



CITY OF EUREKA COMMUNITY SERVICES DEPARTMENT

1011 Waterfront Drive • Eureka, California 95501-1146 • (707) 441-4241

September 2019

To Whom It May Concern:

The City of Eureka Community Services Department is pleased to submit the attached proposal outlining our department's vision, project proposal, budget and all supplemental materials that we feel meet the requirements of the CESH RFP NO. DHHS2019-02.

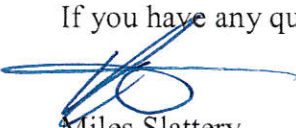
The city of Eureka's Community Services Department has been working with the targeted population for several years, and over the last year has developed a new program entitled UPLIFT Eureka. The City of Eureka adopted the Housing First Focus, and has been working to collaborate efforts with the county through various projects over the years. One of the biggest challenges the department has faced has been a lack of resources that can immediately accommodate housing for homeless individuals. Most traditional paths to housing require employment or a savings of funds.

The City of Eureka created UPLIFT Eureka to provide a platform for homeless members of our community to build a path to secure necessary tools to take advantage of housing resources in the community, as well as set them up for success to take advantage of traditional housing opportunities. Keeping with the Housing First Principles, UPLIFT Eureka has no barriers to entry, no requirements and provides a Job Skills Training Program, supportive services including a volunteer co-pilot to help navigate and support each participant's goals and needs on their way to finding housing, housing assistance and supplemental support programming once housed to provide stabilization.

This program was piloted on a smaller scale, and saw success in progress of the participants. As detailed in the proposal, our vision is to expand and enhance the housing assistance component of this program through providing funds to cover application fees, deposits & rental costs to help with stabilization, as well as a Housing Support Specialist to facilitate stabilization services after individuals are housed. Staff have successfully reviewed the RFP, including all of the requirements, and feel given the capacity of our programs previous success and experience with the targeted population, as well as the experience of staff involved in the project, the Community Services Department is confident it has the experience, capacity and ability to comply with all requirements outlined in the RFP.

The City of Eureka's Community Services Department is very excited for the opportunity to submit a proposal and potentially have the opportunity to work more directly with the county, as we all collectively work to strategically find the best way to provide our homeless community with permanent housing, and help solve the issue.

If you have any questions, please feel free to contact me.



Miles Slattery  
Community Services Director

1011 Waterfront Drive, Eureka, Ca 95501  
Office: (707)441-4184 Cell: (707)599-2053 Email: mslattery@ci.eureka.ca.gov

## 2.0 Table of Contents

<b>1.0</b>	<b><u>Introductory Letter</u></b>	1
<b>2.0</b>	<b><u>Table of Contents</u></b>	2
<b>3.0</b>	<b><u>Signature Affidavit</u></b>	3
<b>4.0</b>	<b><u>Professional Profile</u></b>	
4.1	Organization Overview	4
4.2	Overview of Qualifications and Experience	5-8
<b>5.0</b>	<b><u>Project Description:</u></b>	
5.1	Project Design	9-14
5.2	Project Budget	15
<b>6.0</b>	<b><u>Supplemental Documentation</u></b>	
6.1	Media Coverage	
6.1.1	C.A.P.E. Article	16-18
6.1.2	Co-Pilot Article	19-21
6.1.3	Encampment Clean Up Article #1	22
6.1.4	Encampment Clean Up Article #2	23
6.2	Letters of Support	
6.2.1	Eureka Police Department	24
6.2.2	Betty Kwan Chinn Day Center	25
6.2.3	Alcohol Drug Care Services Inc.	26
6.2.4	Eureka Main Street	27
<b>7.0</b>	<b><u>Exceptions, Objections and Request Changes</u></b>	
	N/A – Not Applicable	
<b>8.0</b>	<b><u>Required Attachments</u></b>	
8.1	RFP Signature Affidavit	28
8.2	Project Budget	29
8.3	Supplemental Documentation	
8.1	Media Coverage	
8.1.1	C.A.P.E. Article	30-32
8.1.2	Co-Pilot Article	33-35
8.1.3	Encampment Clean Up Article #1	36
8.1.4	Encampment Clean Up Article #2	37
8.2	Letters of Support	
8.2.1	Eureka Police Department	38
8.2.2	Betty Kwan Chinn Day Center	39
8.2.3	Alcohol Drug Care Services Inc.	40
8.2.4	Eureka Main Street	41

**REQUEST FOR PROPOSALS – NO. DHHS2019-02  
CALIFORNIA EMERGENCY SOLUTIONS AND HOUSING PROGRAM**


**ATTACHMENT A – SIGNATURE AFFIDAVIT  
(Submit With Proposal)**

REQUEST FOR PROPOSALS – NO. DHHS2019-02 SIGNATURE AFFIDAVIT	
NAME OF ORGANIZATION/AGENCY:	City of Eureka
STREET ADDRESS:	1011 Waterfront Drive
CITY, STATE, ZIP	Eureka, CA 95501
CONTACT PERSON:	Mike Slattery
PHONE #:	707-441-4184
FAX #:	
EMAIL:	Mslattery@ci.eureka.ca.gov

Government Code Sections 6250, *et seq.*, the "Public Records Act," define a public record as any writing containing information relating to the conduct of public business. The Public Records Act provides that public records shall be disclosed upon written request, and that any citizen has a right to inspect any public record, unless the document is exempted from disclosure.

In signing this Proposal, I certify that this firm has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or agency to submit or not to submit a Proposal; that this Proposal has been independently arrived at without collusion with any other Proposer, competitor or potential competitor; that this Proposal has not been knowingly disclosed prior to the opening of Proposals to any other Proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned is an authorized representative of the above-named organization and hereby agrees to all the terms, conditions and specifications required by the County in Request for Proposals No. DHHS2019-02 and declares that the attached Proposal and pricing are in conformity therewith.

  
\_\_\_\_\_  
Signature

MIKE SLATTERY  
\_\_\_\_\_  
Name

10-1-19  
\_\_\_\_\_  
Date

10-1-19  
\_\_\_\_\_  
Date

This agency hereby acknowledges receipt / review of the following Addendum(s), if any  
Addendum # [ ] Addendum # [ ] Addendum # [ ] Addendum # [ ]

## 4.0 Professional Profile

**The City of Eureka Community Services Department**  
**531 K Street**  
**Eureka, Ca 95501**

### 4.1 Organization Overview

The City of Eureka's Community Services Department is a department of the City of Eureka, whose mission is to enhance the quality of life for its citizens.

Within that department, there is a specific project focused on serving disadvantaged members of the Community; that project is called the Community Access Project for Eureka, more commonly referred to as C.A.P.E.

