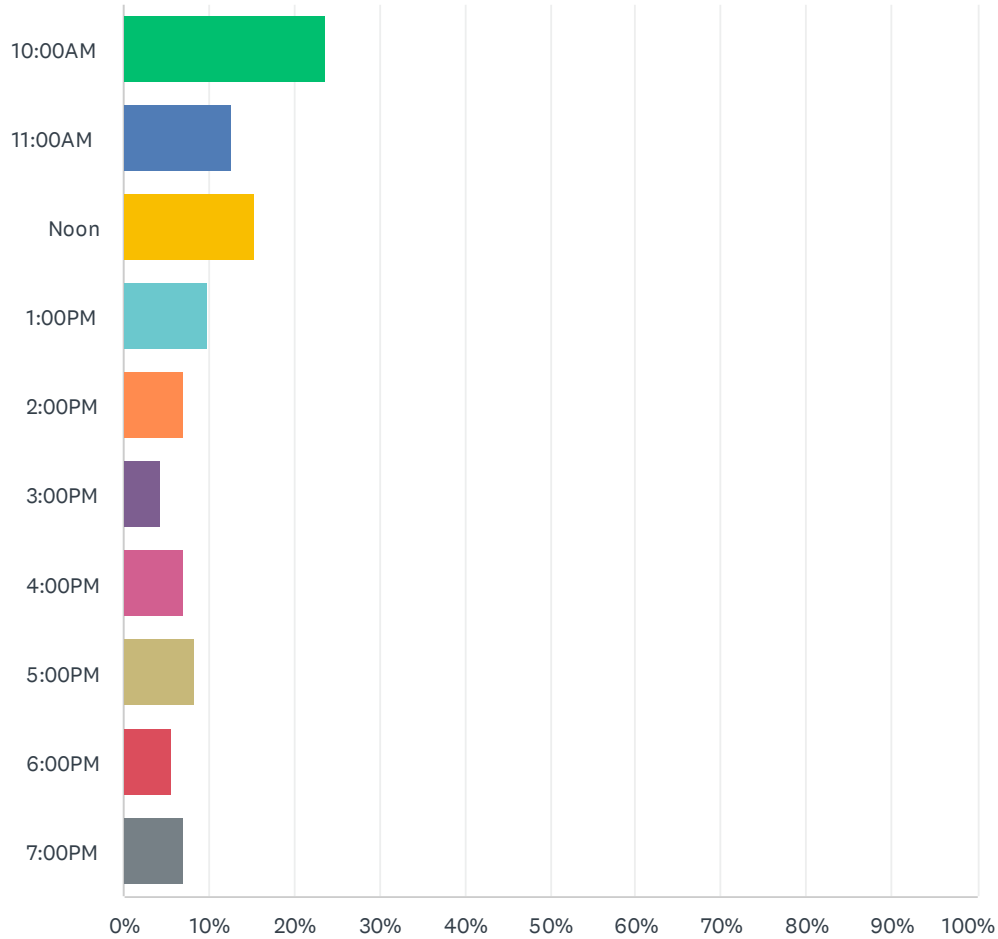
Answered: 103 Skipped: 4



ANSWER CHOICES	RESPONSES	
Sunday	25.24%	26
Monday	43.69%	45
Tuesday	42.72%	44
Wednesday	44.66%	46
Thursday	48.54%	50
Friday	41.75%	43
Saturday	33.01%	34
I do not have any availability or interest	6.80%	7
Total Respondents: 103		

Q12 What time of day would work best for you to attend an in-person meeting? The meeting will take approximately 1.5 hours.

Answered: 72 Skipped: 35



Housing Authority of the City of Eureka Tenant Survey

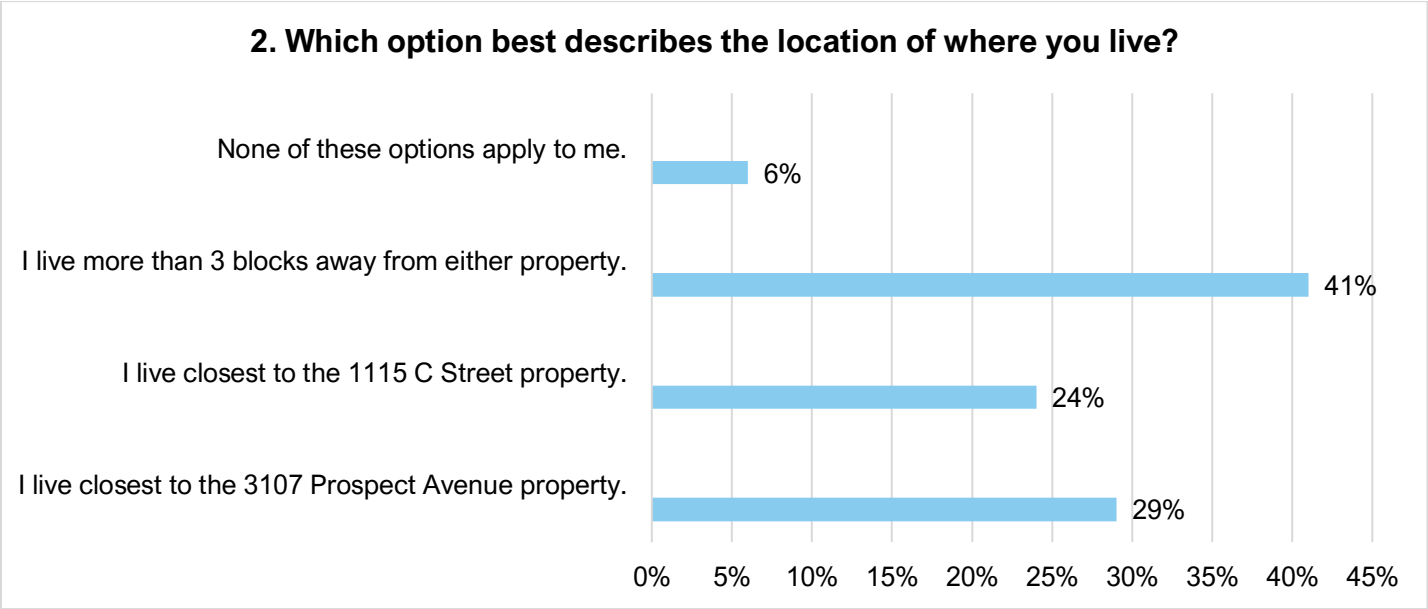
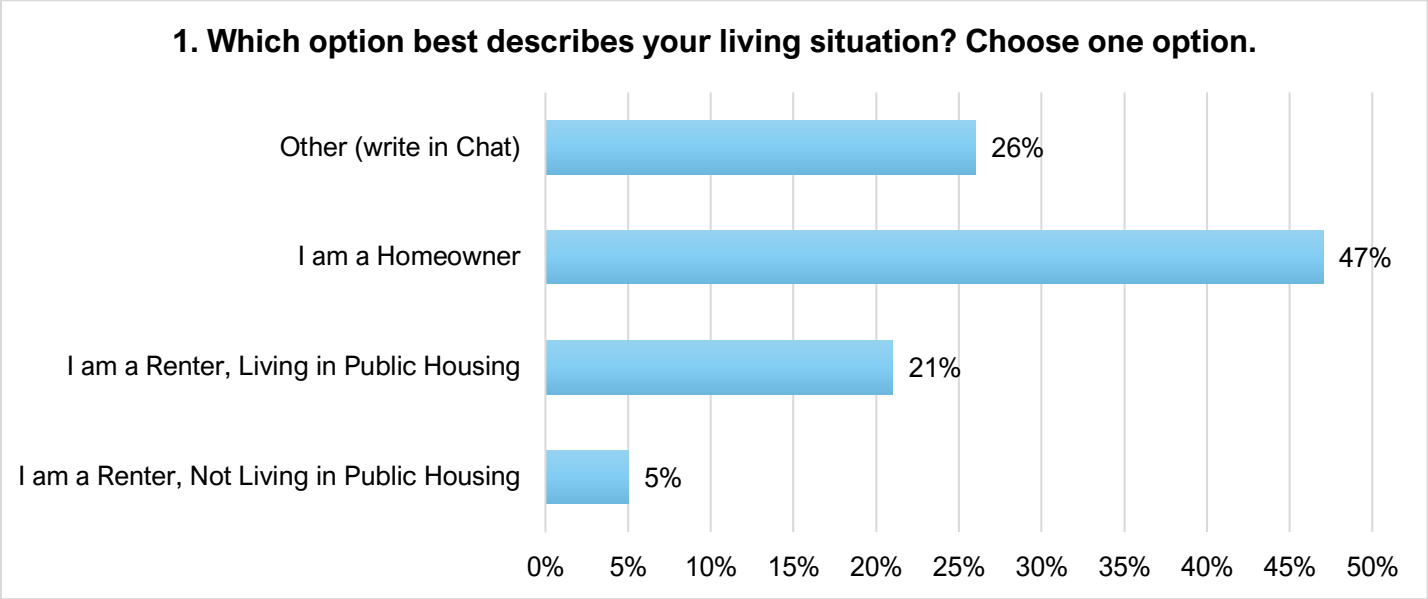
ANSWER CHOICES	RESPONSES	
10:00AM	23.61%	17
11:00AM	12.50%	9
Noon	15.28%	11
1:00PM	9.72%	7
2:00PM	6.94%	5
3:00PM	4.17%	3
4:00PM	6.94%	5
5:00PM	8.33%	6
6:00PM	5.56%	4
7:00PM	6.94%	5
TOTAL		72

Q13 What email address can we use for project updates and meeting invitations?

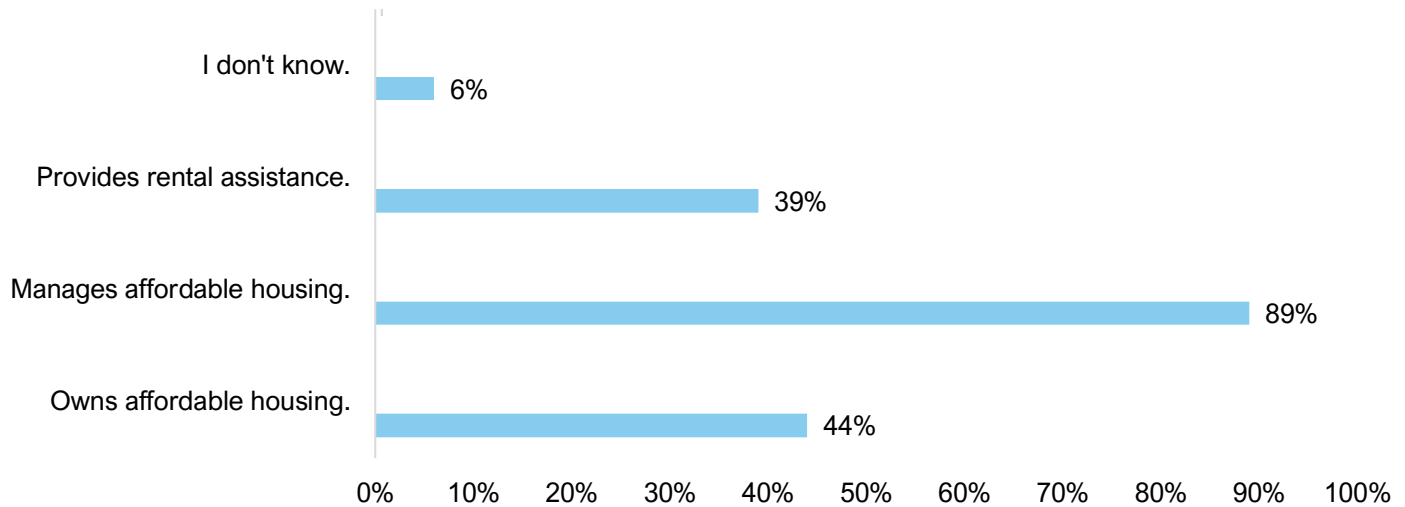
Answered: 103 Skipped: 4

Virtual Neighborhood Meeting Poll Results
Housing Authority of the City of Eureka
January 24th, 2024