The Community Access Project for Eureka (C.A.P.E.) is a project of the City of Eureka Community Services Department that provides access to quality of life programs, services, parks and facilities for all members of our community regardless of their living situation or income. Through a continued assessment of needs, C.A.P.E. has empowered Eureka Community Services to work together with partnering agencies to provide new opportunities and unique quality of life programming to houseless, low-income and otherwise disadvantaged members of the community. These programs are offered at Eureka Community Services facilities, or new programming is taken and executed directly at locations where the population in need resides. (For more information about C.A.P.E. please visit [eurekaheroes.org](http://eurekaheroes.org))

Since its inception in 2015, CAPE has served thousands of members of our community. UPLIFT Eureka is C.A.P.E.'s newest program that focuses directly on the homeless population in the City of Eureka.

C.A.P.E. is funded outside of the City's general fund. The Community Services Department as well as C.A.P.E. have been successful in obtaining outside funding sources for program services to serve the homeless, low-income and otherwise disadvantaged members of the community. This includes a \$225,000 grant from the County, a \$150,000 grants from California State Parks, three separate \$5,000 grants from PG&E, two separate grants from the Eureka Police Department totally \$70,000, and over \$20,000 from fundraisers conducted on the programs behalf.

Many of the strategies of UPLIFT align with the study done by focus strategies, as it is systematically designed to support participants in ensuring they are set up with the proper tools to obtain housing.

There has been no litigation regarding the provision of services and/or capital improvements equivalent to those that will be provided as part of the proposed CESH project that has been brought by or against the Community Services Department.

There have been no fraud convictions related to the provision of services and/or capital improvements equivalent to those that will be provided as part of the proposed CESH project. There are not any current or prior debarments, suspensions or other ineligibility to participate in public contracts.

The Community Services Department has not received any violations of local, state and/or federal regulatory requirements. The Community Services Department does not hold a controlling or financial interest in any other organizations.

## 4.2 Overview of Qualifications and Experience

The Community Services Department has a great extent of experience and long history of working with the homeless population, low-income and otherwise disadvantaged.

The Community Services Department has received a large variety of grants that required the department and responsible staff to have knowledge of the legal and procedural requirements pertaining to the provisions of services and/or capital improvements that are equivalent to those that will be provided as part of the proposed CESH project.

Of all the funding received through various sources, the department and staff met all requirements and successfully executed all proposed deliverables. These grants and projects are detailed below:

<b>Funding Source</b>	<b>Description</b>	<b>Amount Awarded</b>
Wildlife Conservation Board Caltrans Active Transportation Fund	Construction for Waterfront Trail Phases B and C	\$2,298,000.00
Eureka, Humboldt and Arcata Lodging Alliances	Construction Funding for Upcoming Zoo Canopy Walk	\$1,700,000.00
Coastal Conservancy	Waterfront Trail Construction	\$1,150,000.00
Ocean Protection Council	Elk River Tidal Restoration Construction and Monitoring	\$1,038,853.00
Wildlife Conservation Board	Elk River Tidal Restoration Construction	\$1,000,050.00
Coastal Conservancy- National Coastal Wetland Conservation Grant Program	Elk River Tidal Restoration Design and Construction	\$980,000.00
After-School Care Enrichment Services	After School Programs Staff training, scheduling and oversight in partnership with Eureka City Schools	\$661,606.24
Eureka Non-Freeway Funds	Waterfront Trail Phases B and C Construction	\$565,000.00
Recreation Trails Program	Waterfront Trail Phase C Construction	\$500,000.00
Outdoor Environmental Education Facilities Grant	Zoo Canopy Walk Construction	\$500,000.00
CA Natural Resources Agency Environmental Enhancement and Mitigation Program	Martin Slough Enhancement Project Construction	\$500,000.00
Grace Morton Memorial Fund	Halvorsen Park Playground and Memorial Garden	\$470,000.00

Youth Soccer and Recreation Development Grant	Hammond Park Upgrades	\$403,000.00
Coastal Conservancy	Elk River Tidal Restoration Trail Construction	\$397,000.00
Land and Water Conservation Fund	Parcel 4 Concrete Demotion/Recycling and Nature Play Area	\$300,000.00
Department of Justice Tobacco Grant	Implement education and enforcement program	\$281,195.00
Department of Boating and Waterways	Samoa Boat Launch Restoration Design Funding	\$200,000.00
Coastal Conservancy	Elk River Tidal Restoration Planning and Design	\$175,000.00
Housing Related Parks Program	Del Norte Street Pier Park	\$125,350.00
California Arts Council	Waterfront Trail Artistic Benches and Arts and Culture Festival	\$90,000.00
Habitat Conservation Fund	Camp Cooper Environmental Education Summer Camp for Homeless and Low-income Families	\$150,000.00
CalRecycle	UPLIFT Eureka Cleanup Equipment and Program Execution	\$74,980.00
Eureka Police Department Drug Seizure Grant	UPLIFT Eureka Program Funding	\$35,156.00
Eureka Police Department Drug Seizure Grant	CAPE Funding-Anti-Drug Campaign	\$15,000.00
PG&E	Funding for Community Services CAPE and Homeless Services Programming	\$15,000.00

The Community Services Departments primary staff who will be responsible for the oversight and management of the services that are a part of the proposed CESH project are outlined below. The specific experience these personnel staff have will ensure the program objectives are met, along with all the associated local funding priorities, requirements, specifications and standards set forth in this RFP.

**Name:** Miles Slattery

**Title:** Community Services Director

**Total Tenure with City of Eureka:** 2006 - Present

**Total Tenure in Current Position:** July 2013 - Present

**Duties:**

- Plan and administer operations and maintenance functions for the Community Services Department. Supervision over department management staff. Perform under the direction of the City Manager.
- Review and administer over \$5.1 million annual budget for the Community Services Department.
- Provide supervision of all upper-management within the Community Services Department and oversight of thirty-two full time employees and over one hundred temporary employees.
- Provided oversight for the successful award and administration of over \$17 million in grant funding for new facilities and programming services within the Community Services Department.
- Oversee and administer the environmental permitting, planning and construction of the 6.3 mile long Eureka Waterfront Trail.
- Oversee and manage all activities conducted in Environmental Programs, Facilities Operations, Harbor Operations, Recreation, Parks, and Zoo Divisions, including reviewing data for activity cost analysis and budgetary requirements.
- Develop and implement goals, objectives, policies, and priorities for Community Services Divisions.

**Name:** Donna Wood

**Title:** Deputy Community Services Director

**Total Tenure with City of Eureka:** 1996 - Present

**Total Tenure in Current Position:** 2014 - Present

**Duties:**

- Oversees the daily operations and management, administration, strategic planning, development, budgeting, facility maintenance and operation of the Community Services Department
- Leadership of a team of over 150 full-time and seasonal employees
- Management and oversight of an annual operating budget of more than \$5 million
- Provided oversight for the successful award and administration of over \$12 million in grant funding for new facilities and programming services within the Community Services Department.
- Develop and implement goals, objectives, policies, and priorities for Community Services Divisions

**Name:** Jeff Davis

**Title:** Community Services Supervisor

**Total Tenure with City of Eureka:** 2016 - Present

**Total Tenure in Current Position:** Oct 1 2019 - Present

**Duties:**

- Responsible for the oversight of The Community Access Project for Eureka (C.A.P.E.)
- Plans and administers operations functions for C.A.P.E., including the oversight of UPLIFT Eureka.
- Responsible for researching, applying for, obtaining and oversight of outside funding sources for various infrastructure and programming grant funding opportunities.
- Responsible for fundraising to support programming efforts of the Community Access Project for Eureka and UPLIFT Eureka.
- Develop and maintain healthy and successful partnerships within the community in effort to better serve the homeless members of our community.
- Responsible for the development, implementation and oversight of successful programs such as the Pathway to Payday Job Workshop Series.

**Name:** Katelyn “Mo” Merrell

**Title:** Community Services Coordinator

**Total Tenure with City of Eureka:** 2004 - 2013, 2018 - Present

**Total Tenure in Current Position:** 2018 - Present

**Duties:**

- Responsible for the oversight of the UPLIFT Eureka Co-Pilot Program.
- Supports the Community Services Supervisor as needed with the operations functions for C.A.P.E., including UPLIFT Eureka.
- Contributes to researching and applying for outside funding sources for various infrastructure and programming grant funding opportunities.
- Coordinates fundraising to support programming efforts of the Community Access Project for Eureka and UPLIFT Eureka.
- Assists with the implementation and oversight of successful programs such as the Pathway to Payday Job Workshop Series.
- Develop and maintain healthy and successful partnerships within the community in effort to better serve all members of our community.
- Responsible for the development, implementation and oversight of successful quality of life programs and opportunities for all members of our community regardless of their living situation or income, such as the annual Halloween Costume Drive and Costume Closet.



## 5.0 Project Description

### 5.1 Project Design

The City of Eureka's Project Proposal is to provide UPLIFT Eureka participants with financial assistance to find and obtain permanent housing, and to provide continued financial assistance coupled with support services to become stabilized once housed. The housing assistance funds being requested reflect those needed for application fees, deposits and 6 months' rent to house and stabilize participants in permanent housing (22 participants @ \$8,000/each). The supportive services funds being requested would help facilitate participants obtaining housing by covering the fees required for attaining social security cards, ID's birth certificates etc, which are immediately necessary to secure housing (22 participants @ \$50/each). Furthermore, the personnel costs being requested would staff one Housing Support Specialist at 20 hours/week, who would provide support services to the housed participants in an effort to work toward stabilization. In providing the ongoing housing assistance and supportive services requested in this proposal, this project will allow The City of Eureka to assist in Humboldt County's effort to alleviate homelessness, ultimately helping to serve the entirety of Humboldt County.

The City of Eureka, Community Services Department, CAPE and UPLIFT Program, all align with the guidelines outlined in Humboldt County Housing First principles. The UPLIFT program exemplifies this through supporting individuals and setting them up to obtain the tools to gain housing with no barriers to entry into the program on the basis of mental illness, non-violent criminal record, sexual orientation, income or employment status. Further, the UPLIFT program in no way attempts to control participants' behavior, nor are participants required to be sober or pass drug tests. With a focus on moving participants into permanent housing as quickly as possible, with no service or program readiness requirements, instead of building "housing readiness" UPLIFT works to secure permanent housing and then provide stabilization support.

With a practically non-existent list of resources to immediately gain housing from street to house, due to a majority of the homeless population not possessing the tools such as proper documentation and rental history, just two of the barriers the currently homeless population faces in obtaining housing, UPLIFT Eureka functions to remove barriers and empower the City's homeless population with tools to gain housing. The entire program itself is designed to strategically guide houseless members in our community through a series of resources and supportive programming to provide them with the tools to take the necessary steps to overcome barriers to obtaining immediate housing, including attaining forms of identification and support with searching and applying for housing. In doing so, UPLIFT can serve as the quickest path from homelessness to housing.

#### **An overview of UPLIFT Eureka and the 4 primary components of the program**

Participants gain access to UPLIFT Eureka in a variety of ways:

- **Identified via partnership programs** – Referrals from The Eureka Police Department, The Betty Kwan Chinn Day Center, Waterfront Recovery Services & The Eureka Rescue Mission.
- **Homeless Outreach Workers (H.O.W.s)** – In partnership with the Eureka Police Department, H.O.W.s engage in direct street-based outreach to homeless members of the community and refer interested individuals to UPLIFT.

- **Diversion Program** – If a Police Officer observes/confirms a qualifying “low-level” offense, a citation is issued and the Officer explains the diversion program to the offender and presents this as a completely voluntary option. If the offender agrees to participate, they will have a limited amount of time to complete community service hours with the City Beautification Team and possibly be considered for other components of the Uplift program.
- **Open to the public** – UPLIFT Eureka is an inclusive program and any member of the public is welcome to participate.

Each participant of UPLIFT Eureka is a unique individual with varied and distinct needs. All resources and services available through UPLIFT Eureka are offered to and accessible to every participant in the program.

#### **The 4 Primary Components of UPLIFT Eureka:**

##### **1. Job Skills Training Program**

UPLIFT participants have the opportunity to join a team participating in street cleaning and beautification projects and receive a stipend. These crews remove hundreds of pounds of trash and debris each week and clean all phases of Eureka’s Waterfront Trail as well as Old Town, Downtown, Henderson Center, numerous city parks and city parking lots. In addition to experiencing the reward of contributing positively to the community, this program gives participants valuable job skills training experience that can help boost their resume and help enable them to obtain future employment.

##### **2. Supportive Services**

###### **Participant Meetings:**

Participants meet weekly to discuss progress, challenges & celebrate successes.

###### **Co-Pilots:**

Participants are paired & meet weekly with a volunteer Co-Pilot who provides guidance & help with obtaining goals.

###### **Pathway to Payday:**

Participants take part in an employment workshop called Pathway to Payday which focuses on the enhancement of application, resume & interview skills, offers the opportunity to interview with real employers for real jobs, receiving tangible feedback that they can apply to future interviews.

###### **Resource Management:**

The UPLIFT program has developed a comprehensive and continually evolving Resource Guide. This guide is categorized in a way to help both the Participant and Co-Pilot navigate resources in the community.

A transition to an App format for this Resource Guide is coming soon, which will enable added accessibility and efficiency.

### **3. Housing Assistance**

UPLIFT Eureka assists participants with securing housing by providing funds to cover application fees, deposits and rent. In accordance with Housing First principles, financial assistance for rent is provided in conjunction with other supportive services in an effort to support self-sufficiency and stabilization. Since its inception, in less than 1 years' time, 9 UPLIFT participants have obtained permanent housing through their participation in UPLIFT Eureka.