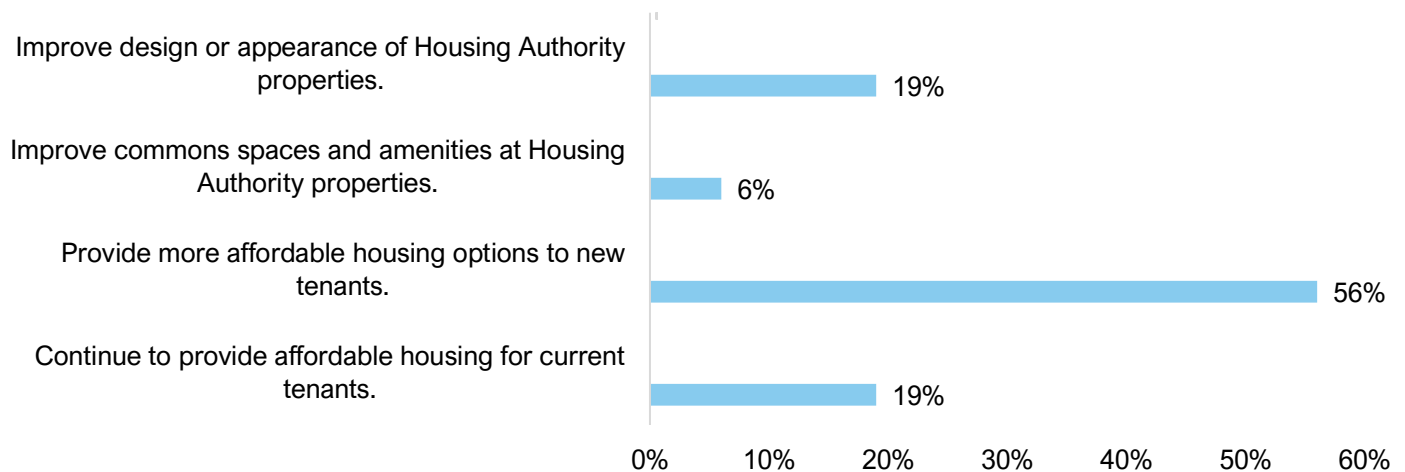
POLL QUESTION RESPONSES



3. What do you think the Housing Authority does?



4. Which of the following is most important to you regarding the redevelopment of the Housing Authority's properties?



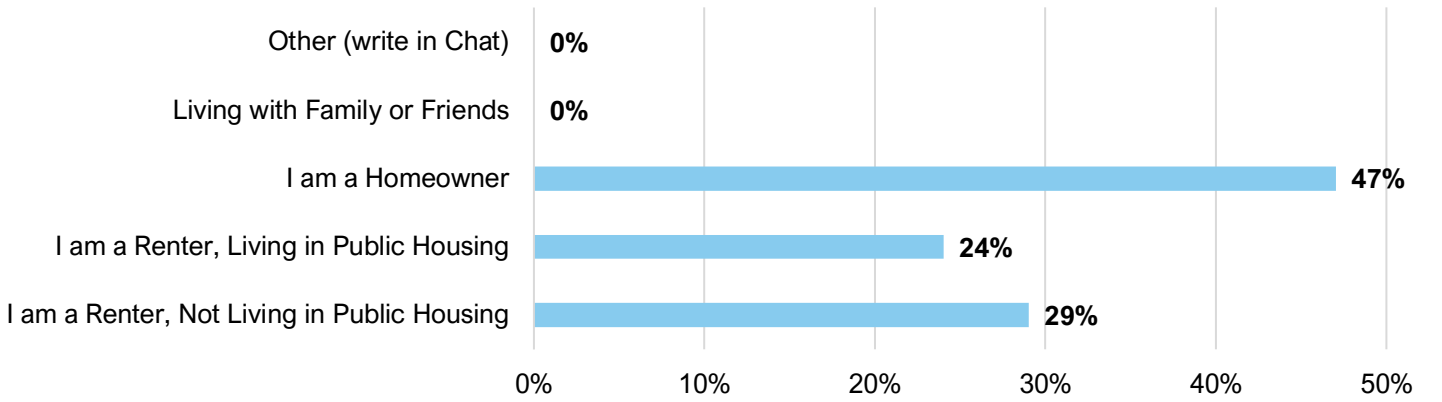
CHAT FEATURE RESPONSES

- Does that mean people will stay in hotels?
- How will parking be addressed?
- How many levels will each building be?
- will tenants be relocated to other units?
- Thank you all for your questions, we will answer them shortly!
- what kind of assistance will you provide to relocating tenants?
- How are you going to help senior citizens move. It is physically difficult for them. Also, moving is expensive, furniture, etc. Will there be financial or physical assistance?
- How do you insure that there is an open house for us?
- Will you contact a service?
- To help us move?
- Will the older two storie buildings also be updated?
- Thank you

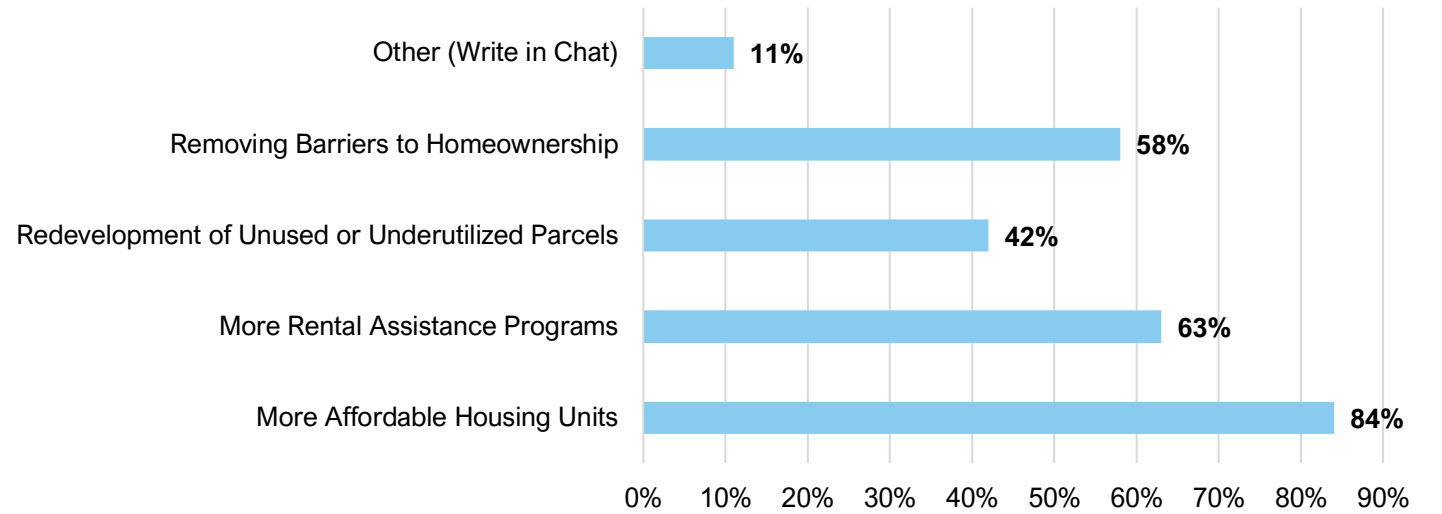
Virtual Community Listening Session #1 Poll Results
Housing Authority of the City of Eureka
March 6, 2024

POLL QUESTION RESPONSES

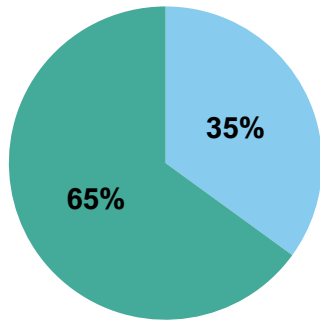
1. Which option best describes your living situation? Choose one option.



2. What would you like to see happen in our community to help address housing affordability? Choose all that apply.



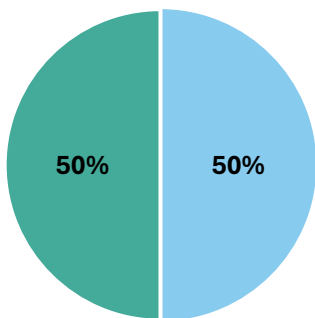
**3. Look and Feel #1: Which of these two projects do you prefer, A or B?
Choose one option.**



■ A ■ B



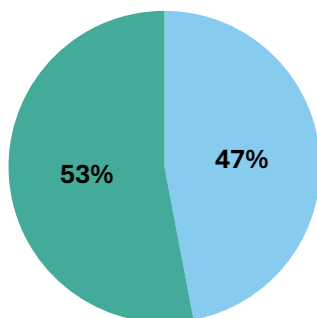
**4. Look and Feel #2: Which of these two projects do you prefer, C or D?
Choose one option.**



■ C ■ D



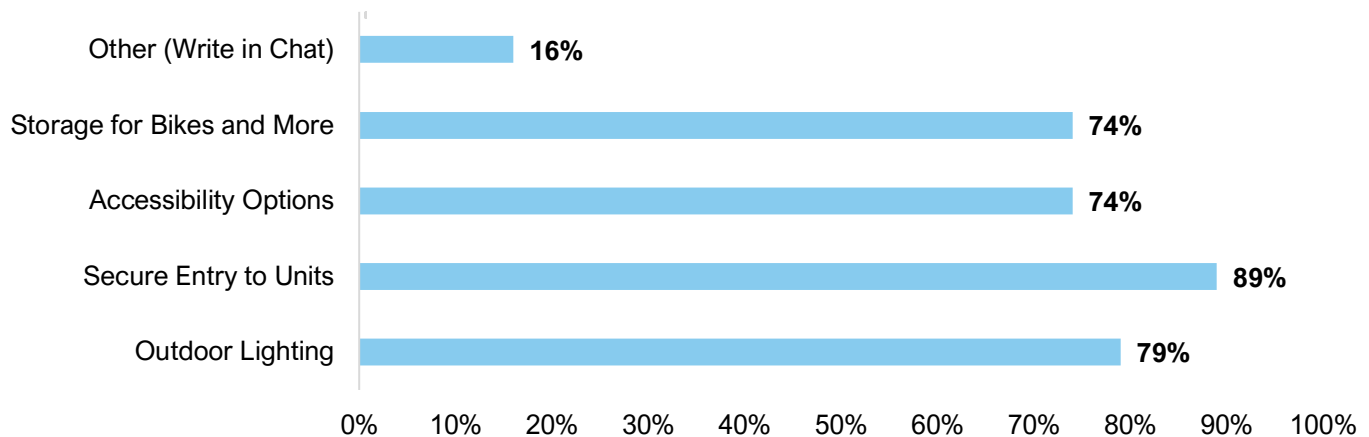
**5. Look and Feel #3: Which of these two projects do you prefer, E or F?
Choose one option.**