### **4. Strategic Milestones**

UPLIFT Eureka guides houseless members of our community through a leveled goal setting process. It is systematically designed to ensure participants have the tools to take advantage of the resources that ultimately lead to employment and housing. This includes shelter, food, documentation, health care, family services, education, and other community resources. This method is designed for individuals to go at their own pace.

UPLIFT Eureka follows Housing First principles and prioritizes assisting participants with obtaining housing regardless of where they are in their leveled milestones progress. Once housed, participants continue to receive support and guidance as they progress on their unique Milestones Path.

**An overview of the current UPLIFT program personnel is outlined below:**

#### **(1) Community Services Supervisor, 40 hours/week**

The Community Services Supervisor is responsible for the management of a wide variety of projects including grant writing, securing outside sources of funding for various infrastructure and program costs, staff and policy development and homeless programs. This position dedicates approximately 30 hours/week to CAPE and UPLIFT Eureka.

#### **(1) Community Services Coordinator, 40 hours/week**

The Community Services Coordinator works directly under the Community Services Supervisor, providing support as needed with grant writing, securing outside sources of funding, staff and policy development and homeless programs. This position dedicates approximately 30 hours a week to CAPE and UPLIFT Eureka.

#### **(1) Homeless Services Programs Supervisor, 28 hours/week**

The Homeless Services Programs Supervisor is a temp part time position that works 28 hours a week, all of which is dedicated to the supervision and implementation of CAPE and UPLIFT programming and activities.

#### **(1) Co-Pilot Coordinator, 28 hours/week**

The co-pilot coordinator is a temp part time position that works 28 hours per week. This position is responsible for the development of training materials, recruiting, interviewing and training volunteer co-pilots, pairing co-pilots with participants, facilitating co-pilot team meetings and providing continual support to participants and co-pilots. In addition,

the co-pilot coordinator facilitates the ongoing development of the UPLIFT Resource Guide and collaborates with the Informational Analyst regarding program data.

**(1) Assistant Community Services Coordinator, 20 hours/week**

The Assistant Community Services Coordinator is a temp part time position that works 20 hours per week. This position is responsible for assisting with the development and implementation of all C.A.P.E. quality of life programming offered to community members in need, including involvement in all aspects of UPLIFT.

**(1) Job Skills Training Program Leader**

The Job Skills Training Program leader is a temp part-time position that is responsible for gathering materials, setting up beautification projects, and supervising participants partaking in the Job Skills Training Program twice a week.

**(2) Job Skills Training Program Assistant Crew Leader**

The Assistant Crew Leader is a temp part-time assistance position that is responsible for assisting the Job Skills Training Program Leader in gathering materials, setting up beautification projects and supervising the participants as they require to be physically broken up into separate groups. One of these positions is currently vacant & in the process of being filled

**(2) Homeless Outreach Workers (H.O.W.s)**

These staff members work in partnership with The Eureka Police Department and are responsible for direct street-based outreach to homeless members of the community. By utilizing the upcoming technology based resource guide they have the ability to both connect individuals with whom they interface to services they are in need of as well as respond to community partners who reach out with direct interface with homeless members of the community in need of emergency response and resource management.

**(1) Informational Analyst**

With a new comprehensive technology based resource management guide being launched, this position is strictly responsible for managing the incoming and outgoing data received.

**An overview of The proposed UPLIFT program personnel is outlined below:**

**(1) Housing Support Specialist**

This position will provide essential support and coordination of services and resources for newly housed participants in an effort to establish stabilization and sustain permanent housing. Examples of supportive services provided include but are not limited to budget management, appointment scheduling, obtaining transportation, maintaining a household, accessing medical resources, seeking education opportunities, gaining familiarity with their community, accessing job placement services and applying for and securing regular employment.

## **Connecting Members of the Target Population to Appropriate Services and Resources**

As previously stated, UPLIFT Eureka is designed to directly guide individuals to existing community resources, and to ensure that they are in a position to take advantage of these resources by providing programming and support to help empower them to a better quality of life. The UPLIFT Resource Guide is a comprehensive list of community resources and is in constant development as new community resources are continually discovered and/or established. The UPLIFT Resource Guide lists a variety of resources including but not limited to primary care, behavior health, benefits advocacy and legal assistance services, and is comprised of four sections: Section 1: Immediate Needs, Section 2: Re-Building Phase, Section 3: New Beginnings, and Appendices: Appendix A, Quality of Life. It is important to note that all resources listed are available for participants to access at any time and there are no prerequisites required. The organization of the Resource Guide is simply designed to make it as easy to navigate and as useful as possible.

The Co-Pilot Coordinator oversees the biannual publication of the UPLIFT Resource Guide and ensures it is provided to all staff, as well as the volunteer co-pilots. Co-pilots utilize the resource guide as a primary tool in working with the UPLIFT participants they are paired with to help guide them to any resource the participant feels they are in need of. In partnership with The Eureka Police Department, the Homeless Outreach Workers (H.O.W.s) are responsible for direct outreach to homeless members of the community. The proposed Housing Support Specialist would utilize the Resource Guide to provide essential supports and coordination of services and resources for newly housed participants in an effort to establish stabilization and sustain permanent housing. Staff and co-pilots not only assist in identifying needed resources, but also with ensuring the participant is adequately connected to the resource and engaging in continual follow up on the outcome. The Co-Pilot Coordinator is available via telephone, text, or email to provide individual guidance should staff, a co-pilot or a participant not have knowledge of a particular resource they are in need of.

### **Data Collection and Performance Evaluation**

Humboldt County maintains a Homeless Management Information System (HMIS) which is an electronic database that collects and securely stores data about homeless individuals. This system will collect system-wide, standardized data for accurate, real-time reporting on the total number of homeless in Humboldt County, the length and causes of their homelessness, and their demographic characteristics and needs. It allows better understanding of people's longitudinal homeless experience by tracking the services they receive throughout the duration of their homeless episode, enables agencies to better meet client's need by improving service coordination determining client outcomes, providing more informed program referrals and reducing their administrative impact. The system improves research for evidence based decision making, such as program design and policy proposals which helps shorten the length of time people are homeless and direct them through the system of care more efficiently with more understanding. This system will maintain client confidentiality but allows for aggregate reporting by agency. Eventually, all service providers can be linked and able to share information about clients in real time. This will increase the ability to provide coordinate care and assure that

services are provided to the most in need and not duplicated. Full implementation and information sharing enhances the ability for coordinated intake and assessment. UPLIFT staff will collect data related to, and evaluate the performance, of the services provided by as part of the proposed CESH/UPLIFT project which includes, the collecting and analyzing program and client-level data, and entering program and client-level data into the Humboldt County's HMIS.

Humboldt County has created a project in HMIS for the Coordinated Entry System that collects all referrals and assessments, and maintains a prioritization list for connecting individuals and families to available housing. Humboldt County's Coordinated Entry System (CES) is a process developed to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, referred, and connected to housing and assistance based on their strengths and needs.

Should performance targets not be met, review and analyze procedures will be executed to identify low targets and create strategies with the input of other Humboldt Housing and Homeless Coalition (HHHC) agencies to strengthen procedures and to increase performance targets.

### **Project Sustainability**

Understanding the importance of long-term sustainability is a priority for C.A.P.E. staff, as they are constantly developing and implementing plans to both continue to research and apply for new grant opportunities as well as diversify our funding. We are confident we will be able to continue to secure grant funding in addition to increasing our programmatic and organizational sustainability through a combination of strategies including strengthening staff's fundraising capacity through professional development opportunities, building and sustaining relationships with other local foundations, developing stronger ties to local businesses, improving and innovating on our fundraising events in order to bring in more revenues and expanding our individual donor cultivation activities.

We believe that through a robust fundraising plan combined with an organizational culture of philanthropy, C.A.P.E. will be able to sustain, expand, and scale its program to effectively serve the community for the long-term.

## 5.2 Project Budget

<b>A. Personnel Costs</b>	<b>Totals</b>
<b>Title:</b> Housing Support Specialist <b>Hourly Pay Rate:</b> \$19.303 (\$18.312/hr plus benefits) <b>Formula for Salary Calculation:</b> 20 hrs/wk x \$19.303/hr x 48 wks <b>Duties Description:</b> Provides supportive services to housed participants to work toward stabilization	\$18,530.88
<b>Title:</b> Homeless Services Programs Supervisor <b>Hourly Pay Rate:</b> \$23.306 (\$22.110/hr plus benefits) <b>Formula for Salary Calculation:</b> 5 hrs/wk x \$23.306/hr x 48 wks <b>Duties Description:</b> Administrative support for Outreach Worker Positions	\$5,593.44
<b>Total Personnel Costs:</b>	<b>\$24,124.32</b>
<b>E. Other Costs</b>	<b>Totals</b>
<b>Item:</b> Housing Assistance Funds <b>Description:</b> Funds needed for application fees, deposits and 6 months rent to house and stabilize participants in permanent housing(22 participants @ \$8,000/each)	\$176,000
<b>Item:</b> Supportive Services Funds <b>Description:</b> Funds needed for immediate needs to facilitate participants obtaining housing, including fees required for attaining social security cards, ID's birth certificates etc.(22 participants @ \$50/each)	\$1,100
<b>Total Other Costs:</b>	<b>\$177,100</b>
<b>Grand Total:</b>	<b>\$201,224.32</b>

NEWS > LOCAL NEWS

## Eureka's CAPE makes debut at statewide conference



Children from a camp sponsored by the Community Access Program for Eureka are served breakfast from the Rotary Club of Southwest Eureka. – Photo Provided by Brian Millett of Eureka Parks and Rec

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By **NATALYA ESTRADA** |

PUBLISHED: October 5, 2016 at 12:31 am | UPDATED: July 30, 2018 at 6:34 am

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Eureka Parks and Rec employees are off to Los Angeles this week for the League of California Cities Conference on Friday. The Community Access Program for Eureka or CAPE will be highlighted in a presentation by the league.

Eureka Parks and Recreation Director Miles Slattery said initially, the program was



CAPE now offers several programs including one that's catering to children in need of Halloween costumes this month, a multi-media program for teenagers, a ceramics class for youth and families at the Serenity Inn, as well as providing necessary free bus passes, helping with transitional housing, healthy and low-cost meals, kayak lessons and tours of Humboldt Bay and employment programs.

"We were definitely going into uncharted waters," Slattery said. "We didn't know if we could secure the funding and when we started developing more programs there was no real template to work with."

According to Slattery, CAPE worked with several different organizations — including Betty Chinn, CalFresh, Humboldt County's Department of Health and Human Services, the county Office of Education and the Marshall Foundation — to ensure CAPE's future success. Slattery also said Six Rivers Brewery, Pacific Gas and Electric Co. and the Rotary Club contributed program funding.

"What's unique about CAPE is that its completely community oriented and all of its programs are drawn by donations," Slattery said. "Making partnerships with so many organizations was key part of it's success."

Brian Millett, city recreation coordinator for Eureka Parks and Rec, said donations were one of the best parts of CAPE and came at no cost to the city's general fund.

"We have set up a donation, sponsorship and recognition program called the Eureka League of Heroes, where individuals, businesses, organizations and service groups can donate funding to go towards CAPE programming," Millett said, "There is no CAPE general fund or reserves. The money goes directly to cover the cost of staff, supplies or anything else needed so we can run these programs and help our community partners provide these services."

Millett also mentioned donors and sponsors for CAPE are recognized on their "Hall of Heroes," located at the Adorni Center.

Eureka Councilwoman Kim Bergel, who was en route to join Eureka Parks and Rec in Los Angeles, said she was proud of the department and believed CAPE would stand out because of how it positively engaged people in the community who otherwise wouldn't have the opportunity to join these programs.

"Being someone who's worked with the population they're targeting, and knowing what barriers these people face makes me feel great that they now have another resource to turn to," Bergel said.

Access to programs was a huge barrier according to Eureka Recreation Coordinator Ashley Taylor. Prior to CAPE, Taylor said children who wanted to go to summer camp had trouble with transportation, as well as financial problems with paying for services.

"We really wanted to connect with families and provide programming that would help them both in long term and short term goals," Taylor said. "We started providing housing services with help from the Marshall Foundation and Betty Chinn, which became long-term goals, whereas our program Pathways to Payday helped with childcare and resources for people trying to get jobs."

Since its inception, Pathways to Payday has helped 15 people gain employment, according to Slattery who said the program has been able to reach a lot of people in a little over a year. Slattery said he hoped other cities at the conference in L.A. would be inspired to create similar programs for their communities.

According to Millett, the model of CAPE was discovered through trial and error. He said the department is excited to present the program at the conference on Friday.

"We are doing this presentation in hopes to be able to provide the model for other cities that we didn't have when we were starting out, because we have the ability to really make a positive impact in the lives of others, not just locally in Eureka, but all throughout California, and in every city," Millett said.

*Natalya Estrada can be reached at 707-441-0510.*



**Natalya Estrada**

NEWS > LOCAL NEWS

## Community program seeks 'co-pilots' to guide homeless to work, resources



Betty Kwan Chinn, a community partner of UPLIFT Eureka, lauded the program's efforts to help the community's homeless. (Times-Standard file)

By **SHOMIK MUKHERJEE** | [smukherjee@times-standard.com](mailto:smukherjee@times-standard.com) |

January 29, 2019 at 12:31 am

A local program, UPLIFT Eureka, is seeking volunteers to help homeless individuals in one-on-one settings to find work in the community.