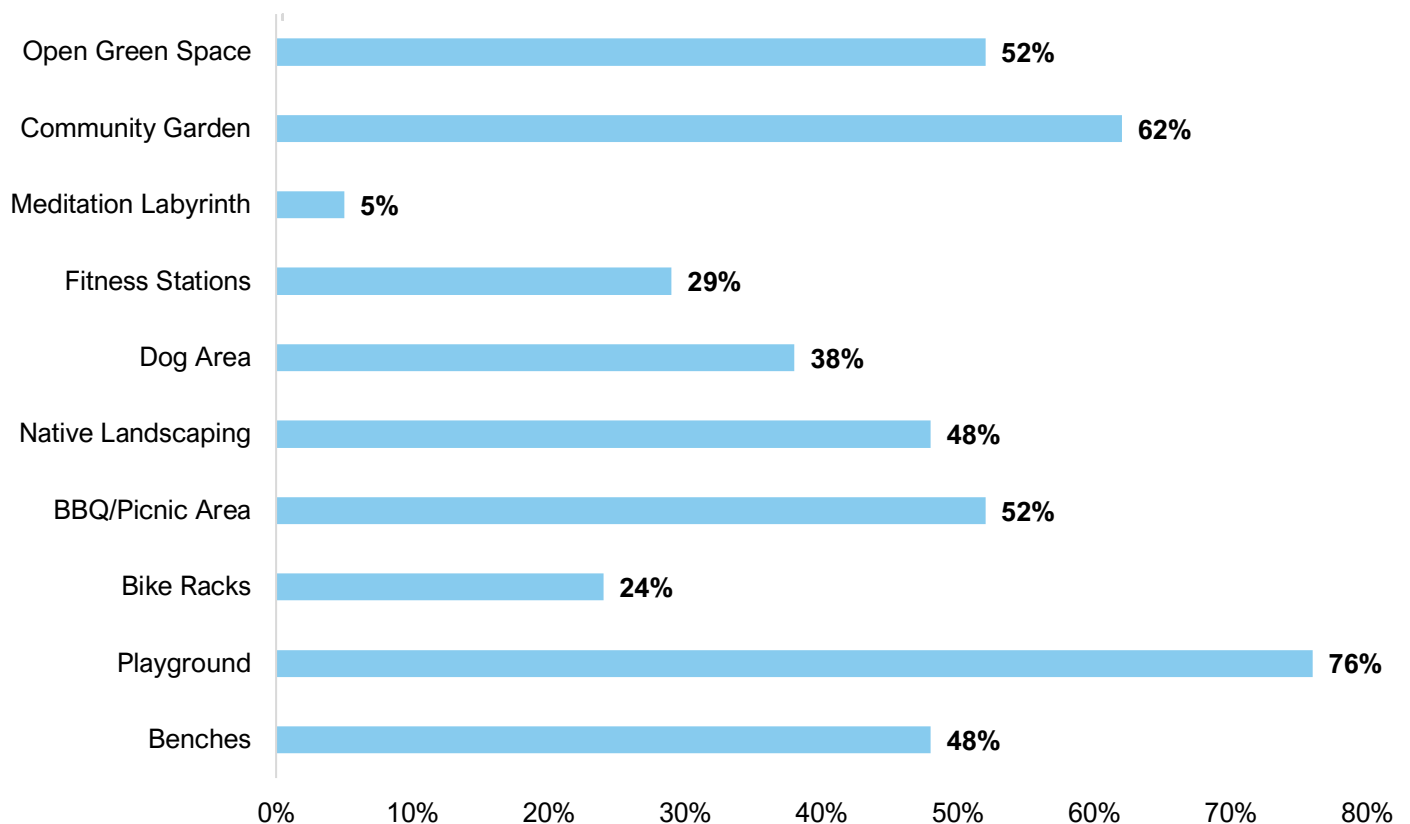
■ E ■ F



6. Which of the following features do you think are most important to include in affordable housing? Choose all that apply.



7. What type of outdoor space options would you prioritize in this project? (choose up to 4)



QUESTION AND ANSWER FEATURE RESPONSES

Question	Answer
1. When will the chat be turned on?	Hi Ralph! It should be on already. Let us know if you don't see the chat button.
i cant see the mute or video button options	All non-pannelists are muted with video off automatically.
i cant see the mute or video button options	Although video and audio are turned off, please chime in on the chat and Q&A functions, as we are interested to hear your thoughts on the project.
i could t answer the poll	Got it! Hoping you can answer this second question?
chat is disabled	Thanks for letting us know! Can you use it now?
The chat is disabled.	Thanks for letting us know! Can you use it now?
The Chat is still disabled.	Thanks for letting us know! Can you use it now?
once transitioned to voucher instead of income based, how will tenants who cant pay 30% of their income be handled?	Voucher assistance is income based, and determined very similarly to how rents are determined for public housing, so the rents are intended to be about the same as they are now.
Its on.	Thank you!
are there any other photos showing the patio or breezways of tje 2 designs?	Great question. These are not photos of the proposed project. Rather, they're photos of other projects, intended to help prompt feedback about what you do or don't like in housing projects in general. Are breezeways a priority for you? What about them do you like or not like? <i>(Also answered live)</i>
Is anyone in the eureka housing authority lobbying for more publicly funded housing instead of private partners?	Great question. This housing will be both publicly funded and privately funded. A public-private partnership is the best way to raise the maximum amount of money for a development. Note that the publically-dedicated funds come with restrictions that hold for all the units. For example, thye guarantee that the units remain affordable and they also dictate strict handicap accessibility requirements that the developments will adhere to.
will there be any elevators for the disabled	Some phases may have elevators and others may not. For those that do not, we will provide accessible single-story units on the ground floor.
what will the square foot be of a 2 bedroom	The designs are not yet finalized but the two bedroom units will likely be approximately 800 sf. <i>(Also answered live)</i>
Will the park areas be open to all of the community? Or just the tenants of the complex?	We anticipate this space will be open to tenants of the community, but likely will be most used by tenants of the complex.
updated electrical, more per room, USB	Got it! Yes. That will definitely be in the plans!
will there be any 3 bedrooms handicap units	This phase will have both one, two, and three bedroom units with accessible access and features.

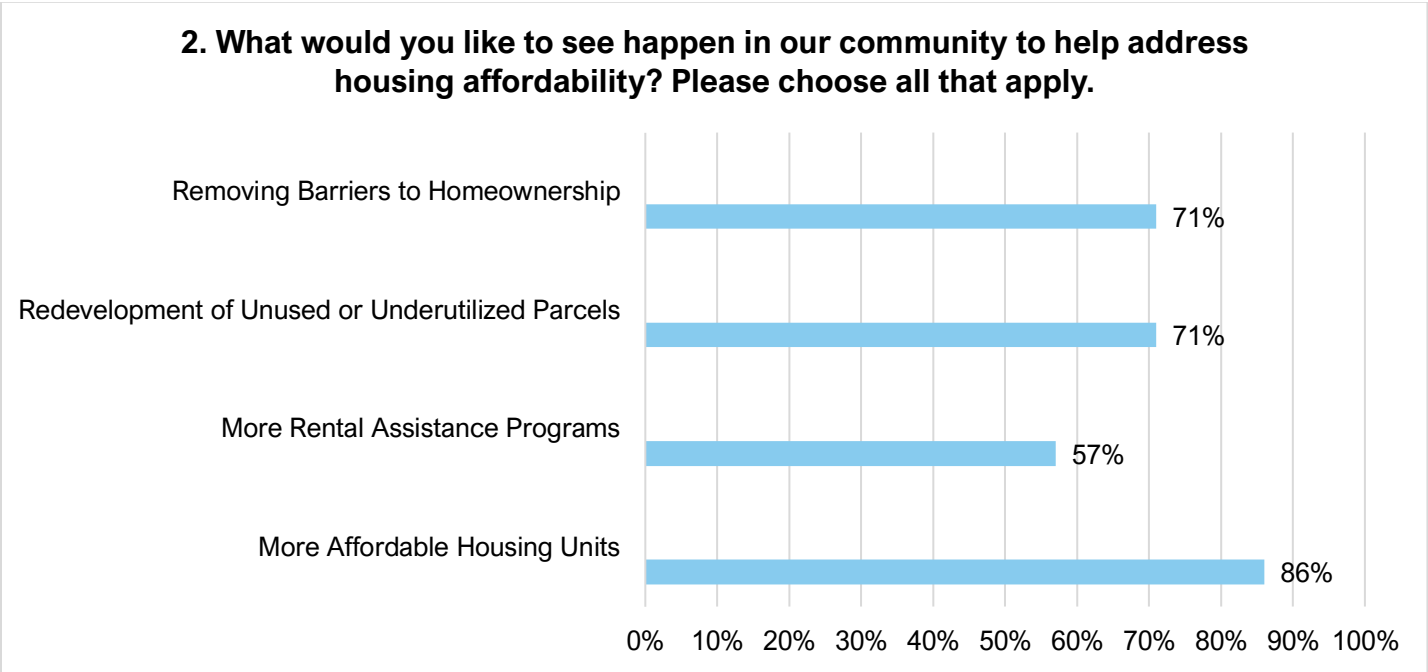
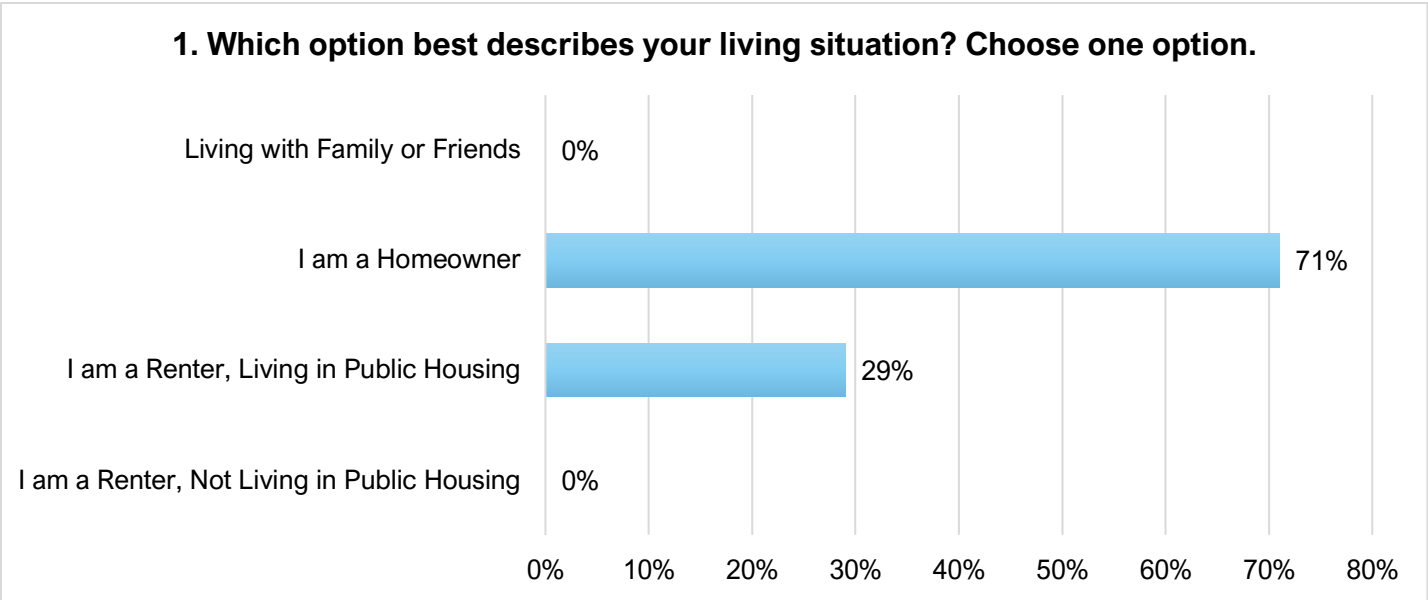
CHAT FEATURE RESPONSES

- To answer the question "other" option, I would like to see more financial assistance for people making a higher income than current programs serve, something more in line with the current overpriced housing market in Humboldt county.
- I would like to see more funding for public housing projects and less for privately owned developers like this. Lobbying congress to give more money to publicly owned housing is better for communities than funneling public money to private developers through voucher programs.
- Have you built in eureka before?
- Will they have elevators for the disabled?
- Is the parking only for the first phase?
- Can we keep our own washer and dryers?
- Will we have a yard?
- Can a 3 bedroom have 1 bedroom downstairs with a 1/2 bath?
- Can there be a small storage rm outside
- From Emily Ware - Operative Office to Everyone:
 - Great questions, Bob. Each phase will include some off-street parking for residents of that phase. The existing on-street parking will remain as well.
- From Emily Ware - Operative Office to Everyone:
 - That's a great suggestion, Mary. We'll take a note.
- From Emily Ware - Operative Office to Everyone:
 - Bob, I see your question about accessibility and it's a great one. Some phases may have elevators and others may not. For those that do not, we will provide accessible single-story units on the ground floor.
- I would love to see different design options closer to our historical homes in our area that compliment the property value of single family homes nearby
- The color of E matches our neighborhood better not so sterile
- Yes please! These options look so unattractive and generic. How depressing.
- Will there be washer and dryer hookups in the apartment?
- Gardens
- Possibly a hut or small office for security
- Other features: washer and dryer in unit, featuring less distance from vehicle to door of home. Covered walkways due to Humboldt weather
- All those parks are beautiful, but I would appreciate the open spaces to be accessible from outside the complex :)
- No fabric strips over the playground. a different design option it will become moldy and yucky looking quickly.
- I like A and B together
- Make the courtyard so the buildings don't look like a motel.
- Playground is important as well as some green space.
- A & B are nice.
- Not a big fan of the courtyard because it will cause a lot of noise complaints
- c and a
- I like layout of B but add to that having balconies face the garden area