UPLIFT doesn't seek to supplant other existing community programs, but rather connect locals to the resources already available to them. Individual volunteers, or "co-pilots," would meet with participants to encourage their progress.

Brian Millett, project manager for the city of Eureka, founded the program, which runs through city services.

"Participants will be guided step by step to access various resources as they work their way to success," an UPLIFT document reads. "These steps will include working on a personal budget, as well as setting up meetings to get basic paperwork taken care of such as Social Security and ID cards."

Funding for the program was raised through various city events, including an event earlier this month called "Hoodslam," a wrestling entertainment show.



The city raised money for UPLIFT through various events, including a "Hoodslam" event earlier this month, which saw a wrestling group throw down at Eureka. (Times-Standard file)

The program has partnered with various community resource groups, including the Eureka Rescue Mission; the county Department of Health and Human Services; and the Betty Kwan Chinn Day Center.

Betty Kwan Chinn, who has gained national attention for her efforts to shelter the

"We work to build (homeless people's) self-esteem and self-worth," Chinn said. "They know they can do something and they start to feel really comfortable looking for a job."

Changing the lives of homeless individuals isn't an overnight project, Chinn said. The UPLIFT program isn't mandatory for anyone. Homeless individuals can join or opt out of their own free will.

"They're a very good program," she said. "With the co-pilots, some are learning, some have experience."

Most are taking part in a good-faith effort to better the lives of others, she said.

UPLIFT was born out of the city's yearly "pathway to payday" program, in which participants run through workshops practicing job-applying and interviewing skills.

"I'm always amazed at this workshop, because the participants come from a wide range and background, and a lot of them before this workshop had just stopped looking for work or didn't know where or how to look or were maybe insecure that their background or living situation would be an instant deal breaker," Millett wrote in a submission to the Times-Standard last March.

"It's all about just giving them that platform, and they do the work to better themselves."

*Shomik Mukherjee can be reached at 707-441-0504.*

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Tags: [newsletter](#)



## **Shomik Mukherjee**

Shomik Mukherjee can be reached at 707-441-0504.

## Nearly Two Tons of Garbage Removed From Wetlands Encampments West of Broadway in Eureka

On Thursday, August 15, 2019, the Eureka Police Department's Community Safety Enhancement Team (CSET), working in partnership with the Problem-Oriented Policing Unit (POP), California Department of Fish & Wildlife, and City of Eureka Code Enforcement, along with workers from Uplift Eureka, Eureka Rescue Mission, and Betty Kwan Hinn's Day Center, conducted a clean-up operation to remove ten abandoned illegal encampments located within a greenbelt area west of Broadway, Eureka.

The encampments were noticed for removal well in advance of the operation.



As part of this collaborative effort, which included 17 Uplift Eureka program volunteers, removed 1.77 tons of garbage from this sensitive wetlands area.

One of the abandoned encampments was connected to significant environmental damage including the digging of an approximately 30' x 5' x 10' deep pond. In addition to the clean-up efforts, several non-profit social service providers were also on scene to conduct outreach to any homeless persons present.



LOGO STAFF (/AUTHOR/LOGO-STAFF) / THURSDAY, AUG. 22 (/2019/AUG/22/) @ 11:33 A.M. /

## Officers and Civilians Pulled 1,500 Pounds of Garbage Out of 'Abandoned Encampments' in Cooper Gulch Tuesday, Eureka Police Say

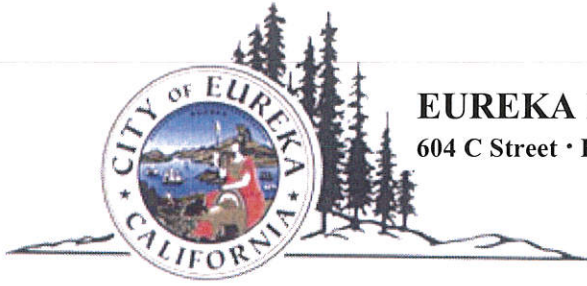
From the Eureka Police Department:

On Tuesday, August 20, 2019, the Eureka Police Department's Community Safety Enhancement Team (CSET), working in partnership with Community Services staff and Uplift Eureka volunteers, conducted another clean-up of several abandoned encampments within Cooper Gulch.

During this collaborative operation, workers removed approximately 1,580 pounds of trash. The behavior associated with these illegal encampments is not only hazardous to the environment, including a nearby creek, but their presence also impedes the ability of all community members to safely enjoy the City's parks and open spaces.

Along with these continued clean-up efforts, EPD and our community partners will continue striving to develop and implement strategies, through a thoughtful balance of accountability and outreach, which ultimately improve upon or eliminate these issues.





**EUREKA POLICE DEPARTMENT**  
604 C Street • Eureka, California 95501-0341

(707) 441-4060 • Fax (707) 441-4334

[www.ci.eureka.ca.gov](http://www.ci.eureka.ca.gov)

September 30, 2019

Attn: Humboldt County Department of Health & Human Services  
507 F Street  
Eureka, California 95501

Re: Eureka Police Department Support for City of Eureka's Application for California Emergency Solutions and Housing Program

The Eureka Police Department is pleased to support the City of Eureka's application for California Emergency Solutions and Housing funding in support of a project to expand UPLIFT Eureka. This project will enable the city to serve more members of the homeless community by providing a platform for them to succeed in their path to finding permanent housing.

The Eureka Police Department has worked closely with the Community Services Department for years, and we have enjoyed great success in serving the homeless community together through programs like Pathway to Payday, Shop with a Cop, EPD Ride-along community podcast, and most recently, UPLIFT Eureka.

As a department that directly interfaces with the homeless population on a daily basis, EPD is increasingly supporting and partnering with the UPLIFT Eureka program. This includes having an UPLIFT Eureka staff member ride-along with the Community Safety Enhancement (CSET) and Mobile Intervention & Services (MIST) teams to directly connect homeless individuals with the program. EPD will also continue to strategically partner with the Community Services Department in our on-going efforts to help the homeless community.

Eureka Community Services and Community Access Project for Eureka (C.A.P.E) will Lead UPLIFT Eureka's programming elements in utilizing the facility for its intended purposes. We look forward to working with Eureka Community Services with the shared goal of assisting our community's less fortunate out of homelessness and into stable, supportive permanent housing.

Sincerely,

Stephen Watson  
Chief of Police



September 2019

Attn: Humboldt County Department of Health & Human Services

507 F Street

Eureka, California 95501

Re: Betty Kwan Chinn Day Center Support for City of Eureka Application for California Emergency Solutions and Housing Program

The Betty Kwan Chinn Day Center is pleased to support the City of Eureka's application in its California Emergency Solutions and Housing Program application to expand UPLIFT Eureka and serve more members of the homeless community and provide a platform for them to both succeed and start on a path to finding permanent housing.