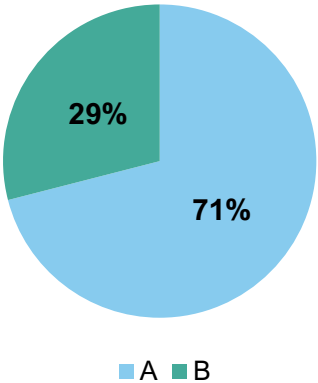
- Adults only???..no kids
- c
- I like A as it allows for more freedom of movement instead of being grouped into one area
- Maybe a yurok or weott type of roof over the play structure
- sr citizens only units
- Playground and separate adults area to encourage community building and ability to enjoy the property.
- I love resident webster's comment, will there be consultation with the Wiyot tribe to add some local character to the buildings as well as some tried and true building styles that work well in this climate.
- Love to see couple areas that have gated or separated areas for different folks like parents singles and seniors
- The community garden and BBQ space and playground give options for the community to come together.
- Good meeting, excellent feedback options.
- Will current tenants automatically be transferred into Section 8 and into voucher program ?
- I appreciate this meeting and your openness to public input. Historically public space is important to community development, and I am concerned about reducing the amount of truly public parks in my neighborhood.
- I also appreciate and hope to see Wiyot consulting and building aesthetics, as a nod to the land we live on as well as these building details are proven to withstand our climate.
- I know the eha is on a budget but Harris street is a main thoroughfare for the city. In my fantasy it would be just terrific if we could design the facade of the building to be attractive and blended into our historical and traditional buildings craftsman style or sprinkles of Victorian style which makes our community so unique.
- Great meeting and renderings!
- Will each unit have a yard?
- Walking long distances and having an appropriate amount of. parking spaces and ease of entry into the unit. love the single car garages over in Samoa

Virtual Community Listening Session #2 Poll Results
Housing Authority of the City of Eureka
April 17, 2024

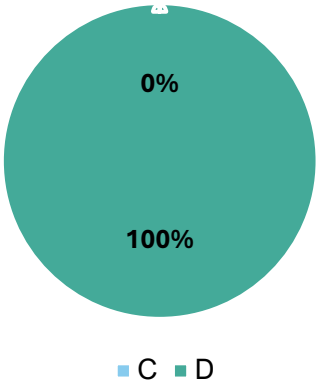
POLL QUESTION RESPONSES



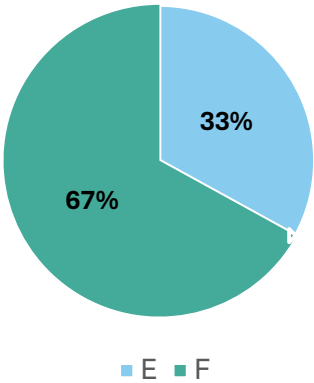
3. Look and Feel #1: Which of these two projects do you prefer, A or B?
Choose one option.



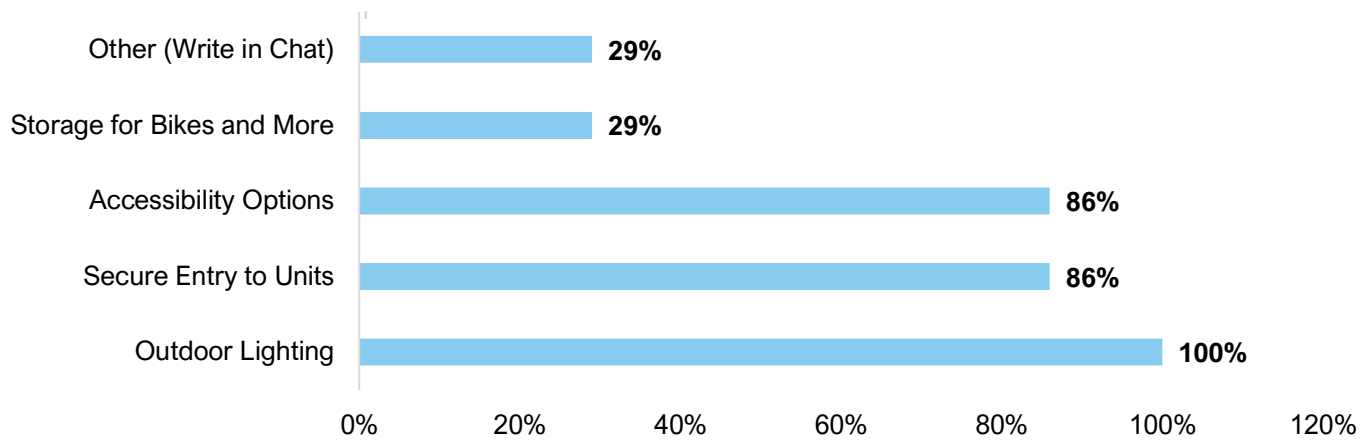
4. Look and Feel #2: Which of these two projects do you prefer, C or D?
Choose one option.



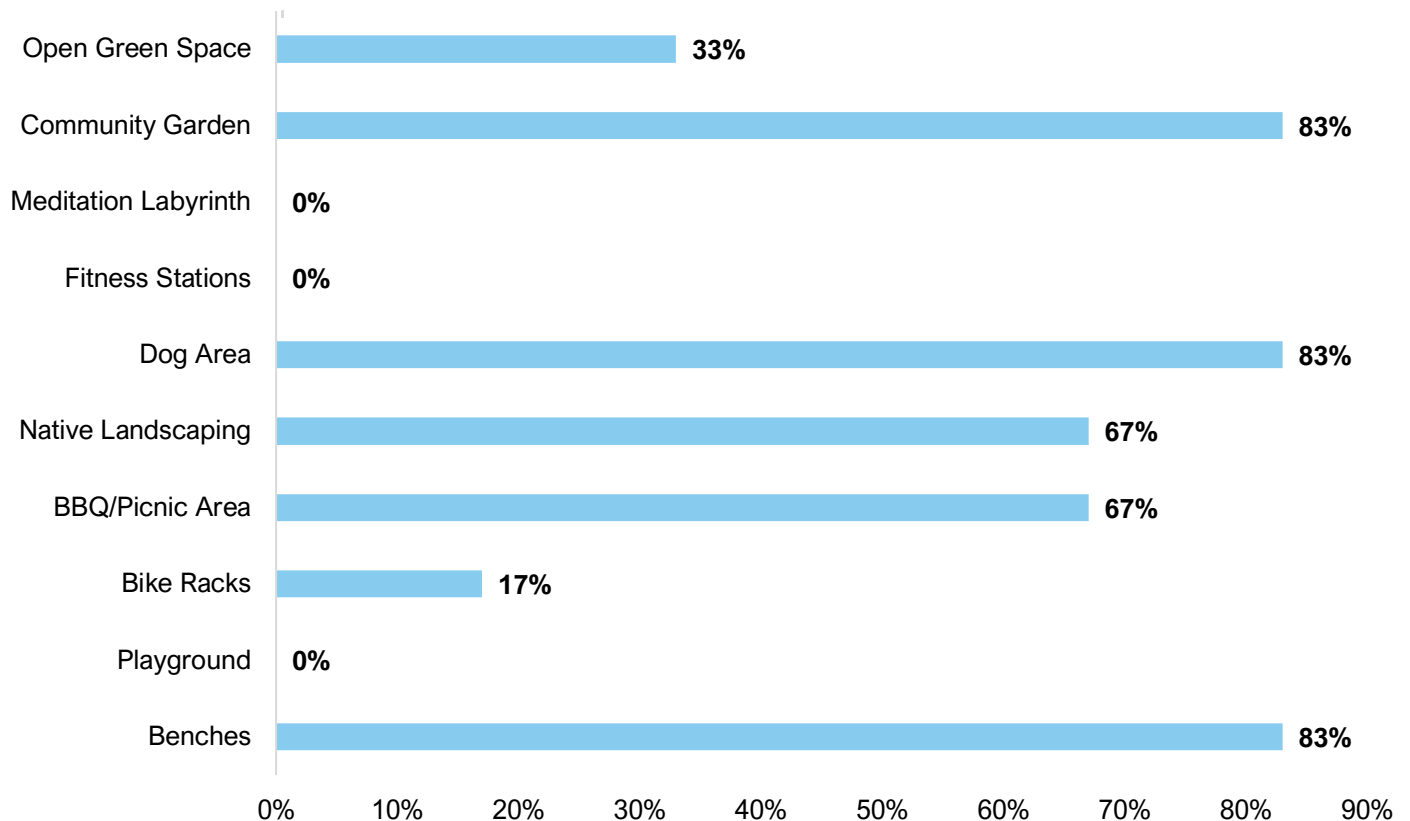
5. Look and Feel #3: Which of these two projects do you prefer, E or F?
Choose one option.



6. Which of the following features do you think are most important to include in affordable housing? Choose all that apply.



7. What type of outdoor space options would you prioritize in this project? (choose up to 4)



CHAT FEATURE RESPONSES

- will there be an elevator for seniors who cant do stairs?
- will any units be developed South of the alley or just the north?
- will there be garden area?
- Karly Brinla - Brinshore Development: We are still deciding on that and are presenting options (one where we redevelop those units and one where we do not). Please let us know what your preference is.
- How many electric vehicles hookups will there be ?
- Will we able to have our own washer and dryer in apt?
- Karly Brinla - Brinshore Development: There will be many community amenities including community green space. If you want a community garden in that space, please say so and we will try our best to incorporate your feedback into the design
- Karly Brinla - Brinshore Development: There will be a laundry room instead of WD in unit
- Karly Brinla - Brinshore Development: We have not yet determined the total number of EV charging stations
- I am disabled. It is a pain to climb in and climb out of the tub to take my shower. I would like to see a walk-in shower.
- we dont have enough parking now, where are we going to put 44 cars?
- Karly Brinla - Brinshore Development: Yes! Absolutely. We will have fully accessible units with accessible bathrooms
- That would be the most logical to add more parking. People own cars it's a must. More parking even though I have to move
- Will we have more counter space in the kitchen?
- some of the folks are barely able to walk the given distance from parking lot to doors
- It would be great to have a bus stop right there on C St
- Karly Brinla - Brinshore Development: The parking area closest to the building will have many of the handicapped parking stalls so the folks who need to park closer for that reason will be able to use them
- you have talked about seniors, but we have many disabled younger adul
- The stairs that go down to Clark St needs a handle in the middle in the lower stairs.
- Karly Brinla - Brinshore Development: I'm glad you brought that up. We are currently also working on a "Green Phase" that will have increased accessible units for folks of all ages. We are also contemplating many future phases that will serve that population as well.

- Emily Ware, Operative Office: Good feedback on the hand rail! Noted. We will keep that in mind!
- the B option is a death trap
- B is too box like.
- A
- \have you seen the fire escape situation on that building
- B doesn't have an elevator
- neither
- Kinda with neither but C is better
- ____ is also at ____ for this meeting
- Emily Ware, Operative Office: Hi! Welcome. Glad you're both here!
- It might be better to look at other places with better outdoor space and landscaping
- PLEASE NOT GREY WITH OUR FOGGY DAYS IT IS DREARY.
- yes better outdoor space
- Rooftop gardens
- Emily Ware, Operative Office: This is great feedback on outdoor space! We are glad to know there is such an interest in landscape. We have a slide coming up where we hope you will share specific feedback on the elements you'd like to see in the outdoor space. Feel free to also keep putting ideas for outdoor space in the chat!
- this constant talk of b
- trim is not importat to avid gardener
- E style building with F style layout
- ____ thoughts not ____
- I like F but it doesn't fit the Victorian neighborhood very well.
- Layout of F seems better for seniors
- private garden space
- Ramps are good for senior developments
- secure motorcycle parking
- Community garden or combination community/private garden space
- lots of outside light, more windows
- Gathering space
- the existing community garden spaces in Eureka are filled and unavailable
- A and B mixed please
- A B mix
- if the garden space was put around the edges and gathering space in the middle
- ____ last note
- how are you planning to disemble this info to neighbors who dont tech
- some neighbors dont even use a cell phone, how are you going to tell them

- great presentation! thank you
- thank you

Housing Authority of the City of Eureka

Board of Commissioners Meeting

June 24, 2024

Agenda Item 8b

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Resolutions Authorizing Submission of Demolition and Disposition Applications to HUD SAC

BACKGROUND AND HISTORY:

The Housing Authority of the City of Eureka's staff have been working on implementation of the Repositioning Plan, approved by board resolution in June 2022. To that end, HACE has worked with Brinshore Development to plan for various phases of redevelopment. Through review and discussion of various sites and possibilities, HACE and developer have determined that the first three applications to HUD's Special Applications Center (SAC) should be in support of the following:

1. Application for demolition and disposition of land and units within 25-1 site for 3230 Hiler Street (aka Green Phase)
2. Application for demolition of remaining land and units within 25-1 and Prospect sites (aka Master Plan)
3. Application for demolition of 12 out of the 16 units at C and Clark Street (aka Blue Phase)

See attached documents for designs in process (Green and Blue phases) and proposed phasing of Master Plan.

Impact to Personnel:

None immediate.

Fiscal Impact:

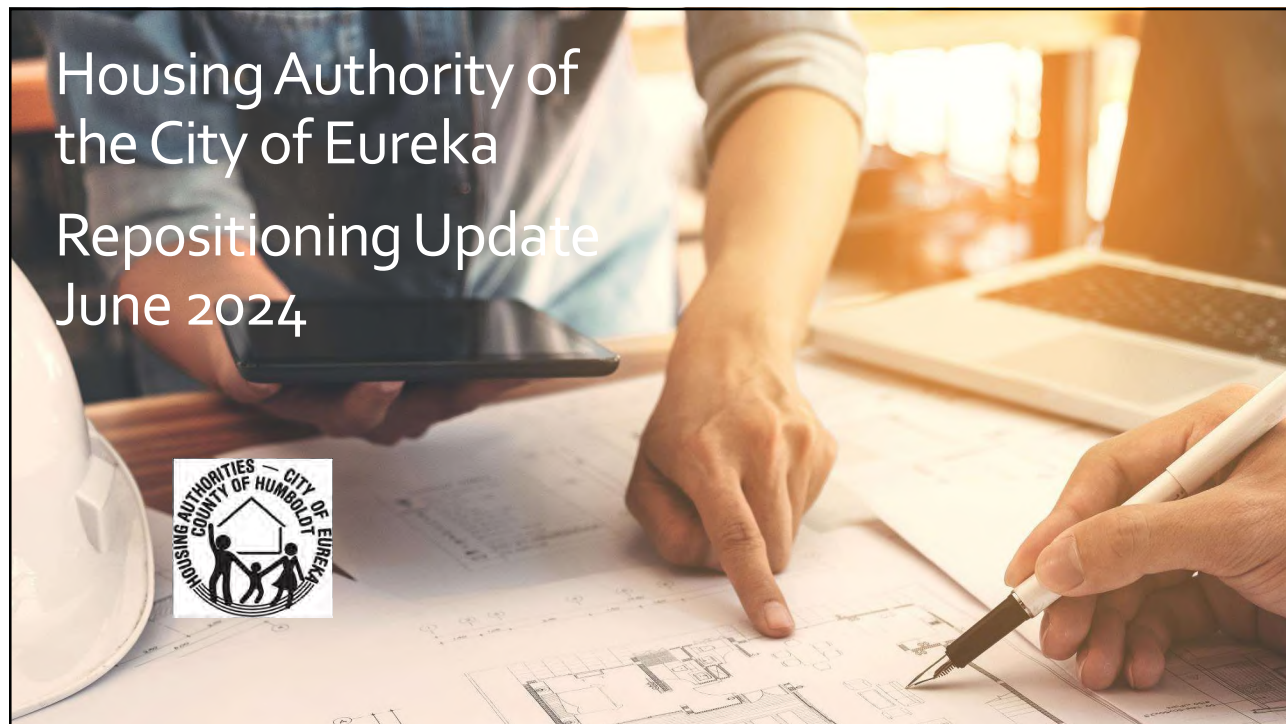
Certain development costs are being fronted by HACE. However, these intend to be recuperated at project closing, and would roll into long-term permanent project costs. Majority of pre-development costs are borne by Brinshore.

Alternatives:

Not approving the Resolutions for the Section 18 application is not recommended; repositioning activity will not be allowed by HUD without board approval, a key component of a complete Section 18 application. The Special Applications Center is closing for a 2-month period, or greater, so HACE is working to submit to SAC as soon as possible before July 1, 2024, the expected SAC close date.

STAFF RECOMMENDATION:

Review and approve enclosed materials and resolutions.



1



2

Phases Currently in Planning Stages



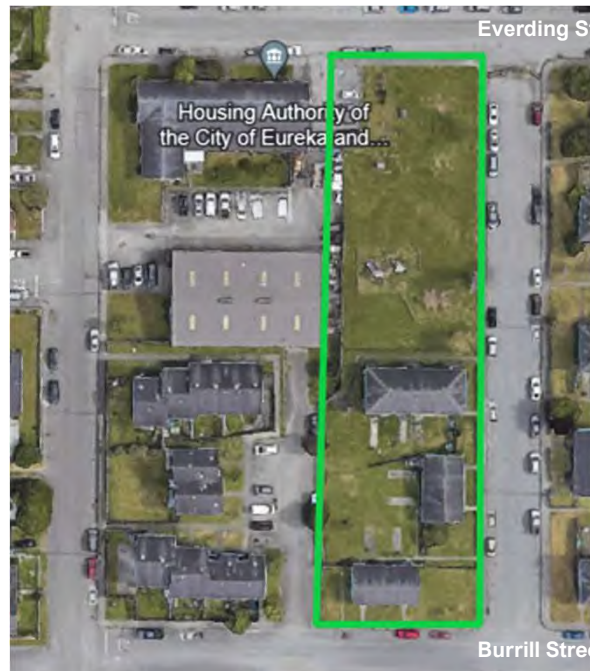
Hiler Street aka Green Phase

C & Clark Street aka Blue Phase



3

Housing Authority of the City of Eureka *Green Phase*



4

4

Green Phase Design



5

Green Phase Design



View from south end of Hiler



View from corner of Hiler & Everding

6



Front Yard Outdoor Space

7

Green
Phase
Design



8

Project Design Aerial view



9

Site Plan



10

<div>Green Phase Timeline</div> <div>(Park + 8 units)</div>	Milestone	Expected Completion
	LIHTC Award (tax credit financing)	Q3 2024
	Zoning (City of Eureka)	Q3 2024
	Submission for Building Permits	Q4 2024
	Finance closing	Q1 2025
	Tenant Relocation (90+ days)	Q1 2025
	Construction Complete (~18 months)	Q3 2026
	Lease up Complete	Q4 2026

11

<div>Green Phase Unit Configuration</div> <div><ul style="list-style-type: none">100% Affordable rentalsFamily development (no age restrictions)</div>	Green Phase	Unit Size			Total
		1BR	2BR	3BR	
	Existing	4	2	2	8
	Proposed	20	12	12	44

12

Amenities

Building Amenities

- Lobby
- Community Green Space
- Mail/Package Room
- Laundry Room
- Secure access
- Mobility & Accessibility units
- Management office

Parking

- Bikes
 - 8 short-term parking spaces
 - 15 long-term parking spaces
- Vehicles*
 - 28 off-street parking spaces (car)

**Existing on-street parking (30 stalls) will remain, for a total of 58 vehicular stalls*

13

13

How does
Green
Phase fit
into the
Master
Plan?



14

Master Plan

*Current view
with phase
overlay*



15

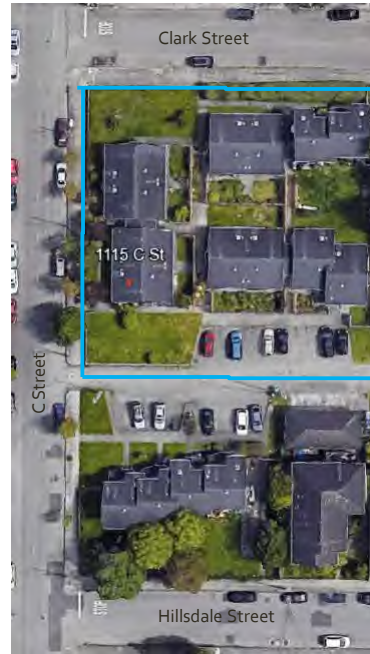
Master Plan

*Future view
7 phases*



16

**Housing
Authority of
the City of
Eureka:**
*“Blue Phase”
1115 C Street*



17

17



C & Clark Street Property
View from corner of C & Clark, looking south-east

18

Blue Phase Timeline *1115 C Street*

Milestone	Expected Completion
LIHTC Award	Q1 2025
Zoning	Q1 2025
Submission for Building Permits	Q2 2025
Closing	Q3 2025
Relocation	Q3 2025
Construction Complete	Q1 2027
Lease up Complete	Q2 2027

19

19

Blue Phase New Unit Configuration

- 100% Affordable rentals
- Senior development (62+ years)
- Increased accessibility features
- 44 1-bedroom units north of alley

20



Blue Phase front view from Clark Street

21



View from C Street



View of alley off C Street



22



View from corner of C & Clark Streets

23

Amenities

- Lobby and community gathering space
- Community green space
- Mail/package room
- Laundry rooms on each level
- Secure access
- Accessible units and building features (mobility and adaptability)
- Management office
- Short-term and long-term parking for bikes/scooters

24

24

RESOLUTION 1998

Resolution Authorizing the Submission of Demolition and Disposition Application to the U.S Department of Housing and Urban Development Special Applications Center (SAC) for the Land and Units within the 25-1 Redevelopment Project (Green Phase)

Whereas, the Board of Commissioners (the “Board”) of the Housing Authority of the City of Eureka (“HACE” or the “Authority”) has entered into an agreement with its partner developer, Brinshore Development (“Brinshore”) to facilitate the redevelopment of the 25-1 public housing site (the “Project”), located at or about 3230 Hiler Street in the City of Eureka, California (the “Property” or “Green Phase”); and

Whereas, the Property is part of CA025000001 under the project name “Eureka City” which in its entirety consists of 198 existing public housing units built between 1952 to 1983; and

Whereas, the Board passed Resolution 1963 on June 21, 2022, approving a repositioning plan for Eureka City that recommended demolition and eventual disposition of the Project area as a first phase; and

Whereas, HACE staff, in their capacity to implement the repositioning plan, wish to demolish and redevelop the 25-1 and Prospect Ave site over seven (7) phases; and

Whereas, the phases for the Project will be divided in a process that will reflect ground lease areas associated with each phase of the Project; and

Whereas, the ground lease will be based on terms from the Master Development Agreement entered into with Brinshore for redevelopment of the 25-1 and Prospect Avenue properties; and

Whereas, as a part of one of the initial phases of the Project, HACE, working in tandem with its development partners and resident input, wishes to demolish the existing eight (8) public housing units within three (3) buildings along Hiler Street between Burrill Street to the south and West Everding Street to the north; and

Whereas, the property will be disposed of via a ground lease for 1.19 acres, and an affiliated limited liability company of Brinshore will then demolish and redevelop the entire site with similarly highly subsidized units along with 36 additional units resulting in 44 units within one (1) building; and

Whereas, the demolition costs for the Project will be financed with Low Income Housing Tax Credit equity, and

Whereas, the Project is currently subject to a Declaration of Trust between the U.S. Department of Housing and Urban Development (“HUD”) and the Authority; and

Whereas, the Project was determined to meet HUD Special Applications Center Section 18 physical obsolescence justification criteria as determined by a Physical Needs Assessment conducted on the property; and

Whereas, the Board is asked to approve, in concept, the demolition and disposition plans of the Project phase in an effort to improve overall community livability through the submittal of the HUD Section 18 application, specifically HUD Forms 52860 and 52860-A along with required attachments; and

Whereas, the Authority and its relocation consultants, held meetings with impacted Project residents to receive input relating to the demolition plans; and

Whereas, the potential units to be identified as relocation resources will be decent, safe and sanitary with rents no higher than those permitted by 24 CFR 970.21; and

Whereas, consultation regarding the proposed demolition has occurred with local government representatives, specifically Mayor Bergel's office, which is supportive of the project; and

Whereas, HACE desires to assist Brinshore with the demolition, disposition and future redevelopment of the Project and in furtherance thereof, seeks approval for the submission of a HUD SAC Section 18 Demolition and Disposition Application under 24 CFR 970.17(c).

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Eureka as follows:

1. The Executive Director, or her designee, is hereby authorized to prepare, execute, and submit any and all applications, certifications, agreements and other documents to the HUD SAC Office, including but not limited to HUD Section 18 Disposition and Demolition Applications (HUD Forms 52860 and 52860-A), in connection with the demolition and disposition of eight (8) public housing units within three (3) buildings along Hiler Street between Burrill Street to the south and West Everding Street to the north and to take such other actions and to sign such other documents as she may deem necessary or desirable to carry out the intent of this Resolution.