Our organization has worked with CAPE for years and have had much success in serving the homeless community together through programs like Pathway to Payday, RENT ready and most specifically recently, UPLIFT Eureka.

As an organization which that directly serves the homeless population through resources, employment assistance, transitional housing and more, we will continue to work the city of Eureka's Community Services Department and play a role in the UPLIFT Eureka Program and continue to strategically partner with the Community Services Department for efforts that lead towards helping the homeless community find permanent housing.

We look forward to working with Eureka Community Services for the ultimate goal of helping our community's less fortunate finding housing

Sincerely,



Betty Kwan Chinn

September 30, 2019

Attn: Humboldt County Department of Health & Human Services  
507 F Street  
Eureka, California 95501

Re: Alcohol Drug Care Services Inc. Support for City of Eureka Application for California Emergency Solutions and Housing Program

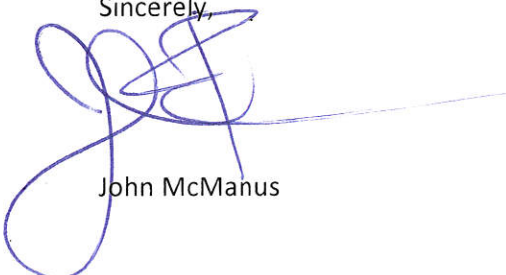
Alcohol Drug Care Services Inc. is pleased to support the City of Eureka's application in its California Emergency Solutions and Housing Program application project to expand UPLIFT Eureka and serve more members of the homeless community and provide a platform for them to both succeed and continue on a path to finding permanent housing.

Our organization has worked with CAPE for years and have had much success in serving the homeless community together through programs like Pathway to Payday, RENT ready and most specifically recently, UPLIFT Eureka.

As an organization that provides Substance Use Disorder services including Medically Managed Detoxification and Residential Treatment as well as Traditional and Low-Income Housing, we will continue to refer individuals who go through our programs to the UPLIFT Eureka Program and continue to strategically partner with CAPE for efforts that lead towards helping the homeless community.

Eureka Community Services and CAPE take responsibility to lead the UPLIFT Eureka Programs programming elements to utilize the facility for the intended programming efforts. We look forward to working with Eureka Community Services for the ultimate goal of helping our community's less fortunate and ending homelessness.

Sincerely,



John McManus

September 30, 2019

Attn: Humboldt County Department of Health & Human Services

507 F Street

Eureka, California 95501

Re: Eureka Main Street Support for City of Eureka Application for California Emergency Solutions and Housing Program

Eureka Main Street is pleased to support the City of Eureka's application in its California Emergency Solutions and Housing Program application project to expand UPLIFT Eureka and serve more members of the homeless community and provide a platform for them to both succeed and start on a path to finding permanent housing.

Eureka Main Street has worked with the Community Services Department for years and have had much success in a wide variety of ventures together, including supporting UPLIFT Eureka during its initial inception phase.

The Eureka Main Street Program is a public-private partnership between the Eureka Redevelopment Agency and the Downtown and Old town merchants. Eureka Main Street is excited to partner with UPLIFT, and will ensure we will provide educational literature to our partnering businesses to utilize UPLIFT's outreach staff and when a situation comes up where homeless individual needs support.

Eureka Community Services and CAPE take responsibility to lead the UPLIFT Eureka Programs programming elements to utilize the facility for the intended programming efforts. We look forward to working with Eureka Community Services for the ultimate goal of helping our community's less fortunate and ending homelessness.

Sincerely,

A handwritten signature in cursive script, appearing to read "C McDonald".

Charlotte McDonald

**REQUEST FOR PROPOSALS – NO. DHHS2019-02  
CALIFORNIA EMERGENCY SOLUTIONS AND HOUSING PROGRAM**

**ATTACHMENT A – SIGNATURE AFFIDAVIT  
(Submit With Proposal)**

**REQUEST FOR PROPOSALS – NO. DHHS2019-02  
SIGNATURE AFFIDAVIT**

<b>NAME OF ORGANIZATION/AGENCY:</b>	City of Eureka
<b>STREET ADDRESS:</b>	1011 Waterfront Drive
<b>CITY, STATE, ZIP</b>	Eureka, CA 95501
<b>CONTACT PERSON:</b>	Mike Slattery
<b>PHONE #:</b>	707-441-4184
<b>FAX #:</b>	
<b>EMAIL:</b>	Mslattery@ci.eureka.ca.gov

Government Code Sections 6250, *et seq.*, the "Public Records Act," define a public record as any writing containing information relating to the conduct of public business. The Public Records Act provides that public records shall be disclosed upon written request, and that any citizen has a right to inspect any public record, unless the document is exempted from disclosure.

In signing this Proposal, I certify that this firm has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or agency to submit or not to submit a Proposal; that this Proposal has been independently arrived at without collusion with any other Proposer, competitor or potential competitor; that this Proposal has not been knowingly disclosed prior to the opening of Proposals to any other Proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned is an authorized representative of the above-named organization and hereby agrees to all the terms, conditions and specifications required by the County in Request for Proposals No. DHHS2019-02 and declares that the attached Proposal and pricing are in conformity therewith.

  
\_\_\_\_\_  
Signature

10-1-19  
\_\_\_\_\_  
Date

Mike Slattery  
\_\_\_\_\_  
Name

10-1-19  
\_\_\_\_\_  
Date

This agency hereby acknowledges receipt / review of the following Addendum(s), if any  
Addendum # [ ] Addendum # [ ] Addendum # [ ] Addendum # [ ]

## 5.2 Project Budget

<b>A. Personnel Costs</b>	<b>Totals</b>
<b>Title:</b> Housing Support Specialist <b>Hourly Pay Rate:</b> \$19.303 (\$18.312/hr plus benefits) <b>Formula for Salary Calculation:</b> 20 hrs/wk x \$19.303/hr x 48 wks <b>Duties Description:</b> Provides supportive services to housed participants to work toward stabilization	\$18,530.88
<b>Title:</b> Homeless Services Programs Supervisor <b>Hourly Pay Rate:</b> \$23.306 (\$22.110/hr plus benefits) <b>Formula for Salary Calculation:</b> 5 hrs/wk x \$23.306/hr x 48 wks <b>Duties Description:</b> Administrative support for Outreach Worker Positions	\$5,593.44
<b>Total Personnel Costs:</b>	<b>\$24,124.32</b>
<b>E. Other Costs</b>	<b>Totals</b>
<b>Item:</b> Housing Assistance Funds <b>Description:</b> Funds needed for application fees, deposits and 6 months rent to house and stabilize participants in permanent housing(22 participants @ \$8,000/each	\$176,000
<b>Item:</b> Supportive Services Funds <b>Description:</b> Funds needed for immediate needs to facilitate participants obtaining housing, including fees required for attaining social security cards, ID's birth certificates etc.(22 participants @ \$50/each)	\$1,100
<b>Total Other Costs:</b>	<b>\$177,100</b>
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NEWS > LOCAL NEWS

## Eureka's CAPE makes debut at statewide conference



Children from a camp sponsored by the Community Access Program for Eureka are served breakfast from the Rotary Club of Southwest Eureka. – Photo Provided by Brian Millett of Eureka Parks and Rec

By **NATALYA ESTRADA** |

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"We are doing this presentation in hopes to be able to provide the model for other cities that we didn't have when we were starting out, because we have the ability to really make a positive impact in the lives of others, not just locally in Eureka, but all throughout California, and in every city," Millett said.

*Natalya Estrada can be reached at 707-441-0510.*



**Natalya Estrada**



NEWS > LOCAL NEWS

## Community program seeks 'co-pilots' to guide homeless to work, resources



Betty Kwan Chinn, a community partner of UPLIFT Eureka, lauded the program's efforts to help the community's homeless. (Times-Standard file)

By **SHOMIK MUKHERJEE** | [smukherjee@times-standard.com](mailto:smukherjee@times-standard.com) |

January 29, 2019 at 12:31 am

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Betty Kwan Chinn, who has gained national attention for her efforts to shelter the

“We work to build (homeless people’s) self-esteem and self-worth,” Chinn said.  
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“I’m always amazed at this workshop, because the participants come from a wide range and background, and a lot of them before this workshop had just stopped looking for work or didn’t know where or how to look or were maybe insecure that their background or living situation would be an instant deal breaker,” Millett wrote in a submission to the Times-Standard last March.

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*Shomik Mukherjee can be reached at 707-441-0504.*

---

Tags: [newsletter](#)



## **Shomik Mukherjee**

Shomik Mukherjee can be reached at 707-441-0504.

# Nearly Two Tons of Garbage Removed From Wetlands Encampments West of Broadway in Eureka

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**EUREKA POLICE DEPARTMENT**  
604 C Street • Eureka, California 95501-0341

(707) 441-4060 • Fax (707) 441-4334

[www.ci.eureka.ca.gov](http://www.ci.eureka.ca.gov)

September 30, 2019

Attn: Humboldt County Department of Health & Human Services  
507 F Street  
Eureka, California 95501

Re: Eureka Police Department Support for City of Eureka's Application for California Emergency Solutions and Housing Program

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Eureka Community Services and Community Access Project for Eureka (C.A.P.E) will Lead UPLIFT Eureka's programming elements in utilizing the facility for its intended purposes. We look forward to working with Eureka Community Services with the shared goal of assisting our community's less fortunate out of homelessness and into stable, supportive permanent housing.

Sincerely,

Stephen Watson  
Chief of Police

September 2019

Attn: Humboldt County Department of Health & Human Services

507 F Street

Eureka, California 95501

Re: Betty Kwan Chinn Day Center Support for City of Eureka Application for California Emergency Solutions and Housing Program

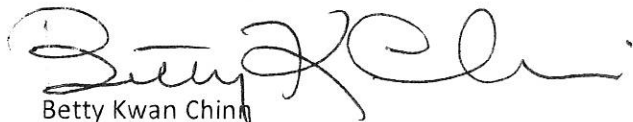
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We look forward to working with Eureka Community Services for the ultimate goal of helping our community's less fortunate finding housing

Sincerely,



Handwritten signature of Betty Kwan Chinn in cursive script.

Betty Kwan Chinn

September 30, 2019

Attn: Humboldt County Department of Health & Human Services  
507 F Street  
Eureka, California 95501

Re: Alcohol Drug Care Services Inc. Support for City of Eureka Application for California Emergency Solutions and Housing Program

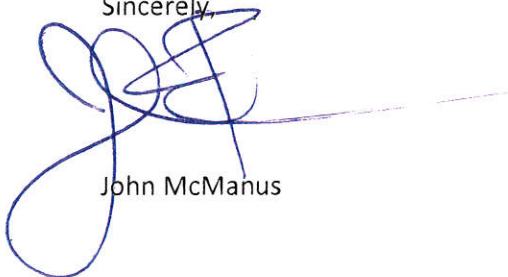
Alcohol Drug Care Services Inc. is pleased to support the City of Eureka's application in its California Emergency Solutions and Housing Program application project to expand UPLIFT Eureka and serve more members of the homeless community and provide a platform for them to both succeed and continue on a path to finding permanent housing.

Our organization has worked with CAPE for years and have had much success in serving the homeless community together through programs like Pathway to Payday, RENT ready and most specifically recently, UPLIFT Eureka.

As an organization that provides Substance Use Disorder services including Medically Managed Detoxification and Residential Treatment as well as Traditional and Low-Income Housing, we will continue to refer individuals who go through our programs to the UPLIFT Eureka Program and continue to strategically partner with CAPE for efforts that lead towards helping the homeless community.

Eureka Community Services and CAPE take responsibility to lead the UPLIFT Eureka Programs programming elements to utilize the facility for the intended programming efforts. We look forward to working with Eureka Community Services for the ultimate goal of helping our community's less fortunate and ending homelessness.

Sincerely,

A handwritten signature in blue ink, appearing to read "John McManus", with a long horizontal line extending to the right.

John McManus



September 30, 2019

Attn: Humboldt County Department of Health & Human Services

507 F Street

Eureka, California 95501

Re: Eureka Main Street Support for City of Eureka Application for California Emergency Solutions and Housing Program

Eureka Main Street is pleased to support the City of Eureka's application in its California Emergency Solutions and Housing Program application project to expand UPLIFT Eureka and serve more members of the homeless community and provide a platform for them to both succeed and start on a path to finding permanent housing.

Eureka Main Street has worked with the Community Services Department for years and have had much success in a wide variety of ventures together, including supporting UPLIFT Eureka during its initial inception phase.

The Eureka Main Street Program is a public-private partnership between the Eureka Redevelopment Agency and the Downtown and Old town merchants. Eureka Main Street is excited to partner with UPLIFT, and will ensure we will provide educational literature to our partnering businesses to utilize UPLIFT's outreach staff and when a situation comes up where homeless individual needs support.

Eureka Community Services and CAPE take responsibility to lead the UPLIFT Eureka Programs programming elements to utilize the facility for the intended programming efforts. We look forward to working with Eureka Community Services for the ultimate goal of helping our community's less fortunate and ending homelessness.

Sincerely,

A handwritten signature in black ink, appearing to read "Charlotte McDonald". The signature is written in a cursive, flowing style.

Charlotte McDonald