2. The Resolution shall be in effect from and after the date of its adoption.

PASSED AND ADOPTED on the 24 day of June 2024 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

(Name)

(Name)

(Title)

(Title)

(Signature)

(Signature)

RESOLUTION 1999

Resolution Authorizing the Submission of Demolition Application to the U.S Department of Housing and Urban Development Special Applications Center (SAC) for the 25-1 and Prospect Avenue Redevelopment Project (Master Plan)

Whereas, the Board of Commissioners (the “Board”) of the Housing Authority of the City of Eureka (“HACE” or the “Authority”) has entered into an agreement with its partner developer, Brinshore Development (“Brinshore”) to facilitate redevelopment of the 25-1 and Prospect Avenue public housing site (the “Project”), located at or about 3107 Prospect Avenue in the City of Eureka, California (the “Property” or “Master Plan”); and

Whereas, the Property is part of CA025000001 under the project name “Eureka City” which in its entirety consists of 198 existing public housing units built between 1952 to 1983; and

Whereas, the Board passed Resolution 1963 on June 21, 2022, approving a repositioning plan for Eureka City that recommended demolition of the Project area as a first phase; and

Whereas, HACE staff, in their capacity to implement the repositioning plan, wishes to demolish 97 public housing units, three (3) non-dwelling units, three (3) non-dwelling structures (an administrative building, a Boys and Girls Club facility, and a maintenance building) to eventually redevelop the entire Project site; and

Whereas, the Project is currently subject to a Declaration of Trust between the U.S. Department of Housing and Urban Development (“HUD”) and the Authority; and

Whereas, as a part of the first phase of the Project, HACE, working in tandem with its development partners and resident input, seeks to redevelop the Property with similarly highly subsidized units along with up to approximately 115 additional units, resulting in 212 total new dwelling units to be deployed in seven (7) phases which will house residents at 80% AMI and below; and

Whereas, the demolition costs for the Property will be financed with Low Income Housing Tax Credit equity at a later date when financing is secured, and

Whereas, the Property was determined to meet HUD Special Applications Center Section 18 physical obsolescence justification criteria as determined by a Physical Needs Assessment conducted on the property; and

Whereas, the Board is asked to approve, in concept, the demolition plans of the first phase of the Property in an effort to improve overall community livability through the submittal of the HUD Section 18 application, specifically HUD Forms 52860 and 52860-A along with required attachments; and

Whereas, the Authority and its relocation consultants held meetings with impacted Project residents to receive input relating to the demolition plans; and

Whereas, the potential units to be identified as relocation resources will be decent, safe and sanitary with rents no higher than those permitted by 24 CFR 970.21; and

Whereas, consultation regarding the proposed demolition has occurred with local government representatives, specifically Mayor Bergel’s office, which is supportive of the Project; and

Whereas, HACE desires to assist Brinshore with the demolition and future redevelopment of the Property and in furtherance thereof, seeks approval for the submission of a HUD SAC Section 18 Demolition Application under 24 CFR 970.17(c).

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Eureka as follows:

1. The Executive Director, or her designee, is hereby authorized to prepare, execute, and submit any and all applications, certifications, agreements and other documents to the HUD SAC Office, including but not limited to HUD Section 18 Disposition and Demolition Applications (HUD Forms 52860 and 52860-A), in connection with the Master Plan phase of 25-1 and Prospect Avenue and to take such other actions and to sign such other documents as she may deem necessary or desirable to carry out the intent of this Resolution.

2. The Resolution shall be in effect from and after the date of its adoption.

PASSED AND ADOPTED on the 24 day of June 2024 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

(Name)

(Name)

(Title)

(Title)

(Signature)

(Signature)

RESOLUTION 2000

Resolution Authorizing the Submission of Demolition Application to the U.S Department of Housing and Urban Development Special Applications Center (SAC) for the C & Clark Street Redevelopment Project (Blue Phase)

Whereas, the Board of Commissioners (the “Board”) of the Housing Authority of the City of Eureka (“HACE” or the “Authority”) has entered into an agreement with its partner developer, Brinshore Development (“Brinshore”) to facilitate redevelopment of the C & Clark Street public housing site (the “Project”), located at or about 1115 C Street in the City of Eureka, California (the “Property”); and

Whereas, the Property is part of CA025000001 under the project name “Eureka City” which in its entirety consists of 198 existing public housing units built between 1952 to 1983; and

Whereas, the Board passed Resolution 1963 on June 21, 2022, approving a repositioning plan for Eureka City that recommended demolition of the Project area as a first phase; and

Whereas, HACE staff, in their capacity to implement the repositioning plan, wishes to demolish twelve (12) public housing units and access tenant protection vouchers for resident relocation to redevelop the entire Project site eventually; and

Whereas, the Project is currently subject to a Declaration of Trust between the U.S. Department of Housing and Urban Development (“HUD”) and the Authority; and

Whereas, as a part of the Project’s redevelopment, HACE, working in tandem with its development partners and resident input, anticipates redeveloping the Property site with similarly highly subsidized units along with up to 32 additional units resulting in 44 total new dwelling units which will house residents at 80% AMI and below; and

Whereas, the demolition costs for the Project will be financed with Low Income Housing Tax Credit equity, and

Whereas, the Project units were determined to meet HUD Special Applications Center Section 18 physical obsolescence justification criteria as determined by a Physical Needs Assessment conducted on the property; and

Whereas, the Board is asked to approve, in concept, the demolition plans of the first phase of the Project in an effort to improve overall community livability through the submittal of the HUD Section 18 application, specifically HUD Forms 52860 and 52860-A along with required attachments; and

Whereas, the Authority and its relocation consultants, held meetings with impacted Project residents to receive input relating to the demolition and redevelopment plans; and

Whereas, the potential units to be identified as relocation resources will be decent, safe and sanitary with rents no higher than those permitted by 24 CFR 970.21; and

Whereas, consultation regarding the proposed demolition has occurred with local government representatives, specifically Mayor Bergel’s office, which is supportive of the project; and

Whereas, HACE desires to assist Brinshore with the demolition and future redevelopment of the Project and in furtherance thereof, seeks approval for the submission of a HUD SAC Section 18 Demolition Application under 24 CFR 970.17(c).

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Eureka as follows:

1. The Executive Director, or her designee, is hereby authorized to prepare, execute, and submit any and all applications, certifications, agreements and other documents to the HUD SAC Office, including but not limited to HUD Section 18 Disposition and Demolition Applications (HUD Forms 52860 and 52860-A), in connection with the C & Clark Street demolition and to take such other actions and to sign such other documents as she may deem necessary or desirable to carry out the intent of this Resolution.

2. The Resolution shall be in effect from and after the date of its adoption.

PASSED AND ADOPTED on the 24 day of June 2024 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

(Name)

(Name)

(Title)

(Title)

(Signature)

(Signature)

Housing Authority of the City of Eureka

Board of Commissioners Meeting

June 24, 2024

Agenda Item 8c

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Personnel Policy Update, Workplace Violence Prevention Plan

BACKGROUND AND HISTORY:

SB 553, approved by the Governor in September 2023, requires that employers with more than 10 employees in the state of California must implement a workplace violence prevention plan (WVPP), which involves training employees on workplace violence hazards, maintaining workplace violent incident logs and records, and conducting periodic reviews of the WVPP. Requirements for a WVPP take effect July 1, 2024. See attached OSHA Information for Employers flyer.

Impact to Personnel:

Employee training will be conducted upon establishment of the plan, upon hire, annually, and whenever a change is made to the plan. Staff will be trained on how to report incidents, how to respond to threats of violence, and strategies to avoid harm. They will also learn about hazards specific to their job function and workplace location, and how to reduce hazards.

Fiscal Impact:

None.

Alternatives:

As our agencies are required to implement a WVPP, non-adoption is not recommended.

STAFF RECOMMENDATION:

Adopt a resolution approving changes to the Personnel Policy, adding the Workplace Violence Prevention Plan, to be in compliance with updates to California state law.

Workplace Violence Prevention in General Industry (Non-Health Care Settings) – Information for Employers

According to the Occupational Safety and Health Administration (OSHA), workplace violence is the second leading cause of fatal occupational injuries in the United States, affecting nearly 2 million American workers annually. SB 553 addresses workplace violence by requiring employers to implement basic protections to protect employees while at work.

This fact sheet is an overview of the **California Senate Bill 553** (SB 553), which was signed into law on September 30, 2023. SB 553 amended Labor Code section 6401.7 to require employers to develop and implement a workplace violence prevention plan in accordance with newly codified Labor Code section **6401.9**, which sets out the requirements for the plan. Starting July 1, 2024, the majority of employers in California must establish, implement, and maintain a Workplace Violence Prevention Plan that includes:

- Prohibiting employee retaliation.
- Accepting and responding to reports of workplace violence.
- Employee workplace violence training and communication.
- Emergency response.
- Workplace violence hazard assessments.
- Other requirements, such as maintaining a Violent Incident Log.

What must employers know?

All employers, employees, places of employment, and employer-provided housing must comply with the new Labor Code requirements, except those listed in subsection (b) of Labor Code 6401.9.

This fact sheet only provides an overview.



Employers should review the full requirements of **California Senate Bill 553** (SB 553), which includes Labor Code section 6401.9.

Creating a workplace violence prevention plan

Labor Code section 6401.9 outlines the elements of a workplace violence prevention plan required by section 6401.7:

- Every covered employer is required to establish, implement, and maintain an effective workplace violence prevention plan.
- The plan needs to include the following:
 - The names of persons responsible for its implementation.
 - Effective procedures for employee involvement in developing and implementing the plan.
 - Methods to coordinate implementation of the plan with other employers, when applicable.
 - Procedures for employers to handle and respond to reports of workplace violence, while ensuring no retaliation against the reporting employee.
 - Procedures to ensure compliance from employees, including supervisors.



section **3203** of title 8 of the California Code of Regulations or maintained as a separate document.

Violent incident log requirements

Employers must maintain a log of all incidents of workplace violence even if the incident did not result in injury. This log must include information on every workplace violence incident, based on employee statements, witness statements, and investigation findings. Incident information must include at least the following:

- Incident date, time, location.
- Workplace violence “Type” (1, 2, 3, and/or 4).
- Detailed description of the incident.
- Classification of who committed the violence.
- The circumstances at the time of the incident.
- Where the incident occurred.
- Specific incident characteristics, such as physical attacks, weapon involvement, threats, sexual assault, animal incidents, or other events.
- What the consequences of the incident were, including any involvement law enforcement.
- What steps were taken to protect employees from further threat or hazards.
- Who completed the log, including their name, job title, and the date completed.

Note: Employers must exclude personal identifying information that would identify any person involved in a violent incident.

Training employees on workplace violence

- Employers must provide effective training and ensure that training materials are easy to understand and match the workers’ education, reading skills, and language.
- Employers must provide employees with an initial training and annually thereafter.
- The training is required to cover various aspects, including the following:

- Procedures to communicate with employees regarding workplace violence matters.
- Emergency response protocols.
- Training provisions.
- Procedures to identify and evaluate workplace violence hazards that include inspections with the following frequency:
 - When the plan is first set up.
 - Periodically scheduled.
 - After violent incidents.
 - Whenever a new hazard becomes known.
- Procedures to timely correct workplace violence hazards identified and evaluated.
- Procedures for post-incident response and investigation.
- Procedures that allow for plan review
 - Annually.
 - When a deficiency is observed or becomes apparent.
 - After a workplace violence incident.
- Any other procedure necessary for employee health and safety as required by the Division and Standards Board.
- The plan must be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.
- The written plan may be incorporated as a stand-alone section in the written injury and illness prevention program required by

- Familiarizing employees with the plan, how to obtain a copy, and how to participate in the development and implementation of the employer's plan.
- Definitions and requirements of Labor Code section 6401.9.
- How to report workplace violence incidents without fear of retaliation.
- Understanding of job-specific violence hazards and preventive measures.
- Purpose of the violent incident log and how to obtain related records.
- Opportunities for interactive discussions with someone knowledgeable about the employer's plan.
- When new or previously unidentified workplace violence hazards are discovered, or changes are made to the plan, the employer must provide additional training that focuses on the specific hazard or plan modifications.

Employer responsibilities with workplace violence recordkeeping requirements

- The plan must be in writing and easily accessible to employees, authorized employee representatives, and Cal/OSHA representatives.
- Records of workplace violence hazard identification, evaluation, and correction must be created and maintained for a minimum of five years.
- Training records must be created and maintained for a minimum of one year.
- Violent incident logs must be maintained for a minimum of five years.
- Records of workplace violence incident investigations under must be maintained for a minimum of five years.



Additional information and resources

As required by **title 8, section 342(a). Reporting Work-Connected Fatalities and Serious Injuries**, Employers have a legal responsibility to immediately report to Cal/OSHA any serious injury or illness, or death (including any due to workplace violence) of an employee occurring in a place of employment or in connection with any employment.

Additional regulations that may apply to workplace violence and exposure can be found in the following title 8 sections:

- **Section 342** (Reporting Work-Connected Fatalities and Serious Injuries).
 - For instructions on reporting, go to **Report a Work-Related Accident – Employers**.
- **Section 3203** (Injury and Illness Prevention).
- **Section 14300** (Employer Records-Log 300).
 - For information on The Log of Work-Related Injuries and Illnesses (Cal/OSHA Form 300), go to **Brief Guide to Recordkeeping Requirements**.

February 2024



This document is available with active links at www.dir.ca.gov/dosh/dosh_publications
For assistance regarding this subject matter, employers may contact
Cal/OSHA Consultation Services at 1-800-963-9424 or InfoCons@dir.ca.gov

www.dir.ca.gov/dosh/consultation.html

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**Housing Authority of the City of Eureka
Housing Authority of the County of Humboldt**

Workplace Violence Prevention Plan

July 01, 2024

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ATTACHMENT A

Appendices

- A. Workplace Violent Incident Log
- B. Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist

**Housing Authority of the City of Eureka
Housing Authority of the County of Humboldt
Workplace Violence Prevention Plan**

Section I: Policy

Our establishments, the Housing Authority of the City of Eureka and the Housing Authority of the County of Humboldt, are committed to our employees' safety and health. We refuse to tolerate any form of violence in the workplace and will make every effort to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (WVPP). We will provide adequate authority and budgetary resources to responsible parties so that our goals and responsibilities can be met. Our policy is to establish, implement, and maintain an effective plan as required by SB 533.

All managers, supervisors and employees are responsible for implementing and maintaining our WVPP Program. We encourage employee participation in designing and implementing our program. We require prompt and accurate reporting of all violent incidents whether or not physical injury has occurred. We will not discriminate against victims of workplace violence. A copy of this policy statement and WVPP Plan is readily available to all employees and from each manager and supervisor.

Our plan ensures that all employees, including supervisors and managers, adhere to work practices that are designed to make the workplace more secure, and do not engage in verbal threats or physical actions which create a security hazard for others in the workplace.

All employees, including managers and supervisors, are responsible and accountable for using safe work practices, for following all directives, policies, and procedures, and for assisting in maintaining a safe and secure work environment.

The management of our agencies is responsible for ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

The WVPP Plan will be reviewed and updated annually.

Section II: Prohibited Acts

The Housing Authority of the City of Eureka and the Housing Authority of the County of Humboldt will not ignore, condone, or tolerate *threats of violence* or *workplace violence* by any employee, appointed or elected official, volunteer, contractor, client, or visitor.

- *Threats of violence* include both verbal and non-verbal conduct that causes a person to fear for his or her safety because there is a reasonable possibility he or she might be physically injured and that serves no legitimate work-related purpose.
- *Workplace violence* means any act of violence or threat of violence that occurs at the work site. The term workplace violence shall not include lawful acts of self-defense or defense of others. Workplace violence includes the following:
 - The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury
 - An incident involving the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether or not the employee sustains an injury

Workplace violence can be categorized into four types:

Type 1: Workplace violence committed by a person who has no legitimate business at the work site - includes violent acts by anyone who enters the workplace with the intent to commit a crime

Type 2: Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors

Type 3: Workplace violence against an employee by a present or former employee, supervisor, or manager

Type 4: Workplace violence committed in the workplace by someone who does not work there but has or is known to have had a personal relationship with an employee.

In addition, the Housing Authority of the City of Eureka and the Housing Authority of the County of Humboldt prohibits all *dangerous weapons* not used for fire suppression, accident and incident response, emergency medical services, the service of law enforcement, or security duties on all Housing Authority of the City of Eureka and Housing Authority of the County of Humboldt property. Any employee or appointed or elected official in possession of prohibited dangerous weapons on Housing Authority of the City of Eureka and Housing Authority of the

County of Humboldt property is in violation of this policy and may be subject to disciplinary action up to and including dismissal. Any volunteer, contractor, client, or visitor in possession of prohibited dangerous weapons will be banned from the premises. *Dangerous weapons* include any instrument capable of inflicting death or serious bodily injury.

Section III: Responsibility and Authority

The Workplace Violence Prevention Program Administrator is Heather Humphreys, Human Resources, and she has the authority and responsibility for implementing the provisions of this program for the Housing Authority of the City of Eureka and the Housing Authority of the County of Humboldt. All managers, supervisors and employees are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the program.

In addition, a WVPP Planning Group will be established to assess and review the vulnerability to workplace violence at our establishment and reach agreement on preventive actions to be taken. This group will be responsible for developing employee training programs in violence prevention and plans for responding to acts of violence. They will also audit our overall Workplace Violence Prevention Program.

Managers and Supervisors

Responsibilities include, but are not limited to:

- Implementing the plan in their work areas;
- Providing input to the Administrator regarding the plan;
- Participating in investigations of workplace violence reports; and
- Answering employee questions concerning this plan.

Employees

Responsibilities include, but are not limited to:

- Complying with the plan;
- Maintaining a violence-free work environment;
- Attending all training;
- Following all directives, policies, and procedures; and
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

The Workplace Violence Prevention Group will consist of:

Name: Cheryl Churchill Title: Executive Director

Phone: (707) 443-4583 x224

Name: Heather Humphreys Title: Executive Assistant / HR Manager

Phone: (707) 443-4583 x219

Name: Jennifer Toole Title: Housing Programs Supervisor

Phone: (707) 443-4583 x215

Name: Dustin Wiesner Title: Director of Finance, Administration & Tech.

Phone: (707) 443-4583 x220

Name: Ryan Harvey Title: Maintenance Supervisor

Phone: (707) 443-4583 x226

Section IV: Compliance

All employees are responsible for and will be held accountable for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

Managers, supervisors, and employees will comply with work practices that are designed to make the workplace more secure and will not engage in threats or physical actions which create a security hazard for others in the workplace. Managers and supervisors will:

- Inform employees, supervisors, and managers about our Workplace Violence Prevention Program.
- Evaluate the performance of all employees in complying with our establishment's workplace security measures.
- Recognize employees who perform work practices which promote security in the workplace.
- Provide training and/or counseling to employees who need to improve work practices designed to ensure workplace security.
- Discipline employees for failure to comply with workplace security practices.
- Follow established workplace security directives, policies, and procedures.
- Ensure all employees receive annual training on this plan.

Managers and supervisors will maintain an open, two-way communications system on all workplace safety, health and security issues. Our establishment has a communication system

designed to encourage a continuous flow of safety, health and security information between management and our employees without fear of reprisal and in a form that is readily understandable. Our communication system consists of the following items:

- New employee orientation on our establishment's workplace security policies, procedures and work practices.
- Annual review of our Workplace Violence Prevention Program with all personnel.
- Training programs designed to address specific aspects of workplace security unique to our establishment.
- Regularly scheduled safety meetings with all personnel that include workplace security discussions.
- A system to ensure that all employees, including managers and supervisors, understand the workplace security policies.
- Posted or distributed workplace security information.

Section V: Communication

Managers and supervisors are responsible for communicating with employees about workplace violence in a form readily understandable by all employees. Employees are encouraged to inform their supervisors about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.

After the employee has reported their concerns about any threats of violence or workplace violence to their supervisor, the supervisor will report this information to the Administrator who will investigate the incident. The Administrator will then inform the employee of the results of their investigation and any corrective actions to be taken as part of the Housing Authority of the City of Eureka and the Housing Authority of the County of Humboldt's responsibility in complying with hazard correction measures outlined in the WVP plan.

Any employee who believes he or she has the potential of violent behavior is encouraged to seek interventions and to communicate any time off needed with their direct supervisor to seek counseling.

Training and Instruction

We have established the following policy on training all employees with respect to workplace violence and security.

All employees, including managers and supervisors, shall have training and instruction on general and job-specific workplace security practices. Training and instruction shall be provided when the Workplace Violence Prevention Program is first established and periodically thereafter. Training shall be provided to all new employees and to other employees for whom training has not previously been provided. It shall also be provided to all employees, supervisors, and managers given new roles for which specific workplace security training for the job roles has not previously been provided. Additional training and instruction will be provided to all personnel whenever the employer is made aware of new or previously unrecognized security hazards.

General workplace violence and security training and instruction includes, but is not limited to, the following:

- Explanation of the Workplace Violence Prevention Program including measures for reporting any violent acts or threats of violence.
- Recognition of workplace security hazards including the risk factors associated with the four types of violence.
- Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to managers and supervisors.
- Ways to defuse hostile or threatening situations.
- Measures to summon others for assistance.
- Employee routes of escape.
- Notification of law enforcement authorities when a criminal act may have occurred.
- Emergency medical care provided in the event of any violent act upon an employee.
- Post-event trauma counseling for those employees desiring such assistance.

In addition, we provide specific instructions to all employees regarding workplace security hazards unique to their job responsibilities, to the extent that such information was not already covered in other training.

We have chosen the following items for training and instruction for managers, supervisors, and employees:

- Crime awareness.
- Location and operation of alarm systems, and other protective devices.
- Communication procedures.
- Dealing with angry, hostile or threatening individuals.
- Using the "buddy" system or other assistance from co-employees.
- Awareness of indicators that lead to violent acts by service recipients.
- Employee assistance programs.
- Review of anti-violence policy and procedures.
- Managing with respect and consideration for employee well-being.
- Pre-employment screening practices.

Section VI: Procedures

Emergencies and Reporting a Crime

For immediate assistance in an emergency that is not associated with a service call, contact emergency services or law enforcement by calling 911. For immediate assistance in an emergency associated with a service call in progress, follow internal procedures for requesting immediate back-up assistance by notifying local law enforcement. Employees should also notify their supervisor, manager, and the Administrator as soon as possible.

Reporting Workplace Violence Concerns

Employees who witness or experience *threats of violence* or *workplace violence* can report the incident through their chain of command or directly to Human Resources. Employees may report anonymously and without fear of reprisal by submitting the incident in writing through interoffice mail.

Restraining Orders

Employees or other personnel affiliated with the Housing Authority of the City of Eureka and the Housing Authority of the County of Humboldt who have an active restraining order issued against another person that includes the workplace are encouraged to provide a copy of the restraining order to their supervisor and the Administrator. Supervisors who receive notification

of a restraining order that includes the workplace will meet with the Administrator to decide what actions, if any, need to be initiated.

Section VII: Hazard Assessment

The Workplace Violence Prevention Group will perform workplace hazard assessment for workplace security in the form of record keeping and review, periodic workplace security inspections, and a workplace survey. The assessment group will identify workplace violence and security issues and make recommendations to management and employees.

Hazard Correction

Corrective actions will be implemented in a timely manner, prioritized on the severity of the hazard, documented, and dated. Engineering controls and work practice controls will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

Engineering controls mean an aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the worker and the hazard.

Make the workplace unattractive to robbers by:

- Improving lighting around and at the workplace.
- Post signs notifying the public that limited cash is kept on the premises and that cameras are monitoring the facility.
- Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
- Ensure the adequacy of workplace violence systems
- Post emergency telephone numbers for law enforcement, fire, and medical services
- Control, access to, and freedom of movement within, the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Install effective systems to warn others of a violent danger or to summon assistance, e.g., alarms or panic buttons.
- Ensure employees have access to a telephone with an outside line.
- Provide employee training/retraining(refreshers) on the WVPP, which could include but is not limited to the following:

- Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
- Improve how well our establishment's management and employees communicate with each other.
- Procedures for reporting suspicious persons, activities, and packages.
- Provide/review employee, supervisor, and management training on emergency action procedures.
- Ensure adequate employee escape routes.
- Increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence.
- Ensure that employee disciplinary and discharge procedures address the potential for workplace violence.
- Establish a policy for prohibited practices.
- Limit the amount of cash on hand and use time access safes for large bills.
- Provide procedures for a "buddy" system for specified emergency events.

Section VIII: Post Incident Response and Investigation

Managers and supervisors will respond to, investigate, and document incidents according to these procedures:

- If indicated, provide immediate medical care or first aid and follow established injury/illness reporting procedures;
- Identify all employees involved in the incident;
- Offer staff individual trauma counseling resources;
- Complete the Environmental Hazard Assessment & Control Checklist (Appendix B);
- Conduct a debriefing with all affected staff; solicit feedback from all personnel involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented;
- Determine if prevention measures developed under this plan were effectively implemented; and
- Record the incident in the Workplace Violent Incident Log (Appendix A).

Section IX: Record Keeping

Note: Care must be taken to ensure appropriate confidentiality of medical and personnel records, as required by the ADA (Americans with Disabilities Act) and other applicable regulations or policies.

Periodic updates and reviews of the following workplace violence reports and records will be made:

- Occupational Safety and Health Administration (OSHA) 200 logs
- Workplace violence incident reports
- Information compiled for recording assault incidents or near-assault incidents (i.e. Threat & Assault Log)
- Insurance records
- Police reports
- Workplace survey
- Accident investigations
- Training records
- Grievances
- Inspection information
- Other relevant records or information

The records review will be performed on the following schedule: Annual review.

- Records of workplace violence hazard identification, evaluation, and correction will be maintained for three years in accordance with the recordkeeping requirements of the Housing Authority of the City of Eureka and the Housing Authority of the County of Humboldt's Injury and Illness Prevention Program.
- Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum of three years.
- Records of violent incidents (Workplace Violent Incident Log) will be maintained a minimum of five years at 735 W. Everding St., Eureka CA 95503.

Workplace Security Inspections

Periodic inspections to identify and evaluate workplace security hazards and threats of workplace violence will be performed by the following observer(s) in the following areas of our workplace:

Observer: Management level staff or safety committee member.

Area: All relevant areas (shop, parking lots, offsite properties, etc.)

Periodic inspections are performed according to the following schedule:

- Every six months
- When we initially established our Workplace Violence Prevention Program;
- When new, previously unidentified security hazards are recognized;
- When occupational injuries or threats of injury occur; and
- Whenever workplace security conditions warrant an inspection.

Periodic inspections for security hazards consist of identification and evaluation of workplace security hazards and changes in employee work practices and may require assessing for more than one type of workplace violence. Our establishment performs inspections for each type of workplace violence by using the methods specified below to identify and evaluate workplace security hazards.

Inspections for workplace security hazards from violence by strangers (Type 1) include assessing:

- The need for security surveillance measures, such as mirrors or cameras.
- Posting signs notifying the public that limited cash is kept on the premises.
- Procedures for employee response during a robbery or other criminal act.
- Procedures for reporting suspicious persons or activities.
- Posting of emergency telephone numbers for law enforcement, fire and medical services where employees have access to a telephone with an outside line.
- Adequacy of lighting and security for designated parking lots or areas.

Inspections for workplace security hazards from violence by customers or clients (Type 2) include assessing:

- Access to, and freedom of movement within, the workplace.
- Adequacy of workplace security systems, such as door locks, security windows, physical

barriers, and restraint systems.

- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile service recipients.
- Adequacy of lighting and security for designated parking lots or areas.
- The availability of employee escape routes.

Inspections for workplace security hazards from violence by co-workers (Type 3) include assessing:

- How well our establishment's anti-violence policy has been communicated to employees, supervisors, and managers.
- How well our establishment's management and employees communicate with each other.
- How well our employees, supervisors and managers know the warning signs of potential workplace violence.
- Access to, and freedom of movement within, the workplace by non-employees, specifically recently discharged employees.
- Frequency and severity of employee-reported threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.
- Employee disciplinary and discharge procedures.

Inspection for workplace security hazards from violence by personal relations (type 4) include assessing:

- Access to, and freedom of movement within, the workplace by non-employees, specifically personal relations with whom one of our employees is having a dispute.
- Frequency and severity of employee-reported threats of physical or verbal abuse which may lead to violent acts by a personal relation.
- Adequacy of workplace security systems, such as door locks, security windows, and physical barriers.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs.

- The use of work practices such as "buddy" systems, as appropriate, for identified risks (e.g., walking employees to their cars or mass transit stops at the end of the workday).
- Adequacy of lighting and security for designated parking lots or areas.

Section X: Annual Review

Housing Authority of the City of Eureka and the Housing Authority of the County of Humboldt's Workplace Violence Prevention Plan will be reviewed annually or whenever there are significant changes in the workplace environment, policies, or procedures, and updated as needed considering the following criteria:

- Staffing;
- Sufficiency of security systems;
- Job, equipment, and facility design and risks;
- Modifications or additions to tasks and procedures that affect Plan implementation.
- Newly identified hazards;
- Prior year incidents;
- Identified deficiencies; and
- Feedback provided by employees and their authorized representatives.

ATTACHMENT A

Final Recommendations

Based on the records review, workplace security inspections and workplace survey, the Workplace Violence Prevention Group has identified the following issues that need to be addressed:

Workplace Hazard Control and Prevention

In order to reduce the risk of workplace violence, the following measures have been recommended:

Engineering Controls and Building or Work Area Design:

Workplace Practices:

Management has instituted the following as a result of the workplace violence hazard assessment and the recommendations made by the Workplace Violence Prevention Group:

--

These changes were completed on (date)_____.

Policies and procedures developed as a result of the Workplace Violence Prevention Group's recommendations:

--

Appendix A
WORKPLACE VIOLENT INCIDENT LOG

This form must be completed for every record of violence in the workplace

Incident ID #*:	Date and Time of Incident:	Department:
Specific Location of Incident:		

** Do not identify employee by name, employee #, or SSI. The Incident ID must not reflect the employee's identity)*

Describe Incident (Include additional pages if needed):

Assailant information:

<input type="checkbox"/> Patient	<input type="checkbox"/> Client	<input type="checkbox"/> Customer
<input type="checkbox"/> Family or Friend of Patient	<input type="checkbox"/> Family or Friend of Client	<input type="checkbox"/> Family or Friend of Customer
<input type="checkbox"/> Partner/Spouse of Victim	<input type="checkbox"/> Parent/Relative of Victim	<input type="checkbox"/> Co-Worker/Supervisor/Manager
<input type="checkbox"/> Former Partner/Spouse of Victim	<input type="checkbox"/> Animal	<input type="checkbox"/> Person In Custody
<input type="checkbox"/> Robber/Burglar	<input type="checkbox"/> Passenger	<input type="checkbox"/> Stranger
<input type="checkbox"/> Student	<input type="checkbox"/> Other:	

Circumstances at time of incident:

<input type="checkbox"/> Employee Performing Normal Duties	<input type="checkbox"/> Poor Lighting	<input type="checkbox"/> Employee Rushed
<input type="checkbox"/> Employee Isolated or Alone	<input type="checkbox"/> High Crime Area	<input type="checkbox"/> Low Staffing Level
<input type="checkbox"/> Unable to Get Help or Assistance	<input type="checkbox"/> Working in a Community Setting	<input type="checkbox"/> Unfamiliar or New Location
<input type="checkbox"/> Other:		

Location of Incident:

<input type="checkbox"/> Patient or Client Room	<input type="checkbox"/> Emergency or Urgent Care	<input type="checkbox"/> Hallway
<input type="checkbox"/> Waiting Room	<input type="checkbox"/> Restroom or Bathroom	<input type="checkbox"/> Parking Lot or Outside Building
<input type="checkbox"/> Personal Residence	<input type="checkbox"/> Breakroom	<input type="checkbox"/> Cafeteria
<input type="checkbox"/> Other:		

Type of Incident (check as many apply):

<input type="checkbox"/> Robbery	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
<input type="checkbox"/> Verbal Threat or Harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched
<input type="checkbox"/> Sexual Threat, Harassment, or Assault	<input type="checkbox"/> Hit with an Object	<input type="checkbox"/> Bitten
<input type="checkbox"/> Animal Attack	<input type="checkbox"/> Shot (or Attempted)	<input type="checkbox"/> Slapped
<input type="checkbox"/> Threat of Physical Force	<input type="checkbox"/> Bomb Threat	<input type="checkbox"/> Hit with Fist
<input type="checkbox"/> Threat of Use of Weapon or Object	<input type="checkbox"/> Vandalism (of Victim's Property)	<input type="checkbox"/> Knifed (or Attempted)
<input type="checkbox"/> Assault With A Weapon or Object	<input type="checkbox"/> Vandalism (of Employer's Property)	<input type="checkbox"/> Arson
<input type="checkbox"/> Robbery	<input type="checkbox"/> Other:	

Consequences of incident:

Medical care provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Law enforcement called? <input type="checkbox"/> Yes <input type="checkbox"/> No	Security contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did anyone provide assistance to conclude the event? <input type="checkbox"/> Yes <input type="checkbox"/> No		Days lost from work (if any) _____
Actions taken by employer to protect employees from a continuing threat? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Completed by:

Name:	Title:	Date:
Telephone:	Email:	
Signature:	Telephone:	

Appendix B
WORKPLACE VIOLENCE PREVENTION
ENVIRONMENTAL HAZARD ASSESSMENT & CONTROL CHECKLIST

Assessed by:	Title:
Location(s) Assessed:	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase Housing Authority of the City of Eureka and the Housing Authority of the County of Humboldt's vulnerability to workplace violence events

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities

Step 3: Develop a corrective action plan with measurable goals and target dates

STEP 1: IDENTIFY RISK FACTORS

Yes	No	Risk Factors	Comments:
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

STEP 2: CONDUCT ASSESSMENT

Building Interior

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	

		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are bullet resistant windows or similar barriers used when money is exchanged with the public?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	
		Are waiting and work areas free of objects that could be used as weapons?	
		Is furniture in waiting and work areas arranged to prevent employee entrapment?	
		Are clients and visitors clearly informed how to use the department services so they will not become frustrated?	
		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belonging?	

Building Exterior

Yes	No	Building Exterior	Comments:
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is the area surrounding the building free of bushes or other hiding places?	
		Are security personnel provided outside the building?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly?	
		Are all exterior walkways visible to security personnel?	

Parking Area

Yes	No	Parking Area	Comments:
		Is there a nearby parking lot reserved for staff?	
		Is the parking lot attended and secure?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding places?	
		Is there enough lighting to see clearly?	
		Are security escorts available?	

Security Measures

Yes	No	Security Measures	Comments:
		Is there a response plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and clients)	
		Are there security cameras?	
		Are there panic buttons?	
		Are there alarm systems?	
		Are there metal detectors?	
		Are there X-ray machines?	
		Do doors lock?	
		Does internal telephone system activate emergency assistance?	
		Are telephones with an outside line programed for 911?	
		Are there two-way radios, pagers, or cell phones?	
		Are there security mirrors?	
		Is there a secured entry?	
		Are there personal alarm devices?	
		Are there "drop safes" to limit available cash?	
		Are pharmaceuticals secured?	
		Is there a system to alert staff of the presence, location, and nature of a security threat?	
		Is there a system in place for testing security measures?	

STEP 3: DEVELOP CORRECTIVE ACTION PLAN

(Action Plan Types: *BI* – Building Interior, *BE* – Building Exterior, *PA* – Parking Area, *SM* – Security Measure)

Type	Action Item	Person(s) Responsible	Target Date	Status	Comments

RESOLUTION 2001

RESOLUTION TO ACCEPT AND APPROVE
UPDATE TO THE PERSONNEL POLICY
ADDING WORKPLACE VIOLENCE PROTECTION PLAN

WHEREAS, the Housing Authority of the City of Eureka Board of Commissioners have determined that from time to time it is necessary to make certain changes to the Authorities' Personnel Policy; and

WHEREAS, the Personnel Policy has been updated to maintain compliance with changes in California law adding the Workplace Violence Protection Plan; and

WHEREAS, all revisions have been reviewed by the Housing Authority of the City of Eureka Board of Commissioners; therefore

BE IT RESOLVED, that the Housing Authority of the City of Eureka Board of Commissioners does hereby approve revisions to the Personnel Policy.

PASSED AND ADOPTED on the 24 day of June 2024 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

(Name)

(Name)

(Title)

(Title)

(Signature)

(Signature